

ST VINCENT'S CATHOLIC PRIMARY SCHOOL



HEALTH AND SAFETY POLICY

Policy Date: January 2021
Review Date: January 2022

Mission Statement

Caritas Christi Urget Nos

The love of Christ urges us to care for each other and strive for excellence in everything we do.

ST VINCENT'S PRIMARY SCHOOL

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

The Governing Body and Senior Management of this school will takes steps to meet its responsibilities under The Health and Safety at Work Etc. Act 1974 and other health and safety legislation details of which are given in this statement. The Governors and Head Teacher of the school are committed to ensuring a safe and healthy environment and for providing safe equipment and procedures for all staff, pupils and visitors involved in school activities.

All employees have a responsibility to safeguard their own health and safety and that of others and to co-operate with their employer by following established procedures and bringing to the attention of school management any health and safety problems of which they are aware.

This policy will be reviewed annually by the Health and Safety, Buildings and Letting Sub-Committee, to ensure it is up date. The reviewed policy will then be ratified at the next full Governing Body Meeting.

ORGANISATION AND RESPONSIBILITIES

General

Overall responsibilities for Health and Safety rests with the School Governors, assisted by their Health and Safety, Premises Committee. Day to day executive responsibility rests with the Head teacher or in her absence with the Deputy Head Teacher and Senior Leaders.

Responsibilities of the Governing Body / Senior Management Team

The Governing Body is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the school;

- Ensuring that this statement complies with the County Council and Children, Schools and families codes of practice;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
- Providing appropriate resources within the school's budget for the implementation of the attached arrangements;
- Receiving from the Head Teacher or other nominated members of staff reports on health and safety matters and reporting to the LEA, or other body as necessary, any hazards which the establishment is unable to rectify from its own budget;
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive health and safety culture and high standards of health and safety within the establishment.
- Ensure that any contracts awarded include the required level of specification to comply with current legislation and standards.

Responsibilities of the Head Teacher:

The Head Teacher operates an open-door policy. All staff are expected to consult the Head Teacher immediately should they feel that the health and safety of the pupils or anyone else at the school has been breached or if they have a concern.

These responsibilities are to:

- Take overall responsibility for implementation of the school's health and safety arrangements within the establishment and ensure that this policy and the County Council's Health and Safety policy are complied with at all times;
- Supervise those that have been nominated or employed for key roles (Caretaker, Health and Safety Co-ordinator, Welfare Officer etc.) and who have been delegated with health and safety tasks;
- Ensure appointed people are provided with adequate training and time to undertake their duties as required;
- Act as a focal point on health and safety matters and be available to members of staff to discuss, give advice or seek sources of advice where necessary to attempt to resolve any health and safety issues not resolved through established arrangements;
- Ensure that all employees including new employees receive adequate health and safety information, instruction and training to enable them to work without undue risk;
- Ensure that all staff are provided with and use personal protective clothing and safety equipment, which must be properly maintained and reviewed when required;
- Ensure the establishment has emergency planning arrangements in place;
- Put in place and ensure effective arrangements are in force to facilitate the evacuation of buildings in case of fire or other emergencies and that the firefighting equipment is readily available and properly maintained;
- Arrange for all accidents, dangerous occurrences, diseases, near misses and property damage are reported on the LBOB HSMS database and their causes

investigated and that all reasonably practicable steps have been taken to prevent its re-occurrence;

- Ensure that adequate first aid provisions are made in accordance with the Health and Safety (First Aid) Regulations 1981;
- Report to the LBOB HSMS database any hazards which cannot be rectified within the establishment's budget or contact the SHaW team for advice;
- Ensure that the premises, machinery, plant and equipment are maintained in a serviceable condition or repaired by a competent person, in accordance with county council procedures;
- Ensure there is no misuse of the school's machinery, plant and equipment;
- Set up liaison meetings with people who share site facilities to ensure there is awareness, agreement and clarity in any joint health and safety requirements to ensure safety of the children, staff and premises and anyone affected by their operation within the site;

Responsibility of all Employees

All employees of the establishment have responsibility to:

- Take reasonable care for the health safety and welfare of themselves, pupils and others whilst undertaking their work;
- Co-operate with their employer on all matters relating to health and safety;
- Be aware and familiar with the schools health and safety policy and other policies and any duty they impose on them as an employee;
- Report immediately to your line manager or health and safety concerns
- Ensure you wear and use personal protective equipment supplied where required
- Complete training required by management to meet their obligation to the health and safety at work etc 1974 Act and so far as is reasonably practicable protect you from injury.

Health and Safety Co-ordinator Role

- So far as is reasonably practicable ensure the school and staff comply with this health and safety policy and other legislation that affects the safety of the children, staff, contractors and visitors to the site in relation to the schools activities;
- Provide reports to the Head Teacher in relation to health and safety issues and any changes that are needed to meet new legislation and to comply with Local Council Codes of Practice.
- Carry out and record findings of necessary risk assessments within the school, review and update as required;
- Weekly walk around to check fire equipment and general levels of safety;
- Arrange for and ensure maintenance is carried out on the premises, machinery, plant and equipment (scheduled or ad-hoc) and accurate records are held and up to date.
- Arrange training for staff to ensure they are competent to carry out the roles they are given and know how to keep themselves and others safe in the execution of their duties. Records of any training given to be accurate and up to date;

- Assist in the annual health and safety audit and carry out remedial work or flag up to the Head Teacher any building or maintenance work that is required in order to ensure compliance with findings of the report.
- Maintain and update Health and safety display boards around the school;
- Support and be available to staff, listen to and where needed give advice and or try to address the issues they raise in relation to health and safety matters.
- Record any near misses within the school on approved Local Council Computer Programme (RIDDOR);
- Health and safety co-ordinator will carry out a termly Health and Safety Executive checklist for classrooms.
- Findings will be provided to the class teacher and where opportunities to improve are identified the teacher will be consulted on how they may best achieve the improvements.
- Copies of findings and agreed remedial actions will be filed in the Staff Room Health and Safety cupboard.

