



Ashley High School



Coastal School Policy and Procedures Resource Booklet

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What is Coastal School?

Coastal School is a method of Outdoor Education which allows the development of confidence, independence, self-esteem and awareness of the natural environment through play and exploration. This is done in a natural environment with students learning how to handle risks, using their own initiative to solve problems and cooperate with others. Sessions will be carried out at a Beach setting with a trained practitioner.

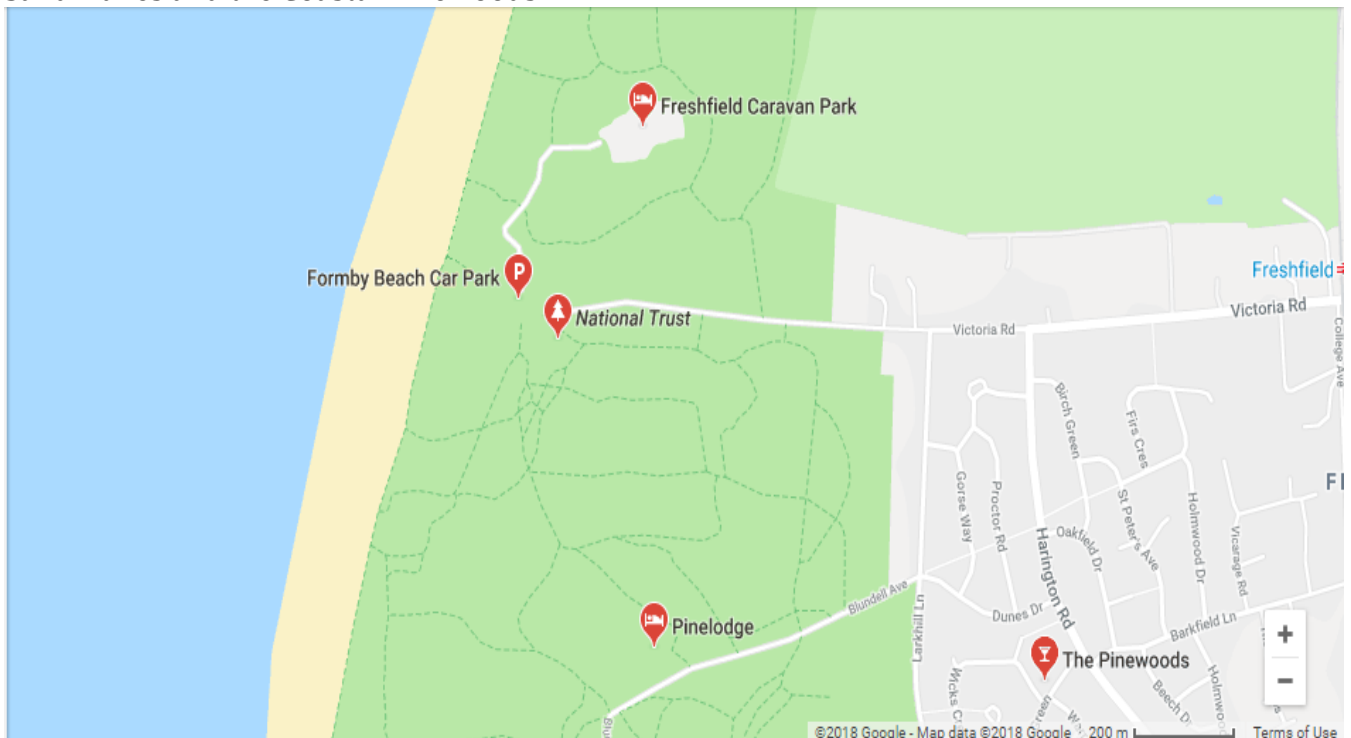
Environmental considerations and Conservation

One of the principles of Coastal School is to promote environmental awareness and encourage sustainability. Students are taught to respect and take responsibility for their Planet. Students will learn to respect the environment, especially the Coastal area including the Seas and Oceans. During our sessions we will only use materials which we find on the floor.

"We will leave nothing behind and only take away memories"

Where are sessions held?

Coastal sessions will take place at Formby Nature Reserve with access to the Beach, Sand Dunes and the Coastal Pinewoods.



