

St Barnabas CE Primary School

Health & Safety Policy



‘Barnabas the Encourager’

Date of Approval:	March 2022
Approved by:	Governing Body
Date of Review	March 2023

Contents

Statement of Intent	3
Organisation	3
Roles and Responsibilities	4
Arrangements	5
Security in School	6
Risk Assessments	11
Educational Visits	12
Lost Child	17

Statement of Intent

School management at St Barnabas Primary School believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the school.

We are committed to:

- Reducing accidents and work-related ill health as far as reasonably practicable
- Ensuring compliance with statutory requirements as a minimum standard
- Assessing and controlling risks from curriculum and non-curriculum work activities on and off school premises
- Providing a safe, healthy and secure working and learning environment for staff and pupils
- Ensuring safe working methods and providing and maintaining safe work equipment
- Providing appropriate health and safety information, instruction, supervision and training
- Consulting with employees and their representatives on health and safety matters
- Monitoring and reviewing our risk assessment systems and control measures to ensure that they are effective
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist throughout the school for all
- Ensuring adequate resources are made available for effective health and safety risk management
- Learning from our own health and safety experiences and sharing learning opportunities with other schools and to implement controls where appropriate
- Selecting and engaging competent contractors who work safely
- Providing adequate first aid cover and occupational health support

To ensure the above commitments can be met the City of York Council Safety Management System (SMS) has been adopted. All governors, staff and pupils will play their part in its implementation.

Organisation

In order to achieve compliance with the Statement of Intent, specified roles within the school's management structure will have additional responsibilities assigned to them as detailed below.

The Headteacher

The Head Teacher has the following health and safety management responsibilities – to ensure:

- The school is following the CYC Safety Management System and that appropriate arrangements exist within the school to effectively manage risks
- Sufficient resources are made available in respect of finance, time, equipment and people to deliver a safe and healthy school environment
- Staff understand and accept their health and safety roles and responsibilities in ensuring effective health and safety management within the school
- Consultation takes place with staff and their representatives on health and safety matters
- Effective communication of health and safety information to all staff and contractors
- Systems are in place for the provision of suitable and timely health & safety training for staff
- Systems are in place for undertaking specific requirements set out in the compliance notes within the SMS
- The need for continuing improvement in local health & safety performance is promoted within their school and also for sharing experiences with peers across CYC
- Educational visits/off site learning is managed in line with the Evolve system adopted by CYC
- Staff have a sensible approach to health and safety within all of the school's activities

The Governing Body

The Governing Body has the following responsibilities - to ensure:

- The CYC health and safety management system is being implemented effectively
- Competent advice is sought from CYC Health, Safety and NYCC Wellbeing Team at appropriate times and implemented
- Persons have sufficient experience, knowledge and training to safely perform tasks required of them
- The head teacher and other school leaders develop a sensible approach to health and safety management ensuring a proportionate response to reducing health and safety risks in the school
- Clear procedures are created to assess risks and put in place sensible/proportionate control measures and safe systems of work.
- Sufficient resources are made available in respect of time, finance, equipment and people to ensure a safe and healthy learning environment
- Only contractors who are capable of working safely are selected and engaged – for higher risk work they are accredited by a SSIP (Safety Scheme in Procurement) member organisation, this includes any sub-contractors
- Health and safety performance is measured both actively and reactively
- The school's health and safety policy and performance is reviewed as a minimum annually or when there is a change of head teacher or Chair of Governors

Teachers & all support staff

As part of their normal work activities in and out of school, teachers and all support staff shall:

- Take reasonable steps to safeguard their own health and safety and that of others including pupil and colleagues
- Cooperate with colleagues and others including contractors and other CYC employees to ensure the school remains safe
- Raise any health and safety concerns with the head teacher
- Discharge any specific health and safety duties in accordance with current CYC Safety Management System instructions
- Attend health and safety training as directed by the head teacher

Roles and Responsibilities

The head teacher may delegate responsibilities to the school business manager or Sewell Facilities Management (Sewell FM), specifically to:

- Co-ordinate and manage the annual risk assessment review and revision process for the school in line with the SMS
- Co-ordinate the workplace inspection and active monitoring process in line with the SMS
- Make provision for the inspection and maintenance of work equipment throughout the school, including the statutory examination and testing of specific equipment
- Manage the keeping of records of all health and safety activities
- Ensure that staff are adequately instructed in health and safety matters in connection with their specific work place and the school generally
- To co-ordinate the control of contractors on school premises when work is being undertaken in line with the SMS.

