



Health & Safety Policy

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| Prepared by: | Eleanor Jones |
| Approved by: | Finance Committee |
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Statement of Intent

School management at Lord Deramore's 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 a person in a similar role as outlined in the SMS, 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):

Health & Safety Link Governor

Richard Frost

Site Manager

Matthew Mason

Site Legionella Representative (SLR)

Eleanor Jones

Responsible person for fire safety
(RPFPS)

James Rourke and Eleanor Jones

First Aiders

Rachel Carr, Adam Sharpe, Kim Arthur,
Claire Thompson

Educational Visits Coordinator

Eleanor Jones and Mark Richards

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>

- 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 (including Legionella)
- Work Equipment
- Worker Styles
- Working at Height
- Working Time Regulations
- Workplace Inspections
- Workplace Transport

Security in School

At Lord Deramore's 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 his absence a member of SLT assumes this responsibility. Outside school hours the Site Manager 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 Lord Deramore's 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

Access to the car park to front of the main entrance is limited to disabled access, staff, contractors, and deliveries. Children enter the school grounds via the pedestrian gates. During the school day, the pedestrian gates are locked, visitors and late arrivals should then enter through the front entrance, marked visitors' 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 wherever 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. The office door is locked when the office is unoccupied. 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, asked to sign in and give the reason for their visit. All visitors are expected to wear a badge before they are allowed into the main part of the 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 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 school at the start of the day

School has an open-door policy at the start of the school day. Doors open at 8.40am and are closed at 8.50am. Early Years and KS1 parents/carers drop children off at the classroom door. The main playground gates are shut 8.50 – 9.00am. All late arrivals enter school via the main reception.

Leaving school at the end of the day

School finishes at 3.15pm. Staff in Early Years and KS1 hand children over to parents/carers. Children in KS2 leave their classrooms independently.

In Key Stage 2, arrangements for collection from school are usually made between parents and children. Some older children (Year 3 upwards) have parental permission to go home alone. Children know that if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to establish the reason for the delay. The child stays outside the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Parents should inform the child's class teacher if 'special' collection arrangements need to be put into place for their child.

Supervision of school grounds

School staff take on supervision of children from the moment they enter the school building, between 8.40 – 8.50am. Parents are regularly reminded of this in newsletters and updates.

During the school day, children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning and afternoon breaks and by the MSAs at lunchtime.

Security of personal property

Children must not bring anything of value to school. Individual staff are responsible for their own property – (please refer to protocol for adults in school).

Security of equipment and cash

Main items of school equipment, for example computers, TVs are security marked and accounted for on the school inventory. 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 – 7.00pm, 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 7.30am Monday- Friday during term time. Before leaving the premises, the Site Manager 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, this responsibility will be delegated to the Relief Site Manager or Headteacher

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. When on the school site, school badges 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 Lord Deramore's 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, 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 Finance 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 Health and Safety representative 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 site manager's whiteboard. Assessments for specific places such as the boiler room, cleaning cupboard and resource area are displayed where they apply. General risk assessments and procedures are located in a folder in the staff room, with sign-off sheets to track which staff have read which risk assessments and when.

Policy for Educational Visits, Outdoor Learning and Adventurous Activities

Introduction

This policy sets out the establishment procedures within which all employees must operate. Further details can be gained by referring to the Employer Policy as detailed in Section 2.

Every young person should experience the world beyond the classroom as an essential part of learning and personal development, whatever their age, ability or circumstances.

Learning beyond the classroom is the use of places other than the classroom for teaching and learning. It is about getting children and young people out and about, providing them with challenging, exciting and different experiences to help them learn.

It is about raising achievement through an organised, powerful approach to learning in which direct experience is of prime importance. This is not only about what we learn but importantly how and where we learn. It is not an end in itself but rather a vehicle to develop the capacity to learn. Good quality learning beyond the classroom adds much value to classroom learning.

1. Scope and responsibilities

This policy applies to all educational visits, outdoor learning and adventurous activities carried out with young people. It does not apply to work-experience placements, work related learning or alternative provision.

The Headteacher has appointed Educational Visits Co-ordinators. They will have the training and experience to enable them to competently discharge their responsibilities as listed in The Employer Policy.

