

# Felixstowe International College

## Shared Space, Travel and Trips Policy



Felixstowe International College is an independent boarding school where all students are full-time boarders. Students walk to and from town in groups. No students ride cycles. All the students are given in-house road safety training, although they all receive one-to-one training by the house mother when they arrive in the UK, as the vast majority of students come from countries where they drive on the opposite side of the road to the UK.

Travel during term time is normally either by coach/train when going on a trip. Staff are only allowed to drive students in their own car with the express permission of the Principal or Deputy Principal (See Staff Code of Conduct)

When arranging school trips, whoever is organising the trip is responsible for the health and safety of all the students. First they must get the permission of the Principal/Deputy Principal for the trip to take place. They must do risk assessments and then once that has been completed they must again get approval for the trip to go ahead, bearing in mind all the risks. First aid equipment must be taken on the trip, and at least one member of staff must have first aid training. A copy of the risk assessments for any trip must be left in the office whilst the trip takes place.

On school trips, all students are given an itinerary and the trip is explained in great details to them before they go. All students will have an information sheet which gives them details of the trip, telephone numbers of the staff, and information about what to do in the event of getting separated from the rest of the group etc.

Before any trips, all students are given briefings about the standard of behaviour expected of them. They are expected to wear seat belts at all times whilst travelling. Whether they are in a coach or train they are not allowed to get up from their seat and wander about. Staff take the register and do a head count before boarding the coach/train, and again when leaving. Regular head counts are done during the course of the trip. Head counts to be done before the students leave the College for any trip, however short, even trips to Brackenbury, and head counts before they start the journey home and regular intervals thereafter.

Meeting-up points are arranged, and the mobile phone number of staff given to all the students in case they get separated from the main party. Students are told what to do if they do get separated from the leaders, say on the busy Underground. Strict guidelines are given to the students before the trip commences to make sure they understand. Students know who they can trust, e.g. police, traffic wardens, shopkeepers. **Risk assessments are completed before every school trip – this is the responsibility of the person arranging the trip.**

When travelling by car, students again are expected to wear seat belts at all times.

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When students travel by taxi, for example when going to and from the airports, we mainly use a travel firm called Classical Touch – all staff are ex-police officers, all have Advanced Driving Certificates and all have current DBS's. Younger students travel with the older students.

Younger students are only allowed to use buses, trains or taxis with parental permission and if they are accompanied by older students or a member of staff. Students over 14 may travel by bus and train to go shopping in groups of three or more, again with the permission of their parents, House Parent and Deputy Principal. Permission from parents must be received in writing before students are allowed to go further afield than Felixstowe, or undertake any activities off site.

On-site safety is very important as students move between the boarding house and the teaching area. Staff, delivery people and visitors drive onto the site and some of the students have to walk on the area shared with vehicles to get to the teaching area, and back again. The dangers are reinforced to staff at staff meeting and it is emphasised that staff must drive very slowly when on site. Staff park their cars facing the school building, to minimise the risk of having to reverse their cars onto the footpath. We have contacted our regular delivery drivers and asked them to observe the one-way driving around the site.

Students are all trained in road safety when they arrive, and receive reminders about site safety at assemblies. It is emphasised how dangerous it is to wear headphones and to be on their phones when they are walking around the site, or walking into town, as they may not hear the traffic and could be distracted.