




WISE 
MORPETH ROAD
ACADEMY

Coastal School Handbook

Date Agreed	2.9.20
Date to be reviewed	1.9.21
Signed	

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Related Policies

Policies	Date last reviewed	Review date
Health and Safety Policy	Aut 2015	Aut 2020
First Aid Code of Practise	Aut 2018	Aut 2022
Incident, Reporting and Investigation Code of Practice	Spring 2018	Summer 2022
Recruitment and Selection Policy	Summer 2018	Summer 2023
Safeguarding & Child Protection Policy	Aut 2019	Aut 2020
Teaching and Learning Policy	Aut 2018	Aut 2022
Special Educational Needs & Disability Policy	Aut 2019	Aut 2020
Behaviour Policy	Summer 2019	Summer 2020

Introduction

Coastal Schools is an inspirational process that offers ALL learners regular opportunities to achieve and develop confidence and self-esteem through hands-on learning experiences in a coastal environment. It takes place regularly to support the development of a relationship with the natural world. Coastal School uses the natural resources of the coastal environment for inspiration, to enable ideas and to encourage intrinsic motivation.

Our Vision

The aim of Coastal School is to promote the holistic development of all, fostering resilient, confident, independent and creative learners through hands on learning experiences. We provide learners with the space and environment in which to explore and discover in a way that fosters curiosity and care for our world. By following a risk/benefit process, which is jointly managed by practitioner and learner, we encourage risk taking and problem solving to develop relationships and teamwork.

Roles and responsibilities of the Coastal School Leader

The role of the Coastal School Leader is to offer a safe and secure learning environment suitable for the needs of all. The Coastal School leader, along with schools, parents, and key workers work together to identify the needs of a group and the individuals within the group and plan a programme that works for all on all levels. Coastal School will tackle all aspects of emotional and social wellbeing including: self awareness, social skills, motivation, empathy and how to manage feelings. Working in this way will help young people to learn tolerance, compassion and empathy showing emotional intelligence and help with developing new skills, concentration levels, independence and communication showing increased self esteem.

The Coastal school leader is constantly observing and will be ready to adapt sessions to meet the needs of the group. The leader is there to guide, nurture, facilitate, keep safe, encourage and reinforce positive behaviour towards each other and the environment.

Role of supporting adults

Any supporting adult will be expected to comply with the contents of the Coastal School Handbook, wear appropriate clothing to ensure positive role modelling, assist the Coastal School Leader in observing the children and recording those observations in an appropriate way, assist in keeping the children safe, support children with any toileting issues, carry out any first-aid needs (based on qualifications) and assist the Coastal School Leader in any Coastal School activities as directed, according to the activity, season and weather.

Links to the curriculum

Subject	Links
English	story telling, learning new words through identifying flora and fauna, using nature in poetry, developing language through exploration, developing communication through team work.
Mathematics	measuring, counting and producing data, shapes in nature.
Science	food chains, coastal habitats and animals, life cycles, methods of creating fire.
Computing	producing data on flora and fauna, recording project work, taking photographs
Art, Design & Technology	natural art, working with clay and mud, willow sculpture, making dens, campfire cooking, using tools, making models
Music	making instruments, recreating animal and natural sounds
Geography	maps, looking at different coastal environments and zones and seasonal changes.
History	history of environment
PE	Walking, jumping, climbing, obstacle courses, balancing

Health, Safety and Welfare Procedures

Normal Operating Procedures

1. Coastal School leader and Education Visits Coordinator (EVC) to discuss visit to the beach (rationale, logistics etc.)
2. EVC and Coastal School leader to discuss the types of activities that could take place depending on the season, weather and tide.
3. Leader, to organise visit, including risk assessment, ensuring they have the correct number of adults and a letter home to parents asking for the child to be sent with appropriate clothing.
4. Before leaving, the Leader must check the contents of the Emergency Rucksack to ensure everything is accounted for and working.
5. The visit leader must go through the contents of the Emergency Rucksack with any another adult(s) that is supporting the visit.
6. The visit leader must discuss the tide times and speeds.
7. The visit leader must take the school mobile phone. At least one other adult should also have a mobile phone.
8. The visit leader must allocate a group to each supporting adult.
9. The visit leader and support adult must support children getting onto the minibus and off the minibus in a safe location.
10. The visit leader must walk the class down onto the beach.
11. Each group of children stay with their supporting adult. Whilst the children are carrying out their activity, the adults must support and watch them, carrying out head counts at appropriate intervals.
12. Whilst the activities are ongoing, the visit leader must stay with their back to the sea wall, watching the children and the tide with the Emergency Rucksack
13. The visit leader should do follow up activities, such as reflection time of the beach, after the visit.
14. The visit leader should ensure that the contents of the Emergency Rucksack are intact and ready for the next visit.

