



# St Osyth Priory and Parish Trust

## Behaviour Roles and Responsibilities

For visits to run smoothly St. Osyth Priory Education Centre sets out the roles and responsibilities of our staff, visiting teachers and students.

### Our Responsibilities

- To communicate effectively with visiting group prior, during and after the visit.
- To ensure all Health & Safety legislation is adhered to including providing copies of relevant Risk Assessments and Policies on request, in advance of visit.
- To deliver professional, engaging educational sessions as agreed on booking.
- To ensure all equipment and resources are maintained for use by visiting groups where appropriate.
- To undertake dynamic risk assessments and decisions about suitability of task with visiting group staff.
- To review sessions and associated resources regularly taking into account feedback received.
- To maintain high standards of child protection amongst staff.

### Visiting Group Responsibilities

- To ensure participants are appropriately attired for the weather conditions and activities. Including waterproofs and sturdy footwear.
- To supervise group at all times, particularly 'down' times such as lunch time.
- To set standards of behaviour expected and reinforce this where required.
- To provide first aid equipment, a trained first aider and appropriate child to adult ratios (We recommend a ratio of 1:6 for KS2 and 1:4 for KS1, with higher ratios for SEN students. Please contact us to discuss if your school policy works to a different ratio).
- To be responsible for the welfare of participants at all times.
- To inform St. Osyth Priory Education Centre staff of any Special Educational Needs, access, medical conditions or additional requirements.
- To evacuate buildings if the fire alarm sounds & undertake a head count of all members of the group.

### Participants Responsibilities

- To show respect for the environment, its contents and St. Osyth Priory Education Centre staff.