



ICS GLOBAL CLASSROOM POLICY

Policy area: 7 – Health & Safety
Date last revised: August 2019

Date established: August 2014
Date of next revision: August 2020

This policy will be reviewed in full by the Head of School every year, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of School in August 2019. It is due for review in August 2020.

Signed

Rod Jackson
Head of School
Date: 28/08/2019

A handwritten signature in black ink, appearing to read "Rod Jackson", is written over a horizontal line.

Overview

Policy statement

ICS offers a wide variety of interesting and exciting overnight school trips throughout the academic year. Our Global Classroom programme has been developed so that we are able to take teaching and learning out of the classroom environment. We have provided domestic and overseas trips over many years and have seen students enjoy life changing and invaluable experiences in cultures, countries, and social environments that are very different from those that they are used to. We encourage all our students to take advantage of these exciting opportunities.

Rationale

ICS takes seriously its duty to keep students safe. This policy provides information on the steps that staff and students must follow in order to ensure students are kept safe from harm during their Global Classroom trips.

Applicability

This policy applies to all ICS staff, parents and students.

Guidance and related policies

This policy to be read in conjunction with:

- Drugs, Alcohol and Smoking policy and Sanctions
- Behaviour and Anti-Bullying Policy (Secondary)
- Primary Social, Emotional, Behaviour Policy
- Missing Child Policy
- Professional Code of Conduct
- Safeguarding Including Child Protection Policy
- Risk Management and Assessment Policy
- First Aid Policy
- Primary Supervision policy
- Secondary Supervision
- Intimate Care Policy
- Global Classroom Planning and Approval Checklist

Access

This policy is available on request from the school offices. We also inform parents and guardians about this policy when their children join ICS, through our newsletters and our website.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our ICS Professional Code of Conduct.

Failure to comply

The health, safety and wellbeing of our staff and students is important to us. Staff are expected to be familiar with this policy, and failure to abide by it will result in intervention by the Senior Leadership Team.

ICS Global Classroom policy

1 General guidelines

- 1.1 Unless stated otherwise, regular school policies, procedures and information apply to Global Classroom trips and activities. This includes the School's primary and secondary behaviour policies and the ICS Safeguarding Including Child Protection policy.
- 1.2 Overseas trips outside NACE School Events will be arranged through experienced accredited tour companies with a proven track record of running school trips.
- 1.3 Trips arranged through external companies will be cross referenced against this policy. This includes where applicable, the identification of any reasonable adjustments to ICS trip procedures where an external company's trip procedures and ICS trip procedures differ.
- 1.4 Any variation to ICS Trip procedures must be signed off by a Principal and the Head of School in consultation with the Bursar.
- 1.5 UK trips to centres and locations outside the ICS or NACE School campuses (Stonar) will be arranged through experienced and accredited companies, and providers of adventure activities (caving, climbing, trekking, skiing or water sports) and must hold a licence as required by the Adventure Activities Licensing Regulations 2004.
- 1.6 All trips are linked to the school aims and planned and approved well in advance in accordance with the Global Classroom Planning and Approval Checklist procedures. All trips must be pre-authorized by the Head of School.
- 1.7 All trips must be led by a Group Leader, who is vetted, selected and approved by a Principal or the Head of School.

2 Responsibilities

2.1 Responsibilities of the Head of School

- Approve all Global Classroom trip proposals (Pre Planning Proposal) as presented by a Principal.
- Ensure Principal adheres to this and other relevant ICS policy documents and procedures.
- Ensure that all Global Classroom trips follow the relevant policies and procedures
- At the Pre-Departure Sign-off meeting with the Trip Leader and Principal, sign off the Global Classroom Planning and Approval Checklist Stage 4 documentation in consultation with the relevant Principal prior to trip commencement.
- Staff deployed as trip leaders and chaperons have been vetted and signed off by the Principal or Head of School.
- Present a Global Classroom trip review to the Proprietor on a regular basis.

2.2 Responsibilities of Principals

- Ensure that the Global Classroom policy and associated procedures are followed by all staff.
- Be responsible for vetting and selection of staff leading and chaperoning the trip. Qualified trip leaders will be selected that demonstrate the necessary skill set.
- Be responsible for the vetting and selection of students participating in the trip. No student is guaranteed a place on a trip. If risks or control measures identified by the School (or the parent or student) require actions beyond that which can be reasonably expected of the School, the student will not be offered a place.
- The Principal will detail any student needs and behaviours that require support, whether through extra supervision, activity modification or otherwise.
- Sign off and approve the risk assessment with the Head of School.
- Hold the Group Leader responsible for all decisions made throughout the trip starting with the planning stage.
- Liaise with the Head of School for any policy updates or changes required.
- Appoint a designated person in their place if absent from School.

2.3 Responsibilities of designated School Based Liaison Coordinator

- During the trip, the School based Liaison Coordinator is on call 24 hours a day.
- Holds a copy of the trip file during the trip which includes student and teacher names, emergency contacts, full trip itinerary with associated contact numbers, contact details for any external company coordinating the trip, School travel insurance details.
- Responsible for a daily check-in with the Trip Leader to review the day's events, supervision and deployment decisions and the wellbeing of the students. Each check-in is to be documented.
- Responsible for liaising with Designated Safeguarding Lead, School Psychologist for any additional support needed during the trip.