The following roles are delegated where appropriate (if not delegated the head teacher assumes responsibility):

Site Asbestos Liaison Officer (SALO)

Sewell FM No asbestos present)

Site Legionella Representative (SLR)

Sewell FM

Responsible person for fire safety (RPFFS)	Headteacher – K Boardman / Sewell FM
First Aid	Headteacher – K Boardman / K Murrie (TA)
Educational Visits Coordinator	Headteacher – K Boardman

All staff have a responsibility to advise the head teacher of situations or activities that are potentially hazardous to the health and safety of staff, pupils and visitors. Other staff will have tasks allocated to them relevant to their curriculum roles and responsibilities.

Arrangements

The school will adopt the arrangements found within the compliance notes in the CYC Safety Management System which can be found on [York Education](https://www.yorkeducation.co.uk/plusv2/ab746936-02d4-4358-86da-40b63fd29746):

<https://www.yorkeducation.co.uk/plusv2/ab746936-02d4-4358-86da-40b63fd29746>

- Asbestos
- Bed Rails
- Children and Young Persons in the Workplace
- Confined Spaces
- Construction Design Management (CDM)
- Contractors
- Display Screen Equipment (DSE)
- Electricity at Work
- Fire Prevention and Control
- First Aid
- Flammable Liquids
- Food Safety
- Gas
- Hand Arm Vibration
- Hazardous Substances (COSHH)
- Incident Reporting & Investigation
- Infection Control
- Joint Consultation
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Noise
- Occupational Health
- Permits to Work
- Personal Protective Equipment (PPE)
- Pressure Systems
- Risk Assessment
- Slips, Trips & Falls
- Stress
- Suspicious Packages and Bomb Threats
- Training and Instruction
- Violence & Aggression
- Water Systems (incl Legionella)
- Work Equipment
- Worker Styles
- Working at Height

- Working Time Regulations
- Workplace Inspections
- Workplace Transport

Security in School

At St Barnabas Primary School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it reasonably can to make the school a safe place in which to work.

Roles and responsibilities

Overall school security is the responsibility of the Governing Body. The Headteacher is responsible for implementing the security procedures.

Governing Body

The Governing Body has drawn up and agreed the security procedures in consultation with the school community. The Finance Committee is responsible for Health & Safety, including school security. It meets each term to review safety, including security, and reports to the full Governing Body.

Headteacher

The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities. The Headteacher will ensure that parents and pupils are fully informed about the Security procedures and will encourage them to support its implementation. There are regular risk assessments of security every term and regular routine security checks. Advice is obtained from the Police on security matters, where necessary, and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and, where appropriate, the LA/other Advisory Body e.g. Health and Safety Executive. The Headteacher is responsible for the security of the premises during the school day; in her absence a member of SLT assumes this responsibility. Outside school hours Sewell FM will assume this responsibility.

Staff

Teaching and non-teaching staff should be aware of the security procedures and know how to:

- protect pupils from harm;
- guard against assault;
- safeguard property;
- contact the Police/emergency services;
- implement the emergency procedures and disaster plan.

New members of staff are informed of the school's security procedures and of their responsibilities before taking up their posts.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They will be encouraged to assist with these procedures when possible. Within the PSHE (Personal, Social and Health Education) and Citizenship curriculum and SEAL (Social and Emotional Aspects of Learning), pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at St Barnabas Primary School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:-

- Pre-school Parents' Evening discussion
- School newsletter
- Individual letters
- School website

Police/Local Community

The School values co-operation from the local Police and community in assisting security arrangements for the school site and the surrounding area. The School communicates regularly with the local community support officer on security matters. Local residents are encouraged to report incidents directly to the Police. The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police and local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of access

The School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School grounds

During the school day visitors and late arrivals should enter through the main school entrance. Parents are not allowed to drive their cars into the school car park as this is a small area and has insufficient space to meet the requirements of all the staff. Parking is difficult in the school vicinity; parents/carers are requested to walk to school where ever possible. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger will be asked to leave.

Access to the school building

To prevent unauthorised or unknown visitors entering school during the school day, access can only be gained through the main entrance. All visitors to the school should report to the main school office, which is clearly marked. In the first instance, the Administrative staff will meet visitors; they will be expected to provide ID and evidence of their DBS check if appropriate for their role, asked to sign in and give the reason for their visit. All visitors are expected to wear a lanyard badge before they are allowed into the main part of the school. Visitors with a DBS check will wear a green lanyard. Visitors without a DBS check will wear a red lanyard and will be accompanied whilst in school.

