



SHAPWICK SCHOOL

PREVENTIONARY

&

PRECAUTIONARY

POLICY

1.0 INTRODUCTION

The School Directors consider that no amount of planning can totally prevent accidents and problems occurring, some can certainly be prevented and the effects of others minimised by taking sensible precautionary measures. These are:

1. Ensuring staff are familiar with the school's fire and emergency routine
2. Ensuring staff are familiar with the school's security regulations and ensuring, in particular, that unknown persons are challenged and escorted to the office, for example. Visitors are request to sign in on arrival at the site and wear badges.
3. Following the correct procedures with regard to school trips
4. Ensuring that pupils sign in/out at weekends
5. Ensuring that staff are aware of pupils in their groups with health problems and the way in which these should be treated
6. Ensuring staff never leave the school site alone to deal with a potentially violent situation

2.0 TRIPS

Notwithstanding any of the following clauses, Government guidelines will be followed at all times. Copies are available in the school office and from the DfE web www.teachernet.gov/visits www.teachernet.gov.uk/emergencies/planning/educationalvisits www.hse.gov.uk/pubns/indg163.pdf or www.teachernet.gov.uk/publications all supervising staff should acquaint themselves with this guide.

This policy document covers any group of pupils on external visits, organised by the School, for whatever reason within the British Isles or overseas.

2.1 Approval: All trips must be approved by the Headmaster. This includes visits involved in curriculum subjects. Preliminary approval for the trip and the text of letters to parents should be sought before letters are sent home. All requests for trips should be made to the Headmaster well in advance. Trips abroad will often need two terms of planning. The visits form containing details of the visit – date, purpose, times, names of pupils and staff, transport, any medical details, etc. will need to be submitted to the Headmaster seven days prior to the trip taking place (local trips) or one term in the case of trips abroad.

Each excursion will have a team leader who has the responsibility to ensure that all national and school guidelines are followed.

The team leader will draw up and consistently update a comprehensive program with the Headmaster and advise the Deputy Heads.

2.2 Communication: Once it has been agreed who will be going on the trip other staff should be informed, via the staff notice board and daybook, of pupils who will be missing lessons and staff needing cover. Work must be set. A copy of the school visits form must be completed and circulated to all affected. (See appendix 1)

2.3 Standards of behaviour: Pupils and staff should be briefed on standards of behaviour. This will include amongst other things –

- The necessity for good manners
- Any dress code for the trip
- The importance of sitting down on coaches and wearing of seat belts
- Behaviour expected in hotel rooms/dormitories/camp sites
- Pupil's responsibility for their own property

2.4 Equipment: Staff should ensure that pupils know precisely what equipment/food they need to bring. A long journey has its own needs and the provision of first aid kit, sun protection, headgear and sensible clothing as well as sufficient drink will be essential for many trips taking place in the open during the summer.

2.5 Staff responsibilities: Different staff may take responsibility for different aspects/areas and each should know precisely what he/she is responsible for. The trip leader retains ultimate responsibility. Each trip should have someone assigned to deal with matters of first aid and take a first aid case. Longer trips will need someone to deal with the keeping of money and related monetary records. Staff should ensure that they are aware of medical problems their pupils have. The school has a mobile telephone available from the office, which must be taken, with the car charger for longer trips. Pupils should be given a staff number to ring in emergencies. Additionally staff should have noted pupils' mobile phone numbers and endeavour to ensure there is at least one mobile per group.

Staff should ensure that individuals on trips are not allowed to go off on their own without due consideration of group size, age, and risk. The groups should inform the party leader where they intend to go and the time of their return. They should be told where and how a member of staff could be contacted at all times in the event of an emergency. Pupils should not be allowed 'free time' for prolonged periods without regular checks or 'reporting in'.

Trip organisers should consider dividing pupils into sub-groups of ten to twelve for oversight/checking by a particular member of staff.

2.6 Junior Staff: Junior members of staff are strongly encouraged to take part in school trips. In normal circumstances, however, it is expected that they will have undertaken trips assisting other members of staff before they volunteer to take charge of one themselves.

2.7 Information to and from parents: Parents should be given written details of the trip. This must include details of the purpose, dates and times, the programme, destination and location (including telephone numbers and addresses where appropriate), the code of conduct expected of pupils, names of staff and helpers accompanying the trip, special clothing and equipment required, details of insurance and emergency telephone numbers both at the school and the venue. Trip organisers should have a list of emergency telephone numbers for contacting parents.