The Educational Visits Co-ordinators are: Eleanor Jones and Mark Richards

Administrative tasks will be carried out by: Eleanor Jones

2. Establishment policy and procedures

The Lord Deramore's Primary School Policy for Educational Visits, Outdoor Learning and Adventurous Activities is the employer's policy. Specific local procedures will be in line with, but not duplicate this policy.

Where there is conflict with non-statutory guidance or advice from other sources the employer policy will take precedence with clarification sought from the Headteacher, and if required from North Yorkshire Educational Visits Advisory Service.

Consent

Routine acknowledgement: Whilst it is not a legal requirement to gain parental consent for curriculum activities, written acknowledgement will be gained on enrolment for routine local visits and activities which are a part of our normal educational provision during the school day and information regarding the nature of the types of visit will be

with the acknowledgment request and also via ParentPay. We will always aim to fully inform parents by via ParentPay of the nature of each visit, activity or series of a similar nature, remind parents that they have acknowledged this, and give opportunity to update information and emergency contact details. On occasions a curriculum opportunity may become available at short notice and we will always aim to notify parents that their child will be offsite but this may not be possible.

Non-routine consent: Written consent, which may be electronic via ParentPay, will be gained on enrolment for those visits which are non-routine visits and activities and those visits which fall outside of normal hours. We will fully inform parents by ParentPay of the nature of each visit, activity or series of a similar nature.

Specific consent: Written consent, which may be electronic via ParentPay, will be gained for every individual visit, activity or series of a similar nature which involve a higher level of risk including but not limited to longer journeys, residential visits and adventurous activities. We will fully inform parents by ParentPay of the nature of each visit, activity or series of a similar nature.

Medical information: We will use the medical information on record in our Student Information Management system alongside any updated information which parents will be given the opportunity to provide for most visits and activities. Where visits or activities involve a higher level of risk it may be appropriate for separate medical information and consent forms to be completed.

Staff competence

Records will be kept of induction, training, relevant qualifications and competence using the 'My Details' section of Evolve.

To ensure sustainability of important visits deputy leaders will be appointed in order that contingency plans can be put in place should a visit leader be indisposed.

EVC Training

The Educational Visits Co-ordinator will attend appropriate training and revalidation as required by the employer.

Visit Leader Training

Visit leaders will be approved by the Headteacher and will have attended appropriate training as required by the employer.

3. Planning and approval procedures

Visit leaders should follow the employer policy, establishment policy, guidance, local procedures and standard assessments of risk.

Risk management is a vital part of planning and assessing benefits and risk associated with visits and activities. Sensible risk management relates to identifying significant hazards and mitigating against risk through appropriate control measures. It is not a paperwork exercise but a dynamic process before and during a visit or activity in order that young people can be kept safe from harm. At Lord Deramore's Primary School we have identified a Local Learning Area which includes all the places that we visit and the activities that we undertake routinely. Details of our Local Learning Area are contained within the appendix which includes generic risk assessment. Wherever the need arises additional risks and significant findings will be recorded using event specific risk assessment.

External providers: Wherever possible visit leaders will gain credible assurances of health & safety management systems and quality provision through a Learning Outside the Classroom Quality Badge. Alternatively assurances will be gained through a Provider Statement as detailed in the employer policy

4. Visit Planning and Management System

Evolve is the CYC web-based system used to facilitate the efficient planning, management, approval and evaluation of visits. All staff that lead or accompany visits can access their own account which is set up by the Educational Visits Co-ordinator.

The default option is a day visit within the United Kingdom. Visits can be further categorised as follows:

- On-site or local learning area
- Joint visit
- Overseas
- Residential
- Adventurous (provider led)
- Adventurous (self-led)

Visits will be recorded as detailed in the summary table below.

Approval of visits will be made as detailed below. Initial approval in principal will also be gained as required in the employer policy.

Governing Body: The governing body has a strategic role to set the vision and direction of the school and has responsibility for its educational and financial performance. To enable this it will hold the Headteacher to account by oversight of learning beyond the classroom opportunities to ensure that the educational experiences are of high quality, that best value is obtained and financial regulations are adhered to.

Adviser: Visits abroad and all self-led adventurous activities regardless of location. (As detailed in guidance).