Formby Beach, Victoria Rd, Formby, Liverpool L37 1LJ
Phone 01704 878591

Emergency Contacts

Ashley High School, Cawfield Avenue, Widnes WA8 7HG 0151 424 4892
Southport & Formby District General Hospital 01704 547471

Emergency and Serious Incident Policy

- 2 adults with group
- Fully charged mobile phone to be carried by at least 1 adult.
- 1 adult must have a valid First Aid certificate.
- Contact details of parent/ carers must be on carried on site [Appendix 1- Pupil Info]
- Copy of Handbook must be on site

Who is delivering the sessions?

The Coastal School Leader is Fiona Lawrenson. Fiona is currently working towards her Level 3 Coastal School Leader Certificate. She has been assessed to use tools and light camp fires. She also holds a First Aid certificate.

Fiona will be assisted at every session by at least 1 other member of staff, who has been DRB checked.

Through the sessions, it is hoped that students will develop a love of the great outdoors along with respect for our Beaches and Oceans. Inspirational, stimulating, hands on experiences will develop self-esteem, confidence and responsibility. The use of the coastal setting, the various real tools and the natural resources will bring learning to life, creating an understanding of the balance of nature, the finite resources around us and the importance of respecting the Planet in which we live. During the sessions we will encourage all the students to take informed, self-calculated risks and choices, develop sympathy and empathy to the group around them, carry out team work to solve problems and foster communication and negotiation skills.

Risk Assessment Procedure

The Coastal School Leader will consistently apply the '5 step' approach to risk assessment as recommended by the Health and Safety Executive [HSE]

- Identify the hazards
- Decide who might be harmed and how.
- Evaluate the risks and decide on precautions- Coastal School sessions can only proceed if the risk is deemed to be low/medium
- Record findings and implement them
- Review risk assessment and update them if necessary.

A full Risk Assessment will be completed and submitted to the Educational Visits Co-Ordinator [EVC] at least 4 weeks prior to any visit.

Health and Safety

To ensure the Health and Safety of all involved, it is the responsibility of the Coastal School Leader to:-

- Be aware of times, heights and changes of the Tides
- Check weather forecasts
- Ensure staff and students are wearing appropriate clothing and footwear.
- Ensure there is a Bothy on site for shelter.

- Ensure all adults involved are DRB checked and are aware of relevant policies.
- Create an environment that is as safe as it can be and without undue risk to health [Appendix 2- CS Risk Assessment Policy and Procedures]
- Make a daily check of the area on site, prior to starting the session [Appendix 3- Daily checklist]
- Ensure that all staff are competent in the work in which they are engaged.
- Identify, assess and control hazards using [Appendix 4 Hazard Risks]
- Always have a Throw Line when near the sea.
- Ensure the students know that knee height paddling is the deepest depth they are allowed.
- Ensure all adults involved have read and signed the CS handbook.
- Constantly monitor the Health and Safety of students and adults
- Record all accidents and incidents and inform the necessary people [Appendix 5- Accident Recording]
- Review the accident/incident book after each terms sessions, to ensure policies are effective.
- Ensure all procedures within the policy are adhered to.
- Ensure the legal ratio of adult to child ratio is followed.
- Ensure there is at least 1 qualified First Aider on site
- Ensure Fire and First Aid equipment is complete and in date

The Coastal School leader holds ultimate responsibility and liability for ensuring that the Coastal School operates in a safe and minimally hazardous manner.

Insurance

The Children Act 2004 [Appendix 14] and the Health and Safety at Work Act 1974 [Appendix 15] place a number of legal responsibilities on the school. Ashley High School has insurance cover appropriate to its duties under this legislation, including Employer's and Public Liability [Appendix 6-Public Liability] The health & safety and wellbeing of students is paramount and in line with legislation, all staff accompanying visits will have a satisfactory enhanced DRB check. This is in line with the Children's Act 2004.

Policies and Procedures

Ashley High School will follow all its usual policies and procedures to fulfil its first priority of keeping students safe. Opportunity, Risk and Benefits, (ORBS) will be used as a risk assessment tool to determine whether the possible risk of a child injuring themselves, e.g. paddling in a rock pool, offers the lifelong benefits of higher self-esteem, risk management safety awareness, physical skills, communication and teamwork. There will always be risks but if we can teach the students these skills when they are young, they will be much better equipped for the future.

Coastal Site Policy

In order that the Coastal School sessions can be run effectively and safely, the Coastal School leader will ensure all adults involved in the programme are fully aware of and briefed in the following school policies and procedures:-

- Health and Safety
- Child Protection [Appendix 7 Child Protection]

- Equal Opportunities [Appendix 8 Equal Opps]
- Data Protection [Appendix 9 Data Protection]

The Coastal School Leader will visually scan the area upon arrival, ensuring it is safe for students to access, checking for litter, vehicles and sinking sand. It is her responsibility to check that the site is fit for purpose.

