



Beach School Handbook

Policy Written By: Angela Gardner
and Jenny Brew

Policy Date: September 2023

Reviewed By: A Gardner and SLT

Next Review: September 2024 (or
following incident, legislation or
interim guidance)

Distribution

Please note that a copy of this handbook is to be held by The Beach School Leaders and a further copy is to be kept in the school office.

Any member of staff attending a Beach School session should read the Handbook prior to a trip to the beach.

Policy Statement

Normal Operation Practice

- **Routines and Procedures for Beach School**
 - Preparation in advance of the session
 - Preparation on the Day
 - After the session as required
 - Cancelling Beach School
 - Route to Cubbins Green from Avalon
- **Essential Equipment**
- **Health and Safety**
 - **Staffing ratios**
 - **Covid 19**
 - **First Aid**
 - **Behaviour Expectations**
 - **Using tools**
 - **Lighting Fires**

Emergency Action Plan

- **Important Phone numbers**
- **How to get to Cubbins Green**
- **Emergency service access**

Risk Assessments

- **Beach School Specific Risk assessments**
- **Generic School Risk Assessments associated with taking a group on a walk outside school locally.**

Normal Operation Practice

Routines and Procedures for Beach School

Preparation in advance of the session:

- The Beach School Leaders will do a sweep of the site prior to each session.
- The Coast guard is notified prior to each session as well as Thurstaston Country Park Rangers.
- A plan of the journey and the site is provided in the handbook for all those attending the session and updated when necessary.
- The Weather will be checked in advance and any necessary clothing food/drink adjustments will be made to include sun cream, hats/gloves/wellies.
- Each child is required to bring a rucksack and is responsible for their own rucksack containing their own personal supplies.
- A letter will be sent out prior to the session notifying them of any necessary information.
- Leaders will check that the Beach sack contains all essential items.
- The Emergency Action Plan is kept in the top of the Beach sack and all adults are aware of this. This is checked in advance of each session to check it is up to date.
- First Aid kit, inhalers, hand washing equipment and spare hats and gloves (children's and adults) are kept in the Beach sack. The tool bag, water containers and other equipment will be taken as appropriate. The BS Leaders will carry the rucksack to the site. Waterproofs, sunhats, rucksacks, water bottles and suitable footwear will be taken to the classroom prior to each session.
- Any specific needs of those attending the session will be considered before each session and those adults attending will be made aware of them.

Preparation on the day:

- The children will go to the toilet, collect their Beach School bags, to include water bottles, sunscreen, waterproofs, and to put on suitable footwear as required.
- Walking safety rules will be shared with the group.
- Children will walk in pairs to the site, following our Walking Risk Assessment. The children are made aware of what to do if they encounter any dogs, members of the public, hazards and how to cross the road safely.
- During the sessions, children participate in a variety of activities which are totally inclusive, thus catering for all ability levels.
- They are exposed to a variety of Beach School experiences through practical hands on activities. Children are encouraged to listen attentively to instructions and to take responsibility for their actions. This is achieved by games that also encourage respect for the environment. Back at school, children will remove outdoor footwear before entering the school if necessary.

After the session and as required:

- equipment will be washed and stored as appropriate.
- Waterproofs will be dried and hung on rails.
- Flasks and water containers will be emptied and cleaned out.
- Tools (if taken) will be cleaned and locked away in the caretaker's room.
- The essential equipment Beach sack will be put away and any items that have been used will be replaced.

Cancelling Beach School

Beach School may need to be cancelled in extreme weather conditions, e.g. high winds, or blizzards. Adapted classroom activities will take place instead. Beach School may not be able to go ahead if there are not enough adults to accompany us. If no replacement adult can be found then the session will be cancelled. The session may also be cancelled if

the Beach School Leaders are unable to attend. Camp fires cannot take place without a Qualified Beach School Leader.

Route to Cubbins Green Beach from Avalon School.



- Descend drive and wait to cross Caldby Road together.
- Follow crossing roads procedure as set out in the risk assessment for crossing roads.
- Turn left (South) and continue on the pavement along Caldby Road until you see a Public Footpath on your right hand side. Follow this down onto Carrisbrooke Close.
- Turn right and continue along the pavement until you meet Melloncroft Road. Cross together and then turn left and continue along the pavement until there is a right turn.
- Take this path to the Wirral way. Cross the Wirral Way taking care to look out for people walking, running, cycling and horse riding along this route.
- From here follow the path to the top of the slope to the beach.
- Take the slope down to the beach.

