

# CEES guidance notes for safe and effective Day Courses

**NB** *It is important that the information given on this sheet and in the attached literature is shared with all accompanying adults prior to the course in order to ensure that all adults are fully aware of the programme for the day and of their role and responsibilities during the course.*

After a provisional booking for a CEES Day Course has been made a package of information is sent to the named teacher who is responsible for the visit. The package will generally include:

- CEES **colour brochure** for general information
- These notes giving guidance on safe and effective **Day Courses**
- Day Course Information sheet giving **learning objectives, programme and risk assessments** for the specific course selected
- Location **map** (for bus drivers if required)
- Pupil **register** (a list printed by the school may be used as an alternative)
- **Fee structure**
- Any other documents relating to the course
- **Booking form** To confirm a provisional reservation, this form should be completed, signed and returned to CEES at Stibbington as soon as possible and not less than 6 term time weeks prior to the course.

## Timing

In order to ensure best value from your CEES Day Course we recommend the following timings:

Key Stage 2 and above 5.5 hours eg 9.30 to 3

Key Stage 1 5 hours, eg 9.45 to 2.45

Foundation 4.5 hours, eg 10 to 2.30.

Timings may be reduced if necessary to suit school start and finish times and journey time, but teachers should be aware that if the above times are significantly reduced some parts of the programme may need to be curtailed.

## Lunch

**Packed lunches and drinks** should be brought (except on KS2 Evacuation and Victorian days). During centre-based time tea and coffee making facilities will be offered to adults. As part of our Eco-Centre policy we ask teachers to encourage pupils to bring environment-friendly packed lunches with minimal packaging, and we ask pupils to put waste fruit and vegetables into our compost bins.

CEES teaching staff will take responsibility for pupils' activities during the morning and afternoon sessions. School staff will be responsible for **supervising** pupils during the lunch break, which may include a short period of free time. A souvenir shop may be offered at lunchtime. Teachers who would like to include this option might suggest a maximum of £1 spending money each.

## Payment

An invoice will be supplied

## Health and safety:

### 1. CEES staff

CEES staff are qualified, experienced teachers who are police checked and employed by Cambridgeshire LEA. All have a current first aid certificate and carry a first aid kit and other safety equipment. A CEES **teacher** will tutor your course and lead the activities with the support of visiting adults. If you are bringing 2 classes on the same day 2 CEES teachers will be available.

### 2. School staff

In addition to the class teacher you will need to bring other adults. Recommended **adult : pupil ratios** for each course at each Key Stage are given on the Day Course information sheet. Please note that DfES guidance (2002) states:

- All accompanying adults should be fully aware of their role and responsibilities (see note above)
- Adults should be responsible for a pre-arranged, named group of pupils and should hold a list of their names
- Pupils should not be identifiable by a name badge
- CRB checks are **not** essential for adults accompanying day visits where the adult will not be in sole charge of one pupil

It is the **responsibility of visiting teachers** to inform CEES staff of any physical, medical or behavioural conditions which may be relevant and which may affect the safety of the individual or the group.

**Notification** to CEES two weeks prior to the course is required if pupils' pre-existing conditions may necessitate **adjustments** being made by CEES to the course programme or materials or equipment.

DfES guidance makes clear that **visiting teachers remain responsible for their pupils** at all times. Should behaviour become unacceptable on safety grounds, teachers may be asked by CEES staff to withdraw pupils from activities.

### 3. Clothing and equipment

Teachers should encourage pupils to wear **appropriate clothing and footwear** for working outside for part of the day. This will usually include a waterproof jacket and wellies (brought in a carrier bag), plus on cold days a warm coat, thick socks, hat and gloves, and on hot days a sun hat and sun screen. CEES holds some spare outdoor clothing which will be made available to those pupils who do not have their own. All materials and equipment needed on the day including clipboards and pencils will be supplied by CEES.

### 4. Risk assessment

All CEES activities are **risk assessed** and appropriate control measures are taken to minimise any risks identified. Relevant extracts from CEES risk assessments are given on Day Course Information sheets.