Formby Beach and Pinewoods is an area open to the public and is very popular with dog walkers so there will possibly be faeces on the beach or within the pinewoods. If a student or adult steps in faeces, the excess will be wiped away using a stick, leaves etc. If any faeces comes into contact with student's hands it will be immediately washed away using antibacterial products. The Coastal School Leader will keep a check of the site whilst the session is in progress.

If the Coastal School Leader deems the site unsafe for any reason the following action will be taken

- Coastal School Leaders to gather the group ensuring head count.
- Coastal School Leaders to gather equipment if safely accessible.
- Coastal School Leaders to exit the student via the safest route.
- In the event of a fire the Emergency services will be alerted.
- Coastal School Leaders will contact Ashley High School and if safe, return.
- The Coastal School Group will stay together.

If any Child Protection issues are raised during a session, the adult will not discuss the incident with any other person at the site. If they feel there is an immediate threat of harm or danger to a person, they will ring the Deputy Head Teacher [Child Protection Officer] and inform her. If no immediate danger is threatened, the adult will inform the Deputy Head Teacher on their return to school. Any notes made on site will be passed to the Deputy Head Teacher.

Photographs will only be taken of students whose Parent/ Guardians have given written consent to. Any photographs including Looked After Students [LAC] will not be published in any public materials.

Daily Procedures

Before the session

- A Lesson Plan will be completed identifying areas of learning. This will be read by all adults prior to the session.
- Activity Risk and site risk/Benefit Assessment Forms will be updated for each session.
- All staff will have read the latest Activity and Site Risk Assessment, which will be relevant to the current session
- The Coastal School Leader will check there is a sufficient adult to student ratio and that the weather and tide conditions allow the session to take place.
- A Generic Risk Assessment will have been completed and submitted via Evolve.
- The equipment required for the session will be checked and loaded onto the minibus.
- All students will be signed out via the main office.
- The Pre-Session Checklist will be undertaken (Appendix 3).
- Weather Forecast checked

During the Session

- A headcount check will be undertaken on arrival at the Coastal School site and whenever the group is brought together.
- Risks will be continually assessed and appropriate action taken to reduce or remove any risks found.
- Weather and Tides will be closely monitored and sessions altered when necessary

After the Session

- The area will be checked to ensure no litter or equipment is left.
- A headcount check will be undertaken at the end of the session, before returning to school.
- A further headcount check will be undertaken as the students arrive at the minibus.
- A Session Evaluation will be completed by the Coastal School Leader, along with any observational records and First Aid incidents if required.
- First Aid kit, when applicable, refilled.

Emergency Action Plan

First Aid Procedure

Coastal Schools Leader will hold up to date and relevant First Aid qualifications and ensure appropriate First Aid kits are taken to each session. It is their responsibility to keep the First Aid kit appropriately stocked and stored.

In the case of an injured student

- Secure area and make safe.
- CS Leader to carry out First Aid and remain and monitor casualty.
- CS Leader/ staff to call emergency services and give location.
- Staff should gather all other students, do a head count and keep them calm.
- Ashley High School to be called, if necessary, they will inform parents and send staff to collect other students to return to school.
- Staff to go to carpark to await assistance.
- Staff to guide Services to casualty and either assist, or return students back to school

In the case of an injured Adult

- Secure area and make safe.
- CS Leader to carry out first aid and remain with casualty and monitor.
- CS Leader/ staff to call emergency services and give location.
- Ashley High School to be called, asked to send adult to collect students and contact next of kin.
- Staff to gather other children, do a head count and keep them calm until help arrives.

- Keep the Coastal School group together, insulate casualty and if necessary provide shelter until the students are collected.
- CS Leader waits and monitors casualty until Emergency services arrive.

In the case of injured CS Leader

- Staff to secure area and make safe
- Staff to carry out First Aid.
- Staff to call Emergency services and give location
- Ashley High School to be called, asked to send adult to collect students and contact next of kin
- Coastal School group stay together away from casualty if possible, insulate and if necessary provide shelter until students collected.

If an accident or emergency occurs it will be reported as prescribed by the school policy and in accordance with HSE, LA [RIDDOR] guidance.

Missing student procedure

At the start of each session students will be reminded of the site boundaries of the Coastal School area [yellow material tied around sticks, placed in the ground] Staff will do a head count of students after each activity and a 1-2-3 chant will be used to call students back to the 'base'. Staff to be aware that a whistle may be needed depending on the wind direction.