Headteacher: Visits abroad, all adventurous activities, residential visits and non-local day visits

Educational Visits Co-ordinator: Local walking visits, bike ability training, local sports fixtures and local swimming visits

Visit planning approval summary table for Lord Deramore’s Primary School:

| | Planning/Recording Process | Risk Management | Final Approval |
|---------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------|----------------|
| On-site/Local Learning Area | Complete Local Area Visit on Evolve | LLA risk management supplemented by specific documentation where necessary | EVC/Head |
| Day Visit outside Local Learning Area | Recorded on Evolve | School risk manages journey and non-provider led activities using LLA risk management | EVC/Head |

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| | | supplemented by specific documentation where necessary | |
| Overseas | Recorded on Evolve | LLA risk management and supplemented by specific documentation necessary | Adviser |
| Residential | Recorded on Evolve | LLA risk management and supplemented by specific documentation necessary | Head |
| Adventure, provider led | Recorded on Evolve | Provider risk manages activities School risk manages journey and non-provider led activities using LLA risk management supplemented by specific documentation where necessary | Head |
| Adventure, self-led | Recorded on Evolve | Local Learning Policy/Specific Risk Management | Adviser |

5. Incident Management

In the case of an incident during a visit all members of staff will follow the establishment's incident management plan as detailed in the appendix.

6. Monitoring of visits and procedures

Governors will monitor the implementation of this policy by acting as a critical friend in monitoring the implementation and effectiveness of the policy.

The Educational Visits Co-ordinator will ensure that there is a system in place for appropriate monitoring of visits and activities.

7. Charges for Off-site Activities and Visits

Charges for educational off-site visits and adventurous activities, including charges for visits and transport, requests for voluntary contributions and remission of charges are made in line with DfE guidance. Reference should also be made to the Charging & Remissions Policy.

8. Inclusion & SEND

We endorse the principles for young people of a presumption of entitlement to participate, accessibility through direct or realistic adaptation or modification and integration through participation with peers.

We acknowledge that it is unlawful to treat a young person with a protected characteristic less favourably or fail to take reasonable steps to ensure that young people with protected characteristics are not placed at a substantial disadvantage without justification.

We also acknowledge that expectations of staff must be reasonable, so that what is required of them (to include a young person) is within their competence and is reasonable. Reference should also be made to the school SEND Inclusion Policy.

9. Safeguarding

Safeguarding procedures should be considered as part of the planning process with additional consideration for residential visits. Visit Leadership Teams should:

- As part of planning, liaise with the Designated Safeguarding Lead (DSL) and other staff to identify any relevant safeguarding issues
- Have access during a visit to the DSL (or trained deputy) either directly or through the Base Contact.

Any volunteers who accompany any visit or activity will be vetted and be directly supervised by a member of staff. If they are to have significant unsupervised access to young people then an enhanced DBS disclosure will be obtained and they will undergo induction and training in their role and responsibilities as detailed in employer and school policies and local procedures. Reference should also be made to the school Safeguarding & Child Protection Policy.

10. Insurance

Young people participating in visits and activities will have annual travel insurance provided under an annual Schools Journey Insurance policy. Any differences to this will be notified to parents/carers as appropriate before any consent or payment is made.

11. Transport

Careful thought must be given to planning transport to support off-site activities and visits. Statistics demonstrate that it is more hazardous to travel to an activity than to engage in it and staff must follow any specialist guidance provided by your employer.

Appendix - Local Learning Area

Definition: Local Learning Area visits are those visits which happen regularly, within 3 miles of school, and are led by school staff. Sessions run by a provider (e.g. York Castle Museum, York Art Gallery) are NOT classified as Local Area visits.

Boundaries

The boundaries of the locality: within 3 miles of the main school site. This area includes the following frequently used venues:

- Heslington Church
- Museum Gardens
- Local area litter pick
- Fulford Library
- University of York
- Archbishop Holgate's School
- St Nicholas' Fields

We use our Local Learning Area on a regular basis for a variety of learning activities, and visit leaders are allowed to operate in this area provided they follow the below Operating Procedure.

For schools who still wish to record visits on Evolve but also want to designate their own LLA we have created the On-site enrichment/Local Learning Area option on Evolve which requires the completion of a greatly reduced question set but allows for all visits to be recorded in a single place which can be very useful when running reports on Evolve.