The School Administrator or Site Manager escorts visitors to the relevant member of staff requested or they are asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor without the relevant DBS checks should be given unsupervised access to the school; this includes parents/carers. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the Police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should inform the School Office. A request to take a child out of school must be made in advance in writing on the school form requesting leave of absence.

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office and signs the child in and out. Prior notice must be given to the school.

Trespass

The School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. If a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence.

If a parent causes a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher may revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am withdrawing your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police will be called.
- A formal letter can be sent from the Headteacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five day period in which to make representation.

Formal notification is important; as human rights are being affected. Extra information can be obtained from the LA Personnel Guidance.

The Police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and leaving school

All parents are asked to wait outside the school building in the school playground at the start and end of the school day for pupils.

All children enter and leave the school by their designated cloakroom /classroom doors. The front door is to be used only if a child arrives after the start of the school day. They should report (that they are late) to the school office.

Entering School

At the start of the day, Reception and KS1 pupils line up in the playground when the bell is sounded and are led into school by their teacher. Key Stage 2 pupils go straight into their classrooms.

Leaving School

Just before the end of the day, children get their belongings from the cloakroom/ locker area and return to the classroom to be dismissed.

At the end of the day all pupils are given a teacher-parent/carer handover at their classroom or cloakroom door at the end of the school day unless parents/carers have given written permission for different arrangements (e.g upper KS2 pupils who have permission to go home alone). Staff should ensure that no pupils are left in the cloakroom or toilet areas.

In EYFS and Year 1 pupils remain in the classroom until called by the teacher/TA. Pupils who are dismissed from the cloakrooms/ other locations are instructed to stay with the teacher until the teacher has dismissed them to their parent/carer.

If a parent/carer has not arrived after ten minutes, the teacher takes the child to the office and ask the administrator to telephone parents to establish the reason for the delay. Teachers should stay with the pupil - this falls into daily directed time for teaching staff. If the teacher is leading an after school club the pupil should be handed over to another teacher in the Key Stage or Phase Leader who will take over this responsibility. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

On starting school, parents are asked to give details of the adults who will usually collect their child from school. Parents are asked to let school know is there are any changes to these arrangements (short or longer term). Copies of this form are kept by the office and the class teachers. In EYFS and KS1, if an adult who isn't on the list asks to collect a child without parental permission, school will contact the parent to check this arrangement. In KS2 children will be asked if they were expecting to be collected by this person. If the staff are in any doubt about the collection arrangements, they will not let the child go. If parents cannot be contacted or staff have concerns, they are asked to speak to the Headteacher / Deputy Headteacher who will make the final decision about letting the child go with the adult.

Children attending after school extra-curricular clubs

The class teacher will have a list of children attending the relevant clubs. The teacher will check that the pupil is attending the club on that day and will escort them (or ask a TA) to the relevant location for the club.

Children attending the St Barnabas Out of School Club

Each morning, staff from the club will provide each teacher with a written list of children in the class attending the club that evening. Club staff will collect EYFS from their classroom. KS1 and KS2 children should be reminded that they are attending the club and should be monitored as they go to meet Club staff at the designated meeting area in the library.

Supervision of pupils

Before school

One member of staff is on duty each morning from 8.35am in the playground and class teachers are on the playground from 8:40am. The Site Manager supervises the main gates to ensure that only permitted vehicles enter the site between 8:30 and 8:50am. Teachers collect their classes from the playground at 8:45am. Named TAs ensure that the cloakroom doors are closed at 8:55am and the Site Manager closes the outside gates soon after and by 9am at the latest.

Breaktimes

- Pupils are led outside in a calm, orderly manner by a member of staff
- Staff on duty are outside before the pupils enter the playground (teachers to check this before sending children out)
- Supervision is by teachers and support staff at morning and afternoon breaks and by support staff (teaching assistants and school support assistants) at lunchtime.
- First Aid staff are available

- Staff on duty will position themselves to have sight of all children in the playground
- Staff wear hi-vis vests so they are visible to pupils
- Staff on duty regularly check the cloakrooms and toilets during breaktimes.
- All staff must ensure that external gates to any outside area are locked when pupils are playing outside. The exception is the front pedestrian gate to the main entrance of school.
- At the end of breaktimes, the class teacher collects pupils from the playground promptly and leads them calmly inside.