Emergency Action Plan:

1. Leader report any concerns regarding the trip to the EVC.
2. First aid bag and burns kit located in the Emergency Rucksack for use if required.
3. A mobile phone, with service, will also be located in the Emergency Rucksack.
4. In the event of a problem on the visit, respond using the risk assessment.

First Aid required, but well enough to remain on the trip/trip to continue:

1. If appropriate, apply first aid, and continue with the activities.
2. Apply first aid using the first aid kit in the Emergency Rucksack.
3. If needed, use a mobile phone to contact the school, depending on the incident a member of staff walks to the beach and takes injured child, or whole group return to school.

Emergency services needed:

1. Contact emergency services immediately and then notify school of the incident.
2. Use the contents of the Emergency Rucksack to ensure the injured person is comfortable and warm whilst waiting for emergency services.
3. School will notify parents/ carers.
4. Depending on the incident, two adults remain with the injured person whilst waiting for the emergency services. Other adults will leave school, walk to the beach and then accompany the rest of the group to school.

Toileting

There are public toilets at the Lifeguard Tower. Children will be taken to and from the toilet by the supporting adult with a school DBS check.

Wetting or Soiling

If a child has a wetting or soiling incident they will be changed in accordance with the schools intimate care policy by an appropriate adult.

Hygiene

Prior to eating or drinking or leaving the beach the children will be asked to wash their hands at the local public toilets. Hand sanitizer will also be available in the rucksack.

Food and drink

Hygiene practises are to be followed before and after eating or drinking. Food and drink may be consumed and fires may be used to cook food. Additional procedures will be followed for fires. Hot drinks may be served and risks highlighted to pupils. All children's allergies will be recorded on the school system and all supporting adults will be aware of these allergies before serving food and drink.

Clothing

Children will be required to wear suitable clothing (for all weathers) and footwear (outlined in the Kit List). Spare clothing will also be requested as children may get wet. All spare clothing will be labelled and kept either in the tent (located near to the group) or on the minibus (in the car park). Towels will be provided for children to dry their hands or brush sand off them.

Risk Assessment

A full risk assessment will be carried out prior to the start of any Coastal School activity. Copies of any risk assessments must be kept in the Coastal Schools file with the handbook. A dynamic risk assessment of the environment will also be completed before any children have access to it. The children and staff will discuss the risks and benefits so they are aware of anything that may cause their harm. There will then be dialogue about how to minimise risk.

Cancellation Procedures

Although our aim is to enable children to experience the coastal environment in all weathers, at times the weather may become adverse which is unsafe for our children. Cancellation of Coastal School may occur on these occasions. Tides may become too high for any access onto the beach which may also result in cancellation of Coastal School or shortening of session. Parents/Carers will be notified of any changes in advance via a text message, a phone call or a letter.

Insurance

For insurance purposes please contact:

headoffice@wiseacademies.co.uk

Address:

WISE Academies, Head Office,
Borodin Avenue, Town End Farm,
Sunderland,
SR5 4NX

Telephone:

0191 7070 125

Risk management on tools

General rules for tool use:

- All tools must have an individual risk assessment in the Coastal School folder.
- Ensure safe storage at school with nominated Coastal School Leader access and responsibility.
- Ensure safe storage and responsibility by Coastal School Leader at the site.
- Never walk around with tools.
- Always make sure tools are clean and sharp before using them.
- When using tools with children it should only be with the Coastal School Leader.
- Always sit when using tools.
- Tools must only be used in the designated tool area.

Knife:

- Must be with the Coastal School Leader.
- Always sit down when using the knife
- Ensure knife is closed, locked and covered when not in use.
- Open the knife away from you sitting down with plenty of room around you.
- Always use the knife away from your body.
- Always insure that the children are supported when using the knife on a 1:1 or 1:2 ratio dependant on their age and experience.

Hand Saw:

- Ensure that the guard is in place when not in use.
- Must only be used with the Coastal School Leader.
- Must only be used in the designated tool area.
- Must be used with a safety glove.
- Should be used on something to act as a sawhorse.
- Talk to the children about how to hold a hand saw.
- Ensure safe storage and safe handling on site.

Gimlet & Eyelets:

- Must be with the Coastal School Leader.
- Always sit down when using gimlets
- Should be used on something to act as rest
- Remind children that hands should be used for the tool and to hold items in place (on top).
- Talk to the children about how to hold and use a gimlet
- Ensure safe storage and safe handling on site.

Essential Equipment List:

The following list of essential equipment must be available for each session and should be kept in the emergency rucksack.