Operating Procedure for visits to the Local Learning Area

The following are potentially significant issues/hazards within our extended locality:

- Road traffic.
- Other people / members of the public / animals.
- Losing a pupil.
- Uneven surfaces and slips, trips, and falls.
- Weather conditions.
- Activity specific issues when doing environmental fieldwork (nettles, brambles, rubbish, etc).

These are managed by a combination of the following:

- The Head, Assistant Head or EVC must give verbal approval before a group leaves.
- Only staff judged competent to supervise groups in this environment are approved. A current list of approved staff is maintained by the EVC and office.
- The concept and Operating Procedure of the 'Local Learning Area' is explained to all new parents when their child joins the school.
- There will normally be a minimum of two adults.
- Staff are familiar with the area, including any 'no go areas', and have practised appropriate group management techniques.
- Pupils have been trained and have practised standard techniques for road crossings in a group. For primary schools this is easy to do with some simple road markings in the playground – with a little practice this can become drilled and slick, as everyone knows what is going to happen.
- Where appropriate, pupils are fully briefed on what to do if they become separated from the group.
- All remotely supervised work in the extended learning locality is done in 'buddy' pairs as a minimum.
- Pupils' clothing and footwear is checked for appropriateness prior to leaving school.
- Staff are aware of any relevant pupil medical information and ensure that any required medication is available.
- Staff will deposit in the office a list of all pupils and staff, a proposed route, and an estimated time of return.
- A school mobile is taken with each group and the office have a note of the number.
- Appropriate personal protective equipment is taken when needed (eg gloves, goggles)

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

During lesson time

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.

Staff ensure clear sight of pupils at all times when they are working both within and outside the classroom.

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; this entrance has a camera to monitor access.

If pupils leave the security of the classroom to work in other parts of the school staff should ensure that adequate supervision is maintained at all times and all pupils are accounted for on returning to the classroom.

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

Pupils leaving the site during lesson time

If a pupil is leaving school during session time it is expected that the family will notify the school office. 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.

During break times

- Staff on duty are outside before the pupils enter the playground.
- First Aid staff are available
- All external gates are locked
- Staff will have sight of all children in the playground.

During lunch times

- *As above.*
- Any concerns from lunchtime staff should be reported to Rachel Carr who will seek advice as needed.
- If a pupil is going home for lunch they should be sent to the main entrance to be collected by their family/other known adult.
- All pupils leaving the site will be signed out by their family/other adult or, if they are to walk home, by our administrative team.
- On returning to school pupils will be signed back into school.

On the school field

- The Site Manager will ensure there are no holes in the perimeter fencing on his daily safety sweep.
- Pupils in Foundation Stage and KS1 are escorted to external doors by staff.
- Staff on duty are outside before the pupils enter the playground.

- Staff will double check that the field gates are locked shut.
- First Aid staff are available.
- All external gates are locked.
- Staff patrol zones within the field area.
- Staff will have sight of all children on the field.

At the end of the day

At the end of the day, Foundation Stage and KS1 staff have a teacher/parent/carer handover. In Key Stage 2 classes go straight to the cloakroom to collect their belongings and exit through their external classroom door. Staff should ensure that no pupils are left in the cloakroom or toilet areas.

Children should leave the school in a calm and orderly fashion and dressed in accordance with school policy, that is in school uniform unless they are leaving to represent the school in a sporting event or are attending an after school sports club.

If a pupil is not collected by their family/known adult they should return to the classroom with the class teacher and wait, this falls into daily directed time for teaching staff.

If the teacher is leading an after school club the pupils should remain with the teacher of the parallel year group class or the phase leader. If this is not possible the teacher should accompany the child to the school office where arrangements for their collection/safety will be made.

If by 3.30pm the pupil has not been collected the teacher should ask a member of the administration team to make contact with the family.

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 contact the school administrator using the nearest internal phone
- The admin team will then 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 to the hall.
- All staff will count and name check all pupils present against the class register.
- If a missing pupil is confirmed one member of staff from each year group will remain in the hall with the pupils - singing/story telling whilst all, other staff thoroughly and systematically check the building for the missing pupil.
- 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. 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.
- 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 (as outlined previously) 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 Safeguarding 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 Safeguarding 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 Safeguarding team and Chair of Governors will be informed (as outlined previously).

Governing Bodies should review this policy annually