Lesson times

- Children are supervised in the classrooms at all times
- Staff ensure clear sight of pupils at all times when they are working both within and outside the classroom.
- If pupils leave the security of the classroom to work or visit other parts of the school (e.g. toilets, cloakroom, locker area), staff should ensure that adequate supervision is maintained at all times and all pupils are accounted for on returning to the classroom.

Security of personal property

Children must not bring anything of value to school. Older children who walk to/from school alone may bring in a mobile phone. Children know that phones must not be used on the school premises and should be handed to the teacher on entering school. Phones are kept in a secure location in the office and handed back to the children at the end of the day.

Individual staff are responsible for their own property. The staffroom offers secure storage for valuable items and all classrooms have lockable drawers/ cupboards for such items.

Security of equipment and cash

Main items of school equipment, for example computers, TVs, videos, are security marked and accounted for on the school inventory. We operate cashless payments where possible to avoid having large amounts of cash on the premises. Any cash on the premises is kept in a locked safe.

Security of building and designated key holders

School opening times during term time are 7.30am – 6:30pm, Monday to Friday

An effective intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed around the outside of the building. It is the responsibility of class teachers to make sure that their classrooms are secure, the windows closed and equipment switched off, before leaving the premises.

Site Manager

The Site Manager is responsible for checking daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, is tested weekly and that the security system is working properly. The Site Manager is responsible for unlocking the building at 7am Monday- Friday and the Cleaning Supervisor is responsible for locking the building at 6:30pm during term time.

Before leaving the premises, the Cleaning Supervisor has a duty to ensure that all windows are closed, that doors are locked and secure, that the security alarm is set and that all gates are locked. In the absence of the Site Manager or Cleaning Supervisor this responsibility will be delegated to a nominated person. This may be the Out of School Club Manager in school holidays or a designated Sewell FM employee / sub-contractor.

Contractors in school

When contractors are working in the School, the following precautions should be taken:

The Site Manager or Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Site Manager/Headteacher/a member of SLT should check regularly that the work is being carried out safely.

Contractors must report to the reception area on arrival and before leaving, signing in and out. The Site Manager is responsible for supervising any contractors arranged via Sewell FM. When on the school site, a school lanyard should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access outside school hours and lone working

On occasion, staff or contractors require access to the school out of normal school hours, in the evenings, at weekends and in the holidays. Access out of normal hours can only be obtained through prior arrangement with the Site Manager. The Headteacher to be informed when appropriate. The School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. Occasionally, this may be unavoidable for designated key holders. In such cases, all the doors should be locked, with the exception of emergency exits, prior to lone working and the staff member should carry a mobile phone with them, at all times. Line managers should always be notified in advance of lone working and should be contacted by telephone (not text) as soon as the key holder has secured and left the premises. The Headteacher will always notify the Site Manager or another key holder.

Risk Assessments

It is a legal requirement that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted at St Barnabas School following LA recommended procedures (using the EVOLVE Educational Visit Approval System where applicable). This covers all identified risks to our pupils, staff, buildings, grounds and in our daily routines and at all school events.

Completion of Assessments

Assessments are conducted by the Headteacher, Senior Managers or staff involved in activities/educational visits. Assessments need to be carried out by personnel who have the responsibility to ensure that the recommendations are implemented.

The Nature of Risk Assessments

Assessments identify significant risks and prescribe risk control measures. Effective risk assessment involves asking and answering the following questions:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans can be put in place?

Each assessment is written up on a standard proforma.

Frequency of Risk Assessments

Assessments are normally annual, however in the event of a school visit or event, the assessment will take place prior to the visit/event. Some high risk areas may require more frequent checks.

As part of a termly health and safety audit risk assessments will be carried out on a rolling basis as follows:

Autumn Term	Inside school
Spring Term	Outside the school building and school grounds
Summer Term	Off-site

The inside school area will be the most numerous, accordingly the assessments may continue into the spring term.

Report Results

The results of the termly audit will be reported to the Resources Management Committee of the Governing Body. The information will then go to the full Governing Body. An annual report is completed at the end of the school year.

Reporting Procedures

All staff are aware of the need to report a new hazard as soon as it is identified to the Site Manager or the Headteacher. All staff in turn are notified immediately of a new hazard and the procedure in place to deal with it.

Display of Risk Assessments

When a hazard is identified it is written on the staff whiteboard and logged by the Site Manager. Assessments for specific places such as the boiler room, cleaning cupboard and resource area are displayed where they apply.

Educational Visits

Educational visits and activities enhance the curriculum providing children and young people with the opportunity to learn which cannot be replicated in the classroom. It enables children and young people to experience risk in a controlled, safe manner and to evaluate risk as part of their learning.

