

UFTON COURT EDUCATIONAL DUTIES OF CARE

UFTON ADVENTURE & UFTON HISTORY

Before the visit Ufton will:

1. Ensure that our team includes at least 2 Designated Safeguarding Leads (DSL) who are fully trained. At least one DSL will be on site every day that young people are at Ufton
2. Follow safer recruitment protocols and ensure that all staff employed at Ufton hold a current and enhanced DBS check.
3. Ensure all employees of Ufton, without exception, are subject to Universal Safeguarding training within 3 months of joining our team
4. Provide a team of expert practitioners with relevant teaching and vocational experience
5. Ensure all staff hold necessary qualifications to lead activities and that we have sought expert external technical oversight for all higher risk rated activities
6. Share relevant risk assessments for all young people's activities on the [website](#).
7. Provide an Information Exchange Form on arrival for all groups explaining who is on site and any on the day issues that visiting staff should be aware of
8. Provide a structured programme of study with clear aims, objectives and methods. Which will be agreed with you prior to the visit.
9. Request that groups complete a bedroom allocation list showing which young people will sleep in which rooms and return to Ufton **one week** before arrival
10. Request that groups complete dietary information for all young people and return it to Ufton **one week before the visit**.
11. Where a child has a life-threatening allergy (usually this means they have an epipen), **we require a sheet to be completed with all relevant information with a photograph of that child**.
12. Liaise with Group staff to ensure that curriculum content matches to the group curriculum map for each visit where this will be relevant. This will not be relevant when curriculum content is not included in the session objectives

During the visit Ufton will:

13. Provide safe and clean accommodation for residential visits where young people are expected to make and strip their own beds on arrival and departure
14. Provide a safety briefing on arrival
15. Run fire drills and repeat until we are sure that everybody understands what to do in the event of an emergency
16. Work with the group staff to write a risk assessment for anyone in the group who is disabled or struggles with mobility.
17. Provide training for use of alarms and kitchen facilities to all visiting staff and make user friendly reference information available
18. Ensure that the On Call supervisor meets the group and introduces themselves on the arrival day
19. Ensure that all emergency numbers are easily available and displayed where necessary
20. Provide a safe storage place for medicines requiring either room temperature or refrigerated storage
21. Ensure access to a defib
22. Provide tools, equipment and materials required for all programmes, including PPE.
23. Ensure all resources, equipment and PPE are checked and approved for use by qualified staff including external inspections.
24. We will set up activities before sessions begin. Clear briefings will be given before the activity starts to ensure that everyone clearly understands what is involved and how to stay safe. We will maintain safe student/staff ratios as detailed in our RAMS documents.
25. If the activity is not considered safe because of weather conditions e.g., high winds, alternative activities to the published programme will be run
26. Expect visiting staff to assist with behaviour management issues.
27. Sessions will be pro-actively risk assessed as the activity is undertaken which means that the activity can and will be adjusted to meet the needs of the participants.
28. We will follow all relevant RAMS to ensure all guests and staff remain safe whilst at Ufton
29. Provide a safe site where staff and visitors are clearly identified

30. Provide assistance with meal preparation
31. Provide education sessions from approximately 08:30 to 20:00

After the visit Ufton will:

32. Keep all students' details in accordance with the requirements of GDPR
33. Monitor young people's progress and the impact of Ufton's work and provide feedback of visits to groups. Ensure that the data sharing section of this document is read, understood and adhered to

Part B – Visiting Group's duties and duty of care

Before the visit our Group will:

1. Settle invoices for the agreed payment within the specified time. Commit to the agreed payment schedule for the full term of the programme, in line with [our terms and conditions](#).
2. Ensure that the Lead teacher will review the programme of study ahead of the visit. They should agree clear aims, objectives and methods
3. Liaise with Ufton staff to ensure that Ufton curriculum content matches to the group curriculum map for each visit where this will be relevant. This will not be relevant when curriculum content is not included in the session objectives
4. Identify and select appropriate students for programmes following the agreed criteria in line with the aims and objectives of the programme
5. Ensure that families are aware of the Ufton [kit list](#)
6. Provide a bedroom allocation list for all residential young people and return to Ufton **one week before arrival**
7. Provide a completed dietary information for all young people and return it to Ufton **one week before the visit**
8. We will familiarise ourselves with the emergency procedures and allocate bedrooms or groups to group staff who will ensure that everybody evacuates in the event of a fire. We will ensure that groups all meet at the fire assembly points.
9. If anyone in the group is disabled or struggles with mobility, we will work with the Ufton team to write a risk assessment for them.
10. Ensure that all residential groups are accompanied by 3 members of group staff present during the day and at night.

11. One of the staff accompanying the group must be capable of assuming lead responsibility for the group overnight
12. Ensure that all day the group is accompanied by group staff with normal ratios. This is usually KS1 1:6 and for KS2 1:8. Changes to these ratios must be agreed by both parties in advance of the visit.
13. Provide a team to come with the young people to Ufton who enjoy being outdoors and will participate in the activities with young people. The group team should be keen to support the learning of the group they are accompanying
14. Where a child has a life threatening allergy (usually this means they have an epi pen) **ensure that Ufton receives a sheet completed with all relevant information and a photograph of that child**

During the visit our Group will:

15. Provide information for the Information Exchange Form on arrival. This information should contain relevant information about the group, e.g., behavioural needs of young people, and have a signed Fire Evacuation Form ready too
16. Request photo ID is provided by the group leader, in line with our safeguarding procedures.
17. Participate in fire evacuation procedures on our first afternoon ensuring young people understand what they are expected to do.
18. Administer First Aid to young people in our group. Ufton staff may be available to help if needed. Report any accidents to Ufton staff
19. Follow all H&S guidance given and help young people to do this too
20. Be responsible for the behaviour management of all young people in our care.
21. Ensure that all young people are present at an activity and accounted for.
22. Supervise young people who for any reason are not involved in an activity led by Ufton staff.
23. Stay in the area designated for our group
24. Adhere to training for use of alarms and kitchen facilities
25. Ensure all group staff follow Ufton's safeguarding guidelines, including wearing badges
26. Be available to meet the On Call supervisor on arrival day
27. Ensure that medicines are stored correctly whilst at Ufton

28. Be ready to lead a simple activity. You will be given a full briefing instruction by Ufton staff.
29. Provide a team who will take a lead in food preparation recognising that the Ufton team are present for support
30. Encourage young people to respect the natural and built environment. Encourage young people to take care of resources they are using in an activity
31. Encourage young people not to waste natural resources
32. Encourage young people to be respectful of farm animals and wildlife
33. Have a list of young people whose photograph may not be taken because there is a safeguarding risk or parental approval had not been given.

After the visit our Group will:

34. Keep and share all students' details in accordance with the requirements of GDPR
35. Provide evidence of impact, showing progress and provide feedback from visit to Ufton. Share analyses carried out in group. Provide case studies each academic year
36. Work with the Ufton team to develop and evaluate personal action plans, questionnaires and other evaluation methods
37. Ensure that the data sharing section of this document is read, understood and adhered to, in line with our [privacy policy](#)