Should a student go missing, the procedure will be:-

- Remaining students to stay seated in 'base' area with an adult.
- Another adult searches beach/ pinewoods and immediate surrounding areas.
- If student is still missing after 5 minutes of searching, ring emergency services and school.
- Students and 1 adult remain together at 'base' in case student returns.
- Students stay in group unless a decision is made to return to normal activities.

Uninvited stranger/intruder

- They will initially be challenged and politely asked to leave the Coastal School area.
- School will be informed of the incident immediately
- If the stranger/intruder does not leave, the students will be assembled immediately and return to school.
- The Police will be informed as soon as possible.
- If a student has been touched, they will be moved to safety, made to feel secure and the school designated Child Protection officer informed immediately.
- Coastal School Leader will refer to the school's Child Protection Policy and procedures.

Poor Weather and Shelter Policy

Exposure to the elements is part of the magic of nature and therefore an integral part of Coastal School. In inclement and/or cold weather a temporary shelter will be erected to provide cover. This shelter will be in the form of a Bothy, which students and adults can sit inside. Staff will have an awareness and watch out for wind chill and sand blowing along the beach.

Through the warmer months, even on cold days, students will need to wear sun cream.

As often as possible students will be encouraged to experience the outdoors in as many different types of weather and conditions as is safely possible. The decision to cancel session due to the weather will always be at the discretion of the CS leader.

Local weather forecasts are checked on the morning, prior to sessions taking place. If the weather deteriorates considerably during the session, all staff and students will return to school. Sessions will go ahead in all weather conditions with only a few exceptions:

- Strong winds that make coastal areas hazardous.
- When it is dangerous to access the Coastal School area due to snow, flooding or ice etc.
- Very wet cold conditions where hypothermia is a real possibility.

Behaviour Policy

Staff will create a positive environment which will encourage caring and nurturing behaviour towards each other and Nature. All involved in the sessions will feel accepted, valued and treated equally. All students will be reminded of expected behaviour and the consequences of not showing it [Appendix 10 Behaviour Policy.] Consequences will include taking a short time out of the sessions to calm down. Should the behaviour escalate, school will be contacted and the student/s will be collected and returned to school.

Equal opportunities

All students and adults involved in the CS programme will be treated equally, with respect and have their needs provided for. All students will be given equal access to all activities and any contributions they make will be appreciated and valued.

Relevant Acts and documentation concerning Equal Opportunites are

- The Race Relations Amendment Act 2000
- Disability Right Commission Act 1999
- The Disability Discrimination Act 2005
- Education Act [1997]
- Special Educational Needs and Disability Act [2001]
- The Sex Discrimination Act [1986]

Toileting Policy

Staff will ask the students to use the toilets by the main entrance before heading onto the beach. If the students are desperate to go to the toilet whilst on the beach, they will have tissues and a spade to dispose of their waste. If there are sufficient adults to release one staff member it could be possible to take a student back to the toilet block. Students will be allowed to use the toilets during the lunch break.

After toileting the students must wash their hands with water or use antibacterial gel.

Clothing Policy

To ensure that the students are sufficiently protected from the weather and the coastal environment they are required to wear appropriate clothing and footwear. Clothing can get wet so spare clothes are also required.

Hand Tool Safety Policy

We are committed to providing our students with access to a wide range of equipment that stimulates enjoyment, learning and development, both indoors and outdoors. Using small hand tools is an important part of Coastal School as it enables students to develop new practical skills that help them develop self-confidence [Appendix 11 NATCHPUFF]

To ensure the safety of your child, the Coastal School leader will:-

- Ensure all hand tools are maintained in good order.
- Inspect and count the tools before each session.
- Recount the tools at the end of each session.
- Teach students and other adults how to handle and pass the tools properly and treat them with respect.
- Will ensure a staff ratio of 1:1 to 1:4 is used, depending on the tool.
- Gloves will be available and are only to be used for the bracing hand. It is not advisable to use any hand tools with gloves on as it detaches the user from the tool.
- Endorse that running with tools and pointing with tools is prohibited. Students will lose permission to use tools if this is not followed.

