

Normal Operating Procedures

The qualified Beach school leader holds the Archimedes level 3 Beach Schools Award, a valid and up to date Outdoor First Aid certificate and suitable insurance cover for the activities and location offered. Key volunteers will be conversant with *atthecoast* Normal Operating Procedures and the Emergency Action Plan.

Ratios

- At least 2 adults.
- Early Years and Foundation stage ratio of adults to children 1:6;
- Key stage One ratio of adults to children 1:8;
- Key Stage Two and above ratio of adults to children 1:10
- If these ratios are not in line with you the requirements of your LEA, it is the responsibility of the client to inform the beach school leader.

Responsibilities

- Beach school leader is responsible for leading the group.
- When school staff are present they remain responsible for the group and the discipline of the group.
- Control and safety of the group is the responsibility of the beach school leader, school staff and key volunteers.
- The beach school leader is the designated first aider and will carry a first aid kit. If additional first aid kits are carried, all members of the group will be informed of this.
- Equipment and clothing requirements will be given for each activity. Children who are not adequately dressed or equipped may be excluded from the activity.

Basic safety Code

A safety code will be stated which includes:

- Keep away from the cliffs, mudflows and the sea.
- Stones must not be thrown.
- Watch out for slippery or uneven surfaces.
- No running at any time.

Basic Clothing/Equipment for children and staff

- Winter season – waterproofs, wellies, warm underlayer, hat and gloves
- Summer season – sun hat
- Suitable footwear – i.e. trainers, wellies or water shoes

Beach School Leader Equipment

- First Aid kit
- Whistle
- Mobile phone

Beach School session

A beach school session will normally last 2 hours. Longer sessions can be arranged. Shorter sessions are not really practical

- The beach school leader will be advised of any additional requirements of any member of the group.
- The beach school leader, school staff and key volunteers will discuss and assess group fitness individually before and after the first session.
- If a group member seems uncomfortable about any part of the session, the beach leader will discuss with the individual their requirements and safety options for the continuation of the session. The group WILL NOT be put in danger because of an individual.
- Additional clothing or change of clothing available at school if necessary.



Introduction

- Information provided to the school about the package of beach school activities or one off sessions. This will include location on the beach for the activities and the route to be taken from the school to the beach.
- Programme of activities including clothing and equipment needs to be disseminated to parents of the children in the classes carrying out the activities.
- Beach school leader and key volunteers to be introduced to the group
- Key volunteers to be fully briefed about the session activities.
- Session plan and equipment to be introduced
- All kit and equipment of the group to be checked by the leader at the start of the session.

Safety Brief

- Outline of conditions – tide, sea and weather and any expected changes or variations.
- Specific considerations of safety for the session activities. See risk assessments for the activity
- Areas to be used for the session and any out of bounds areas – with reasons
- Introduction of all parent volunteers
- Who to go to if help is needed – physical, emotional or intellectual.

Recording of the session

The beach school leader will record any accidents, near misses, incidents on the appropriate forms and these will be kept as indicate by the authorities. Any serious accident or incident will be reported to ROSPA.