2.4 The Group Leader

- 2.42 The Group Leader has overall responsibility for the planning, management, supervision and conduct of an off-site visit or activity. All trips are planned using the Global Classroom Planning and Approval Checklist.
- 2.43 The Group Leader will, where possible, undertake exploratory visits or else seek references from other schools when using new venues.
- 2.44 The Group Leader will ensure that risk assessments are undertaken and recorded for individual trips and activities and are signed off by the School Health & Safety Manager and the relevant School Principal. The risk assessment includes plans for new and unforeseen activities being added to the trip itinerary including that risks are measured before (if at all) a new activity is added to the itinerary.
- 2.45 If a generic/or otherwise risk assessment is provided by a supporting company, this will be embedded into the School's own risk assessment. The activities, risks and control measures identified by the company will be transferred onto the School's own risk assessment and tailored to mitigate risks for ICS students' needs and behaviours.
- 2.46 If free-time is a cited activity on the trip schedule, it will be included in the School's own risk assessment and control measures identified.

- 2.47 Staff-student ratios and deployment are stated in the risk assessment and followed by the Group Leader. They are dependent on the trip activities, the age and needs of students. If during a trip a student is identified as requiring additional support or assistance, a risk assessment will be developed to mitigate risk to ensure the safety of each student.
- 2.48 The group leader will plan adequate first aid provision for the trip, ensuring that at least one member of staff is first aid trained (First Aid at Work 3 Day qualification).
- 2.49 The Group Leader will plan accommodation and sleeping arrangements in advance of the trip, taking into account student needs, ages and the layout of the accommodation. This planning will be reviewed on arrival when 'in situ' to ensure that arrangements are appropriate, safe and secure.
- 2.50 The Group Leader will arrange and lead a pre-departure meeting for all participants. During this meeting, the Group Leader will outline the full itinerary, behaviour expectations and rules of the trip, risks, accommodation and travel arrangements. In addition, any outstanding documentation must be completed by families. Families must complete a registration form, medical and consent form in advance of a student participating in any Global Classroom activity or trip.
- 2.51 The Group Leader must ensure that all students and parents read, understand and sign the Global Classroom code of conduct. The School Behaviour policy (Primary and Secondary) lays out in full minimum behaviour expectations for all students on the trip.
- 2.52 If there is a suspicion or concern of wrongdoing on the trip, the Trip Leader may search rooms and bags of student participants.
- 2.53 Trip documentation as stipulated by the Global Classroom Planning and Approval Checklist is produced/collated by the Group Leader, and a copy is left with the School based Liaison Coordinator who acts as the trip liaison in the UK, available to group leader at all times. This person is the identified emergency contact for the Group Leader. Where possible, there is daily communication between the liaison and the group leader.
- 2.54 The Group Leader will ensure supervision of students through the appropriate deployment of staff at all times, including during scheduled activities, during the night and during any free time. Staff will be informed of when they are on supervision duty, and what this responsibility entails. Supervisory responsibilities during day and night activities at a minimum entail maintaining contact, being in ear-shot and where possible have a sight line for students at all times.
- 2.55 The Group Leader must ensure that all students are 'checked in' at night, meaning that staff must ensure that students are in their rooms, are in bed, ready to sleep, and know that they should not leave their rooms until a member of staff wakes them in the morning. If appropriate, corridors will be monitored to ensure that students remain in their rooms.
- 2.56 The Group Leader will ensure that arrangements are in place for all visits by staff to rooms to be carried out in pairs. Staff are not permitted to visit student rooms alone. If a student knocks on a staff member's door, staff must speak to the student at the door or in the space outside. Students must only enter staff rooms when appropriate and when there is more than one member of staff present.