Whether the visit is to a local park, a swimming pool, or includes a residential stay in the UK or abroad, it is essential that formal planning and notification takes place before setting off. This involves considering the dangers and difficulties which could arise and making plans to reduce them providing sufficient reassurance for staff and the pupils themselves.

Guidance for Educational Visits can be found on the web based system Evolve. The information is based on the Outdoors Educational Visits Panel (OEAP) National Guidance – Guidance for the Management of Outdoor learning, Off-site Visits and Learning Outside the Classroom www.oeapng.info This has Government Endorsement from the HSE web site

Minimum Standards

The following specific requirements are required to achieve compliance with CYC policy

- Evolve, an online system maintained by the Health, Safety and Wellbeing Team (HSWT) is used to process all Educational Visits
- The school has an Educational Visits Co-ordinator (EVC)
- A planning checklist is completed with evidence of control measures documented
- Providers of Transport, swimming pools and accommodation must either
- hold an AALA licence for licensable activities - or:

- hold an 'Adventuremark' badge - or:
- hold a LOTC badge for non licensable activities - or:
- have adequately passed a vetting process conducted by the Health, Safety and Wellbeing Team (HSWT)

Where a provider does not meet any of the above requirements the Educational Visits will not be approved unless a full risk assessment of the provider's activity is carried out by the Visit Leader in conjunction with the provider and the HSWT

- Travel, self-led activities and free time not managed by a provider, must be risk assessed by the Visit Leader and effective control measures put in place to reduce these risks
- The following Educational Visits are notified on Evolve to the HSWT within a minimum period of 3 weeks:
 - overseas visits
 - residential visits
 - 'adventurous activities' which includes anything involving open water /water margin activities and anything involving remote supervision over a large area
- Adequate supervision is provided to cover emergencies
- All staff involved in Educational Visits have the correct level of experience and have received adequate training, information and instruction
- All participants are made aware of their responsibilities in ensuring the safety of themselves and others
- Educational Visits do not take place without the appropriate approval of the EVC and the HSWT where required
- All incidents and near misses on Educational Visits are reported and investigated following the CYC Incident Reporting Compliance Note (CYC/HS/CN2)
- Educational Visits are monitored by the school and the HSWT to ensure policies and procedures are complied with and shortfalls addressed

Summary of responsibilities

Headteacher

- Ensure compliance with CYC's minimum standards
- Set school policy for Educational Visits
- Appoint an Educational Visits Co-ordinator (EVC) or take on the EVC responsibilities
- Give approval for all Educational Visits using Evolve
- Ensure Visit Leaders are allowed sufficient time attend training and organise visits properly
- Ensures competence of EVC and Visit Leaders
- Monitor and evaluate visits in schools in conjunction with the EVC and Governing body
- Put in place emergency procedures for critical incidents and contingency plans for sickness
- Report and investigate any incidents

Visit Leader

- Accompanies and runs the activity
- Ensures compliance with CYCs minimum standards
- Planning & risk assessment
- Monitor and evaluate visits undertaken
- Ensures that all participants are aware of their roles

- Staffing, transport, money and parental consent obtained.

Educational Visit Co-ordinator

- Ensure compliance with CYCs minimum standards
- Attend the EVC Training
- Approve visits on Evolve and support the Head Teacher with approval decisions
- Ensure the correct authorisation is sought and granted
- Co-ordinate the process so that visits are notified to the Health, Safety & Wellbeing Team within 3 weeks
- Assign competent people to lead or otherwise supervise an Educational Visit
- Ensure the CYC guidance on Educational Visits has been followed by the Visit Leader
- Organise the selection, induction, monitoring and further training of Visit Leaders
- Implement the relevant child/vulnerable adult protection measures in conjunction with the Visit Leader
- Work with the Visit Leader to provide parents/carers with information about the visit and obtain the consent or refusal of parents/carers for their child to take part in the visit if necessary
- Ensure that emergency arrangements and a Base Emergency Co-ordinator is in place for each visit
- Review Educational Visits by carrying out random monitoring where high risk activities are involved to check that activity guidelines are followed and advise the Head Teacher where adjustments may be necessary
- Review compliance with CYC minimum standards

Governing Body

- Monitor the local Educational Visits policy in conjunction with the Head Teacher and the Educational Visits Co-ordinator

Teachers/Adult Volunteers

- Act “in loco parentis” (as a reasonable parent, duty in common law) when involved in Educational Visits.