- Register to include emergency contact numbers
- Medical forms
- Mobile phone
- Newspaper (Fire lighting)
- Matches (Fire lighting)
- Wet wipes
- Anti-bacterial/anti-fungal gel
- Protective gloves
- Sun cream
- First aid kit (See First Aid Kit List)
- First aid handbook (must include information on hypothermia)
- Water for first aid
- Water for drinking/washing
- Thermal wrap sheet
- Map of the local area
- Containers for medical equipment (adrenaline auto injectors and inhalers)
- Carry bag for dirty wet clothing
- Additional clothing

If building fires, the rucksack will also contain a burns kit and a fire blanket.

Coastal School First Aid:

A First Aid Kit will be available for activities along with individual pupils' medication (adrenaline auto injectors and inhalers etc.). There will always be a qualified Paediatric First Aider during all sessions.

First Aid kit list

The following first aid kit list is provided by NHS Northumberland, Tyne and Wear and is based on a combination of advice from the Health and Safety Executive, the National ChildMinding Association, the Pre-School Learning Alliance and the Ambulance Service.

- 1 x First-aid Guidance leaflet
- 1 x Vent Aid
- 20 x Washproof Plasters, assortment of sizes, sterile
- 2 x Eye Pad with bandage, sterile
- 2 x Triangular Bandage, woven
- 6 x Safety Pins
- 6 x Sterile Dressing, medium
- 2 x Sterile Dressing, large
- 3 x Disposable gloves
- 1 x Scissors with rounded edge
- 1 x roll of hypo-allergic tape (Micro-pore)
- 6 x Individually wrapped wipes
- 3 x Disposable Examination Gloves (pair)

Beach Care Code

Whenever you visit a stretch of coastland, you should always be mindful of our beach safety code, this tells you how you can be safe, as well as how to look after our coast.

Some do's and don'ts about visiting the beach...

Do's

1. Do check the weather before your trip as high winds can bring in the tide very quickly
2. Do wear appropriate clothes – take a waterproof, hat and wear sensible shoes – it is often colder at the coast than inland.
3. Do check tide times so you don't get caught out.
4. Do keep a watch on the water's edge to allow time to get back safely.
5. Do take notice of any warning signs and abide by them.
6. Do keep both hands free when climbing over rocks as seaweed can make them very slippery.
7. Do have fun!

Don'ts

1. Don't go near cliff edges, or work underneath them or climb on them as they can be unstable.
2. Don't throw anything off a cliff or at people or animals.
3. Don't go into the sea in rough water as waves can easily sweep you away.
4. Don't go into the sea deeper than knee height.
5. Don't walk on rocks in bare feet as they can cut you. It is advisable to always wear footwear on the beach because of jellyfish, glass and other sharp objects.
6. Don't touch any bottles, drums or unusual containers on the beach in case they contain toxic substances. Report them to your local authority.

Conservation Code

The beach also has its own conservation code:

1. Watch the seashore without disturbing it – don't take living things away from the shore, use your senses.
2. Return seashore life to its own place – always put any plants, animals or even rocks found on the shore back where you found them; never take living animals home with you.
3. Keep seaweeds alive – never pull out living or attached seaweed as they are home to lots of small animals, only take loose seaweed in the strandline.
4. Do not disturb any mammals or birds found on the beach – they could lose valuable feeding time or desert their young.
5. Keep the beach clean – take all litter home with you or put it in the appropriate bin.
6. Leave the beach as you found it so others can enjoy it after you.
7. Don't forget to always take your litter home with you!

<http://www.durhamheritagecoast.org/our-coast/caring-for-our-coast/beach-care-code/>

Tides & Seasonal Changes

Spring and Neap Tides:

Spring tides travel faster and further up the shoreline. A spring tide occurs when the Sun, Moon and Earth are directly in line with each other.

Neap tides travel slower than a spring, and don't travel as far up the shore. They occur when the Sun, Moon and Earth are not in line with each other.

Slack water is when the tide has stopped coming in and is about to change direction and begin to go out. It is when the tide line is at its highest.

Considerations will be made, as where the tide will be and if it is a spring or neap tide.

Seasons

In the **Autumn and Winter**, the weather is generally cold and raining. It is important that all children are dressed appropriately to spend their time on the beach warm and dry (as much as possible) by wearing waterproof coats and trousers. Children should also wear layers to stay warm. The visibility and how well the children can hear adults, and each other, in bad weather will also be considered. If the weather has been particularly windy, then the sea may travel slightly more in than it would be normally.

In the **Spring and Summer**, the weather should be becoming warmer with less rain and not as windy. Again, children need to be dressed appropriately for the weather. Due to the warmer weather, it is more likely that the rock pools will have more creatures to discover in them as well. During the colder months, many animals, such as crabs, travel deeper and further into the sea to avoid the cold. When the weather starts warming up they begin to move back towards the shore where they can be washed up into the pools.