For overnight trips parents should be informed that any instance of severely unacceptable behaviour will lead to the party leader informing the parents that the pupil concerned may be sent home as soon as possible and that the responsibility for accompaniment and costs rests with the parent.

2.8 Extra curricular clubs/sports fixtures: The visits form should be completed for each trip off site with the exception of sports fixtures when names of pupils/staff should be recorded as previously described. Staff should take the school mobile phone whenever this is possible and have access to emergency contact numbers where the trip runs after 5pm.

2.9 Emergency contact: A school contact must be fixed before any party departs. Such school contact must be available throughout the travel period to be the prime contact within the school during the travel period.

The Headmaster or the appropriate Deputy Head will act as emergency contacts and may be contacted at school or home depending on the time. Trip leaders should ensure that they have access to the relevant telephone numbers. In addition, where a trip is due to last for more than 24 hours a senior member of staff should be on call and prepared to join the trip in the event of an emergency. For trips abroad, the members of staff involved should have a current passport.

2.10 Health and Safety: Where there are hazards involved in the trip (swimming, caving, fell walking, climbing etc.) one adult member of the party should be suitably qualified in first aid. In addition it is the responsibility of the party leader to ascertain the availability of local first aid and rescue facilities. A first aid kit should be taken on all trips.

When using a school minibus staff should tell passengers to ensure that they use seat belts at all times. Minibus drivers should ensure that their total working day i.e. teaching day and driving time does not exceed ten hours. Drivers should take a twenty-minute break every two hours.

When staying in a hotel, youth hostel or other residential accommodation pupils and staff should be made familiar with the fire and emergency procedures. Health & Safety regulations should be checked for overseas trips.

2.11 Photo sheets: On trips abroad each trip leader should have a pupil photo for each pupil together with a home emergency contact number. A passport photo will suffice.

2.12 Supervision – Ratios: The supervision level for trips is 1:15, but for hazardous pursuits 1:12. There should always be a minimum of two members of staff per trip, with one member of each sex for mixed trips. The only exception to this level of supervision is for sports fixtures.

Generally and for swimming – only in supervised pools or patrolled beach areas with supervision

Years 4 – 6 – 1 adult for every 10 to 15 pupils.

Years 7 onwards - 1 adult for every 15 to 20 pupils.

Residential and Overseas Visits

A minimum of 1 teacher to every 10 pupils. A party of mixed sexes must have a proportional mix of teachers and at least 1 of each sex. *(This should be kept in mind where an emergency causes the detachment of a teacher).*

3.0 IN THE EVENT OF A DISASTER ON A TRIP

The following is given as guidance that may have to be adapted to suit the situation. Every adult member of the party should hold this written guidance –

- Establish the nature and extent of the emergency.
- Make sure all other members of the party are accounted for and are safe.
- If there are any injuries, establish the extent and administer appropriate first aid if you have been trained and feel capable. Be aware of the consequences that might follow should you give incorrect treatment. Have regard to your own safety vis a vis blood contact. Call the appropriate emergency services.
- Advise other party staff of the incident and of actions taken. Decide, if appropriate, who is in charge and responsibilities to be undertaken by each adult member of the group.
- Ensure that an adult accompanies any casualty to hospital. If only one adult is available in the circumstances, a decision will have to be reached as to the best course of action.
- Ensure that remaining pupils are adequately supervised and arrange for an early return to base.
- Arrange for one adult to remain at the site of the incident to liaise with the emergency services until the incident is over and all the children are accounted for.
- Contact the Headmaster. Control access to telephones until the Headmaster has contacted parents/others directly involved. Give full details of the incident including –
 - Nature, date, location and time of incident
 - Details of injuries

- Names and home telephone numbers of those involved
 - Actions taken so far
 - Telephone numbers for future communication
- Do not discuss matters with the media
 - The senior member of staff should contact the Headmaster and establish who will take charge of the situation and what immediate action will be taken. The Headmaster will inform the School Directors.
 - The party leader should, at the first opportunity, make notes on the incident, as should other people involved. A record should be kept of the names and addresses of any witnesses or people involved.
 - Do not discuss legal liability.
 - Ensure accident forms are completed as soon as possible.
 - Inform parents of any delays that will be necessitated.

4.0 DEALING WITH A DISASTER AT SCHOOL

The following is given as a guideline only. Each emergency will need to have planning individually tailored.