Base Emergency Co-ordinators

- Be the main contact back at the school for all hours of the trip – contact numbers in ‘school/home contact emergency numbers’ on Evolve
- Co-ordinate a emergency response in conjunction with Senior Management and the LA Senior Management Team, following a serious incident
- Provide assistance following minor incidents
- Provide a communication link with the school, Visit Leader, Head and parents/carers

CYC, Health, Safety & Wellbeing Team

- Compile policy and guidance
- Manage Evolve, the web based Educational Visits, management system
- Approve high risk visits
- Monitor and evaluate Educational Visits.

LA Senior Management Team

- Named senior officers must be accessible at all times in the event of a critical incident
- Provide an emergency support service
- Maintain specified insurance cover
- Monitor Educational Visits

Procedures

Pre-Visits, planning and risk assessment

A pre-visit is recommended, to help with planning and to undertake a full and comprehensive assessment of risk

First Aid

Risk assessment of the visit and activities will determine if a first-aider is essential. If possible a trained first-aider shall accompany each visit and adequate cover must be provided for children remaining at school.

For a day or part-day visits a trained first-aider shall be available if possible.

For Residential Visits a trained first-aider shall be available.

In all cases a first aid kit must be readily available during the course of a visit.

Notification and Approval

The Visit Leader will 'ADD A NEW VISIT' on Evolve and upload a Planning Checklist and relevant Risk Assessments for the visit prior to submitting for approval

Transport

The school shall only use coach and bus companies that comply with relevant health and safety standards. The legal requirements regarding seat belts shall be adhered to at all times. The school shall provide sufficient supervisory staff on hired coaches to ensure the health, safety and welfare of the pupils. If public transport is to be used, close supervision of the pupils must be ensured. If a hired self-drive minibus is to be used a minibus qualified, staff member/s only shall drive it

The use of private cars to transport pupils is to be avoided where possible. If the private cars of both staff and parents are to be used to transport pupils, then the Head-teacher should be confident that the drivers and vehicles are legal. The following details need to be current:

- Valid driving license
- Vehicle road fund licence and MOT certificate
- Vehicle insurance valid for carrying passengers on school off-site visits.
- Correct child restraints for all young persons

Volunteer drivers need to sign a declaration indicating that all these requirements are in place at the time of the visit CYC/HS/F30B (part of Workplace Transport compliance, see CYC CN30). Teachers offering their services must ensure that they have appropriate insurance cover for conveying pupils during the course of their professional duties. Spare blank copies of Declaration Forms shall be kept for emergencies where for example, a parent can no longer offer their services and a replacement is needed at short notice. There shall be no reimbursement of parents or teachers for the use of their vehicles, as this will invalidate insurance cover.

Supervision

It is important to have a high enough ratio of adult supervisors to pupils for any visit.

The ratios will need to vary depending on the nature of the visit and needs of the group of pupils however there shall be a minimum requirement of 2 adult supervisors for any off-site activities. On Residential Visits this shall be 1 adult to 10 pupils or less. All possible consideration and effort shall be made to ensure both female and male adults accompany mixed group residential visits. A general guide to ratios for visits is: EYFS 1:4; KS1 1:6; KS2 1:10

Critical Incidents

All staff connected with Educational Visits must be familiar with the Critical Incident Procedure. Emergency contact details and next of kin must be held for all participants together with a complete copy of the itinerary contact numbers for places being visited and the Residential Base.

All incidents and accidents occurring on a visit must be reported to the CYC Health, Safety & Wellbeing Team via the normal channels and processes

Medical consent

During a residential visit, parents shall be asked to give their authorisation to the Visit Leader to act for their child should the need arise for emergency medical treatment during the course of the visit. If the parent is unable to give this authorisation, the Head-teacher shall consider whether the resultant risk to the child precludes them from taking part. If a pupil is included in the party where parents have not given authorisation, a clear, unequivocal protocol must be supplied by the parent including appropriate enforceable notification to any medical practitioner that may find themselves looking after the pupil's medical or surgical needs.

Pupils with Special Medical Needs

If a pupil requiring specific medical needs is to take part in an off-site activity, the school shall ensure that the protocols governing the administration of medicine extends to the differing circumstances of that activity. e.g. It may not always be possible to ensure that the adult responsible for administering the medication is on hand during the activity. If it is not possible to ensure adequate risk protection for the pupil concerned, the Head-teacher or Visit Leader shall make the final decision as to whether the pupil should be included in the activity for his/her own good. Parents shall be consulted within the process, but the final decision must be with the person responsible for the visit.