Essential Equipment Needed at Beach School sessions

The Beach Sack containing the following essential items will always accompany the group:

- EAP (Emergency Action Plan)
- Newspaper
- Matches (Campfire sessions only)
- Hand washing equipment
- Protective gloves (Campfire sessions only)
- Fire kit – Burn kit, fire blanket, fire gloves (Campfire sessions only)
- Carry bag for dirty / wet items
- 3m rescue towline
- Scissors
- We would also take a ground sheet, bamboo and string to erect a shelter as needed.
- Spare waterproofs

Rucksack containing the following essential items:

- Mobile phone
- Medical Care Plans
- Sun cream
- First Aid Kits & Accident Forms
- Inhalers and other personal pupil/staff medication
- Plastic whistle
- Spare hats & gloves for children and adults

Health and safety

Staffing ratios:

2 – 3 years - 1:2

3 - 4 years – 1:4

4 – 5 years – 1:4

5 - 7 years – 1:6

8 – 11 years - 1:8

- For two Beach School practitioners there are to be a maximum of 14 children.
- All school staff must have a DBS and they are to be counted in the staff ratios.
- Any volunteers do not require a DBS but must sign into school beforehand and wear a red lanyard and identifying badge.
- The Handbook containing all relevant risk assessments must be taken to the beach in the Beach bag together with any medical information and contact details.

Covid 19

- All children and adults are required to wash/sanitize their hands when leaving school for and returning to school from Beach School.
- Hand gel as well as soap and water will be available during Beach School for children and adults to use before and after activities where necessary.
- Children and adults will be encouraged to socially distance. Where this isn't possible, such as for the purposes of First Aid, adults will wear a face covering and gloves.
- All equipment and resources will be cleaned before and after each session, as well as during the session where necessary.

First Aid

- The Beach School Leaders have an up-to-date First Aid certificate.
- A first aid kit is taken on all sessions.

- In the case of an accident requiring further assistance, emergency contact details are carried by one of the Beach School Leaders attending on the day as well as being kept in the school office.
- A school mobile phone is carried by one of the Beach school leaders.
- The school will contact the parents.
- Fires can be part of the Beach School experience but will only be lit under supervision of one of the Beach School Leaders, according to the procedures detailed in the policy and procedures section for lighting fires at Beach School.
- Everyone is aware of any special dietary needs of the children who have food allergies.
- Any medication and copies of Care Plans will be kept in the Beach Sack.
- Food will be cooked correctly.
- All equipment and waste will be cleared away.

Behaviour Expectations

- Listen to Leaders and follow instructions at all times
- Keep your hands away from your mouth
- Respect all Flora and Fauna
- Leave no trace
- Take nothing away
- Be respectful of the members of the public

Using Tools

Before using any tools, they must all be checked that they are safe to use. If there are any sharp objects these need to be sheathed when not in use.

If children are to use any tools, they are to be supervised and they should be trained in how to stay safe before using.

Lighting Fires

Before lighting a fire at Beach School, the following should be in place:

- Children must have a secure knowledge of fire circle safety:
- Stand behind the outer circle;
- Step across and sit down between the circles;
- Stand up, turn around and step out of circles;

- Children are not allowed to cross the circle or step into the inner circle.
- In addition to the other resources, we will take a large container full of water.

When lighting a fire:

- Only a trained Beach School Practitioner will take responsibility for the fire. This will be their sole responsibility whilst lit. They shall be responsible for lighting it, manning it while it is burning and putting it out at the end of the session.
 - The fire shall be contained within the area marked out within the centre of the fire circle. The ground around shall be cleared of flammable material.
 - Have a container of water beside the fire to put it out and deal with burns.
 - The flames of the fire should never reach higher than the knee.
 - While the fire is being lit, the children will be seated at a safe distance from the fire, (no less than 2 metres).
 - The fire will be extinguished before the session ends.
 - NO fires will be lit during peak fire risk periods.
 - The fire shall be laid below the High Tide Line approximately 2 hours before High Tide.
 - The BSP is responsible for extinguishing the fire and leaving no trace, ensuring the Safety of our group and the Public.
- All adults are aware of the following when cooking and eating at Beach School:
- Everyone should wash their hands using a pre-mixed bottle of water and eco-friendly detergent and dry their hands on a paper towel before handling food and drink.
 - All foods are stored in airtight containers.
 - Only clean equipment is used.

Emergency Action Plan

- This EAP (Emergency Action Plan) is kept in the top of the Beach Sack at all times as part of the Handbook.
- In the event of an emergency and a child needs to be taken to hospital a member of staff would direct the emergency services to the casualty.
- One of the First Aiders would attend to the casualty until the Emergency Services arrive. The casualty would be accompanied to hospital by a member of school staff. The next of kin would be informed.
- The Beach School Leader or Class Teacher would oversee the rest of the group, ensuring they are counted and prepared to return to school.
- The school office would be informed after dialling the Emergency Services and assistance to return back to school requested if necessary. The next of kin would also be informed.
- The adult accompanying the casualty would return to school once the child was in the care of their parents/carers.
- In the event of an adult needing emergency attention it must be judged whether they need to be accompanied or support may be required. Decisions taken must ensure the safety of the children within the group and accompanying adults. The next of kin would be informed as would school.
- In the event of the First Aider needing emergency assistance, school would need to be contacted by the BSL and a request for another adult to be sent from school to assist. The next of kin would be informed. It would be expected for the Class teacher, together with the other adult from school then to return the children to school and another adult would stay with the casualty. Accident and incident forms would be completed back at school.
- Minor injuries would be treated as they would within school and recorded and reported to parents and carers in line with school policy.