4.1 Roles – The Headmaster will normally take charge but if this is not possible one of the Deputy Heads will act for him. The Headmaster or the person in charge should free him/herself from as many routine responsibilities as possible and remain for most of the time in a known location in order to ensure effective control and communication.

4.2 Decisions and planning – The Headmaster should meet with as many members of staff as are available to discuss planning.

4.3 Life-threatening situations – staff should use the fire alarm to evacuate staff and pupils. There may be situations where using the fire alarm could make matters worse. In such circumstances the office/houseparent should be informed to contact the emergency services. All staff not involved in teaching/supervision will meet in the staff room to decide how best to deal with the situation. The primary aim is to preserve life. Staff and pupils involved will need immediate support. Staff should feel free to contact the emergency services directly in an emergency. Situations are often tackled effectively at an early stage before the situation escalates. However, staff should avoid provoking intruders. The Headmaster or the delegated person in charge should ensure that a briefed member of staff meets the emergency services wherever it is deemed appropriate.

4.4 Casualties – where a disaster involves casualties on the school site, one member of staff should take the names of those injured and the hospital to which they were taken. One of the senior staff should inform parents as soon as possible. Where deaths have occurred parents should be told in person as soon as possible

- At home or at work by a senior member of staff. Staff on such duties should travel by taxi and should be accompanied by a member of the police
- At home or at work by the police
- Where a parents arrive at the school, on site by a senior member of staff in conjunction with the police

Where parents arrive at the school after a disaster which has taken place at school, it will need to be decided whether pupils not directly affected by the incident should be allowed to accompany parents home. Pupils affected in some way by the incident should generally be allowed home if accompanied by a parent. Any pupil going home with a parent must sign out. Consideration should be given to setting aside the individual teaching rooms for briefing and counselling parents.

4.4 Evacuations – In the event of one of the school buildings/boarding areas being evacuated, pupils and staff should assemble on the area used for fire practices. If deemed necessary pupils and staff will be transferred to a building in the vicinity for temporary shelter.

4.5 Sending pupils home – Where necessary pupils should have a letter to take with them.

4.6 Briefing staff and pupils – Where an incident occurs during the school holiday consideration should be given to informing staff before their return. For all incidents it will need to be decided which pupils are to be briefed on the incident and by whom.

4.8 Briefing of pupils and staff may contain the following elements

- A factual account of the problem or incident
- Details of any arrangements necessary as a result of the incident.
- Details of help that is available.
- Information on coping with the media. Pupils should be advised not to talk to the media unless arrangements have been made for them to do so by the Headmaster.

Subsequently, briefings may be held at the start of each day as new information becomes available.

4.9 Parents and Governors – The Headmaster should ensure that parents and Directors are kept informed by letter where applicable. Information should be given to parents of sources of help that are available. Where parents need to contact the school for advice they should be advised whom to contact.

4.10 Sources of help – Staff, pupils and parents may need help in coping with problems. Consideration should be given to contacting

Local clergy

LEA Support Services if appropriate i.e. Social Services

4.11 **Visiting parents** – consideration should be given to setting up meeting of pupils/parents seriously affected by traumatic incidents to talk thing through and to help one another. Leaders and groups will need to be assisted by an Educational Psychologist. The Headmaster will advise.

4.12 **Talking about traumatic incidents** – Decisions will have to be taken on the particular incident but discussion could ensue

- In assembly
- In Tutor groups
- Individually

4.13 **The media** – The Headmaster or the delegated teacher will speak formally to the media. At the first contact from the media they should be informed that the Headmaster is unavailable but will phone back in thirty minutes. A room may need to be made available for briefings.

4.14 **The police** – The police may need an incident room.

4.15 **Funerals** – Where deaths have occurred consideration should be given to closing the school as a mark of respect. Consideration should be given to a senior member of staff being present at each funeral to represent the school. Floral tributes or donations to charities will need to be considered where funerals take place.

4.16 **School telephone** – This must be manned in the evening following an incident or the number transferred to the Headmaster or one of the Deputy Heads.

4.17 **Health and Safety issues** – Where necessary prime consideration should be given to health and safety issues. These include –

- Isolating electrical, gas and water systems in the event of damage to a building.
- Having electrical systems tested by a qualified electrician before using them again.
- Having electrical equipment tested where it has suffered damage.

5.0 Check List

Visits Form

Supervision

Parent Letter

Policy Document

Medical Needs

Staff Cover Requirements

Nominated School Director – Tony Hurran

This policy should be updated on or before 01.09.12