Discipline

All visits shall be conducted according to the School's Behavior Policy. The need to ensure appropriate behavior is vital. Clear standards shall be identified and adhered to. However, where a teacher feels they will not be able to 'control' a particular child adequately, where there is a real concern regarding the health & safety of the child him/herself and other children involved in the activity, then the Head-teacher shall make a final decision on whether that child is allowed to take part in the visit. In this case the school must make alternative arrangements to ensure that National Curriculum work developed during the visit is made available in another form to the pupil concerned.

Voluntary Help

The school recognises that the success of trips and offsite often relies upon the good will of volunteers to accompany the trip. However, the school shall always make the final decision as to which volunteers accompany a visit. Volunteers will normally be people well known to the school as either parents or governors.

Volunteering does not negate legal responsibilities. Every volunteer accompanying the visit should know and that they have a duty of care to ensure the health and safety of the pupils in their charge, precisely what their role is and understand that they have a responsibility to ensure they carry out that role. They must also understand that they have a responsibility to follow the instructions of the Visit Leader. Where the teacher has been able to identify volunteers well in advance these shall be made known to the children and opportunities found for the volunteers to meet the children in their care. If a volunteer is required to stay with a particular group of children a list of names of those children shall be made available to the volunteer, as shall the school's telephone number and the visits itinerary.

When considering residential visits, all non-staff adults, usually volunteers shall be named, and background checked with the DBS.

Information and consent

Information to Parents

Parents shall be always be made aware when their children are leaving the school premises in the form of a letter. This letter should include:

- Y Date of the visit and time duration, incl. leaving and estimated return times.
- Y Information relating to any special requirements, clothing, packed lunch etc.
- Y Details of voluntary contributions to the cost (if the visit takes part within school hours).
- Y Details of cost if the visit takes part mainly out of school hours, e.g. Residential.
- Y Any required meetings with parents (usually residential)
- Y Consent forms and a request for details of any child's needs (medical).

Where a voluntary contribution is required, parents should be given as much notice as possible to allow time to budget for the visit. We aim to give a minimum of three weeks' notice for low cost visits and one year for a residential visit.

The school recognises the rights of parents to refuse to allow their child to take part in a visit. Under such circumstances the Head-teacher must make alternative arrangements for the child within school that day and the teacher must ensure that the National Curriculum work that is being developed during the visit is made available in another form to the pupil concerned. Any children not taking part shall be required in school the day of the visit. Absence due to a refusal on the part of the parent to let the child take part shall be regarded as an unauthorised absence (Truancy).

Evaluation, monitoring and review

All visits will be evaluated by the Visit Leader with the EVC and the relevant documentation completed for the Health, Safety and Wellbeing Team.

Finance

Voluntary Contributions

Any Educational Visit taking part wholly or mainly during school hours shall be free of mandatory charge. However in order to overcome financial constraints the school may ask for voluntary contributions to cover transport and entry fees. No child shall be penalised if their parents cannot or will not pay. The school shall with prudence, subsidise visits where possible at the discretion of the Head-teacher. Where 50% of the time is out of normal school hours e.g. during residential visits the trip must be fully funded wherever possible.

Accounts

All accounts relating to visits must be kept accurately and made available for inspection by auditors and parents. LA financial regulations must be adhered to at all times. The school shall make no financial profit from any visit, although monies may be kept to pay for administration costs. Where any monies have accrued after this they shall be refunded to the parents concerned in an appropriate manner. The Head-teacher shall account for such funds/expenditure annually to the Governing Body for acceptance.

Any organised trip, which is authorised by the school is generally covered by the LA insurance, however, obtaining policy details before taking a trip abroad should be adopted as standard practice. Policy details are available from the Insurance Section of the LA.

Lost Child

The safety of our pupils is our priority whilst they are in our care at school. These procedures set out what would happen in the unlikely event of a pupil going missing whilst at school. They form part of our school Safeguarding Procedures.

Procedures in place to reduce the risk of a missing/lost pupil

The following procedures are in addition to other procedures already set out in this policy

Staff mark registers promptly and accurately mornings and afternoons, any absentees are picked up by the office administrator when registers are returned to the office. The office manager will contact all families of unexplained absentees by 9.30am; all such contact will be documented by the school. Any concerns following this contact will be passed to the Headteacher immediately.

Updated parent/carers contact details are regularly sought and accurately maintained.