Axe

This tool is used for splitting wood. It can be used in conjunction with a mallet. It is important to keep clear the area in front and behind the user, use at right angle to body. If swinging the blade, PPE must be worn on toes. When carrying the axe, it is held down by the side with the blade facing forward. When not in use, the head must be covered. Periodically wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Bow saw

This tool is used to cut wood which is approximately the same width as your wrist. A bow saw can have 2 different blades. A regular blade [peg tooth] is used for cutting dead wood and an irregular blade [rake tooth] is used with 'green' wood. Deploy 2 strokes back to create a groove. Bow saws are carried down by the side with the teeth facing down. When not in use the blade guard must be in place. When the blade gets blunt replace with a new one. Replace damaged or lost blade guards.

Sheath knife

This is used for whittling and for a power cut. Before use, check the blade is secure and the hinge is secure. Wear a glove on the non- working hand. Cut away from yourself, down towards the ground and to the side. Clean the blade after use and always put the knife in the sheath when not in use. Periodically, wash and clean off sap from the blade, keep blade sharp by honing with wet or dry sharpening stone.

Loppers

Used to cut branches with are 10 pence piece sizes. Carry to the side with the handles closed. Before use, check the grips are not damaged or loose, cutting edge is clean. Make sure the area to be cut is clear of people. When cutting above head height, wear a hard hat. Periodically, wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Secateurs

Used to cut twigs and branches no more than a pencil thickness. Check the grips are not damaged or loose, that the cutting edge is clean and the hinge is free to open and close. Always lock the blades closed when not in use and carry at your side. Clean the cutting edge after use and secure. Periodically wash and clean off sap from blade, keep blade sharp by honing with wet or dry sharpening stone

Fire Safety Policy

We must understand the importance of fire safety hazards. All staff and students are to be made aware of the Fire Safety procedures set out in this policy. The use of a Kelly Kettle is an important part of Coastal School and are used in many sessions. We aim to ensure that all students and adults participating in Coastal School sessions using the Kelly Kettle will do so safely and with as little risk to their health as possible [Appendix 12- Fire]

Use of Kelly Kettle[KK]

The Kelly Kettle will be on a level surface, eg a stone/ rock. If there is a clear wind direction, seating in the line of smoke is to be avoided.

- No student should light the KK unsupervised.
- A lit KK must never be left unattended.
- KK must be 1.5m away from the seating area.
- Students can feed the fire with 1:3 supervision, twig held at the end and dropped down the chimney.
- Hands should never be placed over the top of the kettle.
- Fuel should burn itself out, but if it doesn't it must be extinguished with water.
- There must be gaps in the seating to allow entrances and exits.
- Sleeves must be rolled up and hair tied back.
- Fire safety kit close by.
- The KK must never be heated with the cork in.
- The blow hole must be lined up away from the overspill.
- The kettle will be removed from the fire pan by one of the adults. To do this safely they will lift the kettle using the sides of the metal handle, pouring will then be controlled by using one hand on the top of the handle and the other on the chain.
- The Coastal School leader is responsible for ensuring that any food cooked over the KK has been transported, cooked and stored in a 'safe to eat' manner.

Safety and Responsibility

- Fire in KK to be lit using a Swedish fire steel.
- Fire will not be lit without the safety equipment in place- bucket of water, fire blanket, first aid kit
- No flammable liquids are to be used to light or accelerate the fire.
- No plastics are to be burnt.
- Students to be taught that twigs and branches must be placed, not thrown, from the side of the fire.
- The hand should never go over the fire.
- Fire gauntlet will be worn
- Students do not walk across the KK area, they walk around the outside

Type of Fire

Criss-cross fires are used to provide a large amount of heat and light and are fast burning.

Food

- Ensure hands are washed using an antibacterial soap and appropriate clothing is to be worn during the preparation of food.
- Perishable foods will be transported in sealed containers/ bags
- Ensure raw and cooked food is prepared in separate areas
- Food will be kept covered
- Perishable food/ drink will be kept at appropriate temperatures.
- Fresh food and vegetables are washed thoroughly.
- Any waste food will be disposed of in a litter bag and disposed of correctly at school.
- FL holds Level 2 certificate in Food Safety and Hygiene for Catering [Appendix 13]

Stray Animals

A daily check is made of the working site, prior to the commencement of the session. The area is a public park which is regularly used by dog walkers. Any faeces will be removed by staff using dog bags and disposed of in a dog bin. Should any dogs wander into the Coastal School area, students are asked to stay still and calm until either the dog runs off or is caught by the owner or a member of staff.

Litter

At the end of each session, it is the responsibility of all staff to ensure no litter has been left behind. All litter will be collected and be disposed of correctly.

The site must be left as it was found.