- 2.57 The Group Leader is the key person in the process of safe and successful delivery of Global Classroom trips and activities. The Group Leader is expected to remain with the group and stay in the same accommodation, close to the group. In exceptional circumstances approval will be given for remote supervision or delegation of responsibility to the Deputy Group Leader, who must be appropriately experienced and competent.
- 2.58 The Group Leader must:
- Have the experience, training and qualifications (where appropriate) to safely control the group on the planned visit or activities and lead the team of other accompanying teachers and adults.
 - Appoint a competent deputy in conjunction with the Principal.
 - Use the Global Classroom policy and Global Classroom Planning and Approval Checklist to prepare for a visit or activity.
 - Carry out all the necessary planning and preparation before the visit including full risk assessments and risk management processes and where necessary a planning visit to the site.
 - Ensure all activities are suitable to the age, aptitude and experience of the particular pupils.
 - Maintain appropriate levels of supervision.
 - Have received safeguarding and child protection training and know what action to take in the event of any concerns being disclosed or observed.
 - Define the roles and responsibilities of accompanying teachers and other adults.
 - Provide full written information to parents or carers and obtain their fully-informed consent.
 - Prepare and brief students, their parents and accompanying teachers and other adults.
 - Be fully briefed on all students and ensure all adults are aware of any special, medical needs or other behavioural or emotional issues in order to maintain the well-being of all students on the trip.
 - Manage the overall organisation during the visit, including staff leadership, supervision of pupils and have due regard for the Health, Safety, Welfare and well-being of everyone at all times.
 - Be able to facilitate continuous and on-going risk assessment for the duration of the visit or activity and be prepared to stop the visit or activity if deemed unsafe.
 - Determine the level of First Aid and medical provision required and appoint at least one qualified First Aider (First Aid at Work 3 Day qualification) for the trip/activity.
 - Provide the Principal and School based Liaison Coordinator with all relevant documentation.
 - Carry all relevant documentation including emergency procedures.
 - Have an effective and tested communication system with the designated School Liaison Coordinator on a daily basis and in the event of emergency or delay. Use of personal mobile phones should be avoided and mobile phones issued by the school should be utilised. If daily communication is impossible, this must be stated in the trip itinerary and managed accordingly in the trip risk assessment.
 - Conduct and document a daily session with the student participants that seeks feedback on behaviour, concerns, trip activities and will take appropriate actions to ensure the safety of students as a consequence.
 - Report and record any accident, incident or near miss appropriately.
 - Carry out a review of the visit or activity with the Principal.

- Observe the safe practice and conduct guidance set out for teachers and other adults.
- Advise the Principal and Head of School of any material change to a Formally Approved visit or activity.

3 Teachers and other adult helpers

- 3.1 Teachers on school-led visits or activities act as employees of the school, whether the visit or activity takes place within or outside normal hours.
- 3.2 Teaching staff carry the prime responsibility for supervision and assisting the Group Leader in their responsibilities. When more than one teacher is involved, another must be appointed as the Deputy Leader and be able to take full responsibility for the Group Leader's role if necessary.
- 3.3 All staff will act 'in loco parentis' and carry a duty of care toward anyone they are supervising. Their duty of care will require them to do everything they reasonably and practicably can to ensure the safety and welfare of the students.
- 3.4 If the main group separates into smaller operating groups, each group should be under the charge of a teacher. In specific circumstances, as part of the risk assessment, the Group Leader may agree that another adult, working under the direction of a teacher, has the competence to fulfil this role.
- 3.5 Adults other than the Group Leader must not be left in sole charge of students unless previously agreed during the planning and risk assessment process or it is the only reasonable way to deal with an emergency situation.
- 3.6 All adults must follow the Group Leader's instructions at all times.
- 3.7 All adults must bring to the Group Leader's attention any risks they feel are not acceptable.
- 3.8 All adults must report immediately to the London Based Liaison Coordinator, Principal or Head of School if they feel their concerns are justified but are being ignored.
- 3.9 Staff should not be accompanied by their own children without the specific agreement of the Principal and Head of School.

4 Parents or carers

- 4.1 In principle, parents/carers do not participate on Global Classroom trips. Any exceptions to this principle must be risk assessed and authorised by the Principal and Head of School.
- 4.2 Parents and carers must:
- Be fully informed about the visit or activity including rules and procedures, including access to all information on the appropriate written risk assessments (care must be taken to ensure confidentiality of student/adult specific information where necessary).
 - Ensure that their children understand the rules and procedures and follow them.

- Give written informed parental consent for their child to participate and acknowledge their own and their child's responsibility to support the disciplinary, health, safety and welfare arrangements for the visit or activity.
- Provide emergency contact details to the Group Leader.
- Provide all relevant details regarding their child's emotional, psychological, mental health and physical health to the Group Leader.
- Where necessary take responsibility for collecting their child if illness or unacceptable behaviour occurs during a visit or activity.

5 Students

5.1 Students must:

- Behave sensibly and responsibly, and adhere to the School's Behaviour policy and the Global Classroom Code of Conduct.
- Not take unnecessary risks.
- Follow the instructions of the Group Leader and other supervising adults, including those at any venue.
- Report anything that may harm anyone to the Group Leader or supervising adult.
- Dress as requested.
- Be sensitive to local codes and customs, especially abroad.
- Understand that any behaviour that may put themselves or others at risk may result in them being stopped from joining a visit or activity. In the event of this happening during a visit or activity, arrangements may be made for them to return to school/establishment or home.

References

[Guidance from the Licensing Authority on the Adventure Activities Licensing Regulations 2004 The Activity Centres \(Young Persons' Safety\) Act 1995](#)

["There and Back Again" The Educational & Recreational Visits Handbook](#): Ealing Children's Services, March 2013

[Keeping Children Safe in Education \(DfE, September 2018\)](#)

[School Trips and Outdoor Learning Activities, HSE](#)

[Planning and Leading Visits and Adventurous Activities, RoSPA, 2014](#)

[Health and Safety: Advice for Schools, DfE](#)

[School Trips: Keeping Children Safe, Havering Education Services](#)