At the end of breaktimes and when children have left the classroom, teachers ensure that all pupils have returned and are accounted for.

Pupils leaving the site during lesson time

If a pupil is leaving school during session time it is expected that the family will provide a written note of explanation for this. The note should be sent to the office for information and filing. Teachers will be contacted by our administrative team when the family arrive to collect the pupil. At this time the pupil should be sent by the teacher to the main entrance to meet their family. All pupils leaving the site should be signed out by their family/other adult. On returning, pupils will be signed back into school and sent/brought to class.

Break times

- Pupils are led outside in a calm, orderly manner by a member of staff
- Staff on duty are outside before the pupils enter the playground (teachers to check this before sending children out)
- First Aid staff are available
- All external gates are locked
- Staff on duty will position themselves to have sight of all children in the playground
- Staff wear hi-vis vests so they are visible to pupils
- At the end of breaktimes, the class teacher collects pupils from the playground and checks that all pupil are present and have returned to class.

End of the school day

The end of day procedures will be followed – see page 8/9.

In after school club/at sporting events

Leaders of after school/lunchtime clubs are DBS cleared and have a link member of staff with whom they can communicate directly.

On initial letters to families offering the club they are asked to indicate in writing if the pupil attending is to be collected from school or make their own way home.

The Headteacher/club leader/team coach may direct the family to collect the child from the club/sporting event.

Procedures to be followed in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing whilst at school

- The member of staff who has noticed the missing child will calmly inform the nearest member of staff to inform the Headteacher or another member of the SLT if the Headteacher is not on site.
- Staff will promptly and calmly round up all pupils into their classrooms where they will count and name check all pupils present against the class register.
- If a missing pupil is confirmed, the class teacher will remain in the classroom whilst the TAs / other available staff thoroughly and systematically check the building for the missing pupil. Children should remain in classrooms until pupil is located.
- The Headteacher/SLT will be informed immediately if the child is found within the building.
- A thorough check of all exits will be made to ensure that all doors/gates were secured and there are no routes by which the pupil can have left the school. The Site Manager will be asked to check the CCTV. If a breach in security is found this should be reported to the Headteacher/SLT immediately.
- Staff will be grouped and despatched to search the immediate local area, taking mobile phones with them.
- If necessary, more staff can be made available by putting several classes together in a classroom or hall supervised by 1-2 staff members (singing / storytelling). The safety and care of all other pupils is paramount, so the security of the school and the number of staff remaining to supervise the pupils must be maintained whilst the search continues.
- If the pupil has not been located within 15 minutes from the initial report of them being missing then the family will be notified, they will be asked to attend school bringing with them a recent photograph of the child.
- The Headteacher/most senior member of staff on site will decide at which point the police need to be contacted.
- Staff will be asked to make a written note of what the child was wearing and any distinguishing feature they may have.
- Any special medical or learning needs will be disclosed to the police to assist with the search for the pupil.
- The Headteacher/most senior member of staff on site will inform the LA Emergency Planning team that a pupil has gone missing, who will in turn liaise with the LA press office in managing any media interest, enabling the school to focus on assisting the police in the search for the pupil.
- The Chair of Governors will be informed.

In the event of a member of staff fearing that a child has gone missing whilst off the school premises:

- The visit leader must ensure the safety of all remaining pupils - at least 2 adults, one of whom is a member of staff should remain with these pupils.
- All other adults should start searching for the child.
- The visit leader should make contact with the school to alert them to the situation.
- If the child is not found within 5 minutes the visit leader should contact the police by dialling 999.
- The visit leader should inform the school that the police have been contacted.
- The school will contact the child's family.
- Additional staff may be despatched to the visit location to assist if this is practicable.
- Staff will be asked to make a written note of what the child was wearing and any distinguishing feature they may have.
- Any special medical or learning needs will be disclosed to the police to assist with the search for the pupil.
- The Headteacher/most senior member of staff on site will inform the LA Emergency Planning team that a pupil has gone missing, who will in turn liaise with the LA press office in managing any media interest, enabling the school to focus on assisting the police in the search for the pupil.
- The Chair of Governors will be informed.

In the event of a family reporting that a pupil has not arrived home from school

- Senior staff will liaise and work closely with the family throughout.
- A thorough search of the school site, the route home usually taken by the child, the local park, library, shops etc. will be made (all available staff will participate in this).
- Contact will be made with other family members and the child's friends to check if the child is with them.
- The police, LA Emergency Planning Team and Chair of Governors will be informed (as outlined previously).

Governing Body will review this policy annually