



SUPERVISION OF STUDENTS LEAVING THE SCHOOL SITE

Responsible:	Deputy Head
Pastoral Date Reviewed:	03 May 2022
Review Period:	Annual
Scope:	Whole
School Approval Authority:	SLT
Approval Date:	
External Release:	No

SCOPE

A full risk assessment takes place prior to students leaving the school on any trip or outing. The risk assessment, along with a list of students leaving the site is signed by the Assistant Head Planning and Organisation or the Deputy Head Pastoral.

Students are fully supervised for the duration of any trip or outing. The number of staff accompanying any trip satisfies and often exceeds the DfES guidance on ratios:

- One member of staff per 15-20 students aged 11 and over. At least 2 members of staff should attend every trip unless there are exceptional circumstances which have been approved in the risk assessment.
- One member of staff per 10 students for any trips abroad.

All members of Clayesmore staff who are supervising the students are DBS checked or equivalent. Activity instructors do not have unsupervised access to students.

Gap students and Teacher Assistants are not left alone in charge of students without a supervising member of staff contactable on site or accompanying them when away from school.

A register is also taken when the students leave the school premises and also when they return. During the trip or outing, members of staff take regular registers to ensure they know the whereabouts of all students.

Members of staff in charge of pupils on any trip are required to take emergency contact numbers with them (specified on the Risk Assessment paperwork) along with a mobile phone.

Students usually travel to their destination on a school minibus or coach. Drivers of the school minibuses have passed the Dorset Education Authority test. The driver is responsible for checking that every student has their seat belt securely fastened for the duration of the journey. The school only uses reputable and registered coach and taxi companies. The drivers of the taxis have been DBS checked to ensure the students are safely supervised if unaccompanied by a member of Clayesmore staff.