

SCHOOL PARTY AGREEMENT WITH KENCH HILL CENTRE

(See also the Teacher's Pack and **Health & Safety Manual**, updated May 2010.)

School responsibilities:

PRE-VISIT

School staff SHOULD:

- Advise Kench Hill Charity of the name of a designated group leader as soon as possible after booking is confirmed in writing by Kench Hill.
- Inform LEA School Visits Coordinator of your intended trip (In Hackney – David Norwich, TLT Health & Safety manager email david.norwich@learningtrust.co.uk)
- Arrange a preliminary visit - essential for any group leader and/or accompanying staff that have not been to Kench Hill within 3 years. If familiar with the site, but not as group leader, a planning meeting can be arranged at school with a member of Kench Hill staff (Hackney schools only). The Teacher's Pack contains guidance, information and advice on planning a journey.
- Plan and agree programme in advance with Head of Centre.
- Read and follow guidance contained in the Health and Safety manual, including Risk Assessments for all selected activities on and off-site. Download at: <http://www.kenchhill.co.uk/schools/documents/HEALTHANDSAFETYMANUAL.pdf>
- Notify the Centre, **at least 2 weeks in advance** of visit, number of children and staff expected, sleeping arrangements and any special dietary, faith or other requirements, including LDD details. In particular, the Centre should be notified of pupils with EBD and strategies to support such pupils as discussed with Head of Centre. **NB** if we do not receive relevant information we cannot guarantee to deliver these requirements eg for special diets.
- Familiarise themselves with Kench Hill Centre's rules and safety guidelines prior to the commencement of their visit. School staff are responsible for enforcing Kench Hill rules and behaviour of groups on and off-site. A copy of the rules for pupils can be found in the Health & Safety manual and shown to pupils before the trip.

DURING THE VISIT

Schools/groups MUST:

- Ensure adequate supervision of all children/group members at all times. This is particularly important during free play sessions.

Supervision Ratios (Key Stage 2): 1 staff: 10 pupils

Eg 18 pupils – 2 staff (at least 1 qualified teacher)

25 pupils – 3 staff (at least 1 teacher and 1 qualified first aider)

31 pupils – 4 staff (at least 2 teachers).

EBD/SEN 1:1 supervision as required *in addition* to minimal ratios.

At least 1 female staff in a mixed group. Ideally 1+ male staff in a mixed group, but not essential. It is at discretion of the Headteacher to send support staff to accompany the group, subject to the minimum requirements.

Staff MUST:

- Organise a supervision rota for 'free times'.
- Notify of any accidents/injuries and complete an accident report form.
- Organise activities for the evenings and other unstructured times.
- Take part in teaching sessions in conjunction with KH staff
- Report any faults, damages and breakages
- Ensure proper use of house, grounds and all equipment issued, and undertake to meet any additional charges levied as a result of improper use.
- Lock house at night, turning off lights and equipment
- Ensure bedrooms are kept clean and tidy, undertake room inspections
- (NB Visitors, accompanied at all times by Kench Hill staff, may be shown around during your visit)

Staff SHOULD NOT:

Leave the site or group without prior notification and consent from Head of Centre
Smoke or drink in front of pupils, nor consume excess alcohol

Kench Hill responsibilities:**Kench Hill Charity undertakes:**

- To meet the full schedule of service in accordance with the agreed programme.
- To ensure that premises, all equipment and materials meet required safety standards.
- To ensure that all Centre staff, whether permanent or seasonal, hold qualifications appropriate to activities they are required to lead and have CRB checks
- To make available a range of information and resources relevant for school journeys to Kench Hill Centre.
- To provide service of booking transport to and from Centre and for day trips.
- To monitor and evaluate school trips to Kench Hill Centre through regular consideration of comments from visiting schools.
- To provide a nutritious, balanced menu that meets Healthy School guidelines and caters for different dietary requirements.
- To deliver an introductory talk and tour highlighting emergency procedures and rules
- To provide on-call support and first aid cover at all times

*** Pupils should:**

NOT leave the premises unaccompanied

NOT litter the premises

NOT have access to bedrooms in the day

NOT TAKE food, sweets or drink to bedrooms, or eat while travelling

NOT be allowed chewing gum, fizzy sugar drinks

NOT bring mobile phones or any valuable items

KEEP outdoor/dirty clothes in cloakrooms, not bedrooms

WEAR seatbelts on all vehicles

KEEP cloakroom corridor clear of obstructions (coats and boots)

KEEP bathrooms and all communal areas tidy

For further advice and guidance we recommend all group leaders refer to:

www.lotc.org.uk/doc/handbook_for_group_leaders.doc