Important phone numbers:

Emergency Services - 999

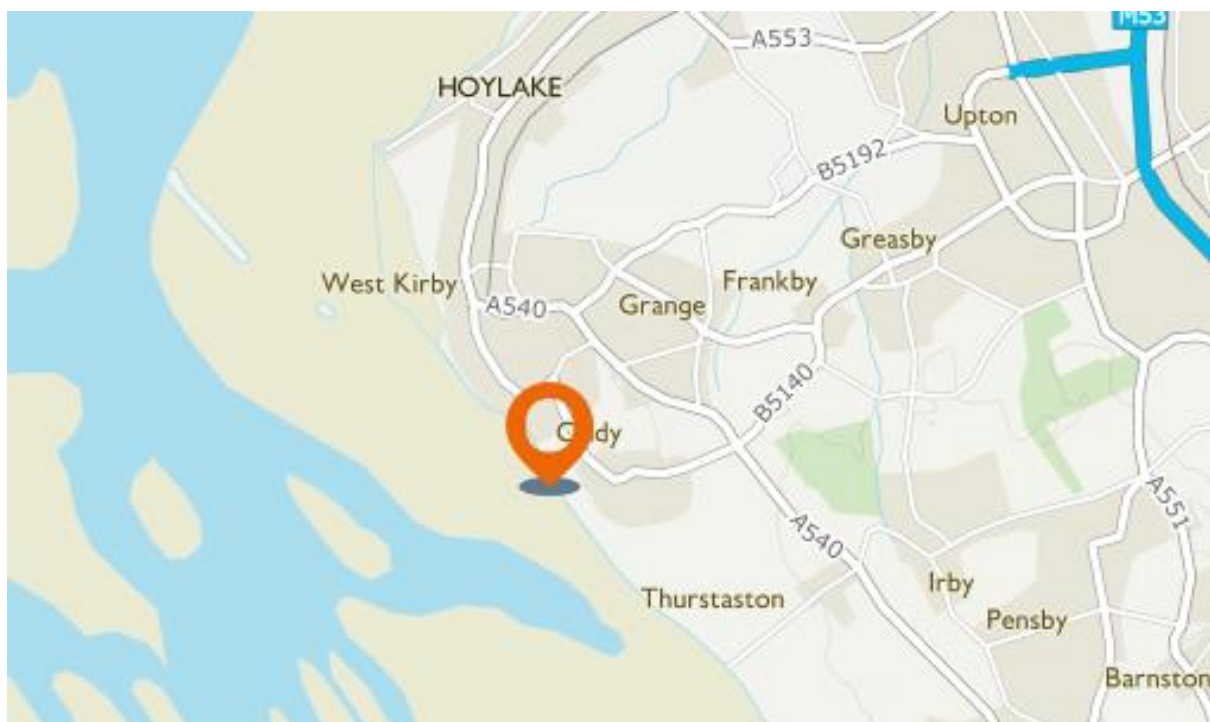
Avalon School Office - 0151 625 6993

Location of Beach School Site: Cubbins Green, access via Macdona Drive, West Kirby, CH48 3JD.

Location: Grid Ref: SJ 2200 8531 • X/Y co-ords: 322001, 385318 •
Lat/Long: 53.35900116,-3.17346501

What3words: consented.rocket.evoked

How to get to Cubbins Green Beach, West Kirby.



Access to West Kirby for the Emergency services:

1. From Grange Road turn left onto Village Road. Turn right onto Sandy Lane after Hickory's and then left onto Madonna Drive. Drive to the end of Macdona Drive where there is a sloped access to the beach on foot only.
2. From Grange Road, turn left onto Village Road. Follow the road coast Hickory's and it becomes Caldy Road. Carry on along this road until you come to a right turn onto Melloncroft Road. Follow this road down the hill to the coast, taking a left fork at the bottom towards the Wirral Way (20 m). Access here can be achieved through a gate and crossing the Wirral Way and onto a grassy bank. There is a slope from the bank onto the beach.



Our Seashore Code:

When visiting any beach, it is important to follow the general guidance of how you should be responsible and respectful to the environment. Try and leave the beach as you found it. Here is our code:

- Return animals close to where you found them.
- Don't try to pull limpets or anemones off rocks.
- Carefully lift and replace any rocks you move and leave attached seaweed in place.
- Respect the rights of all other beach users; don't block public rights of way.

- Under the Coastal Protection Act 1949, it is illegal to take any kind of natural materials from public beaches. We try to discourage taking home lots of shells, stones, or other things from the beach. We, generally, have a 1 object only rule. Shells should only be taken if they cannot provide a home for other animals, such as limpet and mussel shells.
- Take your rubbish home.
- Watch wildlife quietly from a distance, especially birds or any larger mammals like seals which you may be lucky enough to see.
- Don't climb up or go near the top or bottom of a cliff – there is a risk of landslide or rocks falling on you.
- Keep away from soft sand and mud and beware of slippery rocks.
- Check any signs on the beach for activity zones, by-laws, and local beach safety information.
- If you dig holes in the beach, fill them up again.