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https://valuescamps.com/hockey/

***Values Sport Events***

**Excursion Policy**



Values Sport Events recognises the educational and social significance of excursions for our students and

therefore offer any students staying for longer than one week excursions at the weekend. Students staying for one week, use the weekend to travel to and from camp.

By planning and operating excursions in accordance with this policy, everyone involved will

understand their duties and can participate fully in promoting learning outside of the classroom.

**Our Responsibility**

Under Common Law, staff members accompanying students on an excursion have ultimate

responsibility for their safety and are deemed to be acting ‘in loco parentis’, where staff are held to

the same standard of care as would be deemed a reasonable parent. Occasionally, this duty of care

can be temporarily transferred to others such as an instructor at an activity centre where the

activities are controlled by those instructors/experts.

We recognise and accept that excursions may present risks to the health and welfare of our students

and will therefore ensure that:

- Adequate safeguarding procedures are in place and the needs of the students and staff have been considered

- A risk assessment has been completed and appropriate safety measures are in place

- The Excursion Supervisor is suitably competent to lead the excursion and able to instruct the other excursion staff of their duties effectively

- The student to staff ratio on excursion is appropriate

- Adequate first-aid provisions will be available and medical information of students and staff is shared on a need to know basis

- The mode of travel is appropriate and pick-up and drop-off times and points have been confirmed

- The Excursion Supervisor has the names of all students and staff on the excursion and the group leaders will have contact details for all students in their group.

Students attending an excursion will be split into smaller groups and allocated a Group Leader.

The groups will be split into the following age ranges:

 10 - 11 years = Minimum 1 adult for every 10 children

 12 - 14 years = Minimum 1 adult for every 15 children

 15 years + = Minimum 1 adult for every 20 children

In addition to the different group sizes, the amount of unsupervised free time also varies between the

age groups.

 10 - 11 years = no free time

 12 - 14 years = 45 minutes in groups of minimum 4

 15 - 17 years = 90 minutes in groups of minimum 2

Friends who fall into two different age categories but want to be in the same group together must

join the younger age group.

When planning an excursion, it should be ensured that there are sufficient staff to cope effectively

with an emergency. For this reason, the Excursion Supervisor should not be allocated a group.

**Security procedures**

During excursions children will be registered:

1. Before boarding the coach

2. On the coach just before departure

3. At excursion destination drop-off point

4. At various times during the day depending on age and group size

5. At the end of the day before departure and once on the coach before departure

**What to do if a child is missing**

All students are required to provide their Group Leader with a mobile phone number on which they can be contacted during excursions, whether this is their own or that of a friend.

Full details of the procedure is provided in the risk management strategy.

**Procedure in the event of an injury**

1. Assess the injury to see whether it needs treatment immediately

2. If necessary, contact the Excursion Supervisor who can either take care of either the remaining group or the casualty, depending on the situation

Please note that theme parks, stadiums, zoos, etc. have First Aid posts and all shops are required to

keep First Aid equipment

**Procedure in the event of an emergency**

1. Get help immediately by phoning 999

2. Contact the Excursion Supervisor

3. Stay with the casualty

**Procedure in the event of a missing student during off-site registration**

1. If a student has not reported after 10 minutes, call their mobile (or a friend’s mobile that is in the same group).

2. Allow another 10 minutes and then notify the Excursion Supervisor who will take any necessary steps from this point.

3. After another 30 minutes, the police will be notified by the Excursion Supervisor

If a student who is not in your group asks for any help or guidance please contact the Excursion Supervisor who will have a record of all groups and reunite the student with his Group Leader.

Do not take any responsibility for any student not in your group without first speaking to the Excursion Supervisor.