Welfare Officers Role

- Attend and maintain the welfare suite by the reception, ensure it has sufficient supplies to cater for general injuries and medical needs of staff, children and visitors etc;
- Arrange First Aid training and maintain records for staff to ensure we comply with legislation and Local Council requirements;
- Maintain and safely store medication required by children within the school, ensuring required paperwork is completed by parents allowing administration of medicines provided.
- Maintain records of dosages administered to children in line with their needs;
- Ensure medication provided is in date and notify parents when medication needs to be replaced;
- Maintain and update care plans for any children requiring them;
- Ensure staff are made aware of any children who have allergies or special health needs by placing a profile in the staff room and attaching a photo and note to their class register.
- Enter any event that meets RIDDOR criteria in relation to injury or disease on the approved Local Council Computer Programme.
- Maintain supplies to First Aid boxes around the school and any packs to be used on school outings or trips.
- Give advice and support in relation to welfare matters and injuries when available and needed by other members of staff.

Caretaker

- Is responsible for checking the general condition of the premises and in particular the non-classroom areas and conducting maintenance as necessary to ensure the safety of people using the site;
- Record and report hazards that cannot be addressed as part of this role to the Head Teacher;
- Ensure the site is opened and closed daily and that fire exits are clear and there are no obvious signs of danger in or around the school building and grounds;

- Check equipment in and around the school is fit for purpose, including but not limited to firefighting equipment, playground equipment and other general school resources;
- Ensure the fire alarm is tested weekly;
- Conduct termly evacuation drills in consultation with the Head Teacher
- Keep a record of all inspections and tests
- Responsible for cleaning staff and cleaning regime,
- Arrange ordering and then distribute necessary personal protective equipment for own use and to staff
- Regularly check that all cleaning equipment is in a good state, any damaged equipment should be withdrawn and replaced;
- Order via the office cleaning materials giving due diligence to COSHH regulations for handling, safe use and storage of materials bought;
- Provide health and safety co-ordinator with a list of all materials and substances purchased that are affected by COSHH and in use in the school;
- Assist as required by the Head Teacher within limits of contract;

Fire Marshall

(Senior member of staff on duty will perform this role)

- Will act as focal point in an emergency evacuation;
- Identify cause of alarm and whether it is considered a false alarm or real, contact authorities as necessary;
- Receive confirmation from class teachers that all pupils are accounted for or who is missing and last known location;
- Receive confirmation from School Secretary that all staff, supply teachers and contractors are accounted for;
- Receive confirmation from Fire Wardens that their areas are clear of all persons and any information relating to the location and intensity of fire and any person seen that they could not reach;
- Liaise with fire brigade engine commander on arrival;
- Review operation, post event, to highlight what went well and areas that need looking at for improvement;

Fire Warden

In the event of an emergency evacuation carry out the checks in the area designated to you as long as it is safe to do so, closing windows and doors as appropriate, note fire location if in your area and anybody you see but can't reach and notify Fire Marshall once you are out of the building and inform them of any part you were not able to check.

SCHOOL SECURITY

- Systems are in place for the safe arrival and departure of children and adults;
- Our systems prevent unauthorised access to the school building during school hours via the school office;
- Our systems prevent children leaving the premises unnoticed.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

In the event of an emergency evacuation of the school:

- The alarm will sound;
- Members of staff currently teaching in class will evacuate pupils/ others to the designated assembly point;
- Office staff will summon the emergency services as necessary;
- Fire wardens will sweep the building to ensure everyone is safely out of the building;
- The safe evacuation of persons is an absolute priority. Staff may attempt to deal with small contained fires, if it is safe for them to do so without putting themselves at risk, using portable firefighting equipment;
- While evacuating premises staff should ensure that the premises and equipment are safeguarded as far as possible by closing doors and windows on the way out;

Fire Drills

- **Fire drills will be undertaken termly, fire alarm tested weekly on a Monday morning**, a warning will be verbally given before the test. Records of tests will be kept in the Fire Log book;
- Inspection of the premises and grounds will be undertaken termly;
- Details of service isolation points (i.e. Gas, Water, Electricity) are located in the Critical Incident Plan
- Emergency procedures for incidents outside normal working hours are held by the Head Teacher;
- These procedures will be reviewed at least annually;
- Key holder details will be forwarded annually or when details change to the Children, Schools and families Health and safety team

FIRE PREVENTION AND TESTING OF EMERGENCY EQUIPMENT

Testing of Emergency Equipment

- Fire alarms are tested regularly and the fire-fighting equipment is tested annually.
- The school's contractor undertakes an annual maintenance service of all extinguishers in the school.
- The maintenance report is held in Health and Safety Cupboard in main office.
- These systems are serviced by a school contractor
- Test records are held in the main office.

Annual Fire Risk Assessment

The school's annual fire risk assessment is carried out by Workforce, Fire and Security. The report is held in the Health and Safety Cupboard in main school office.

FIRST AID AND MEDICATION

The Medical Room is adjacent to the Main School Office and contains a bed and basic first aid equipment and is located at the front of the school.

Notices of Staff trained in First Aid can be found on or in Reception office notice board, in the welfare room, on the staff room notice board, as part of this policy and in the critical incident plan.

First Aid Equipment and Boxes

- First Aid boxes are provided in all classrooms, the office and other areas of the school, which staff will be notified of;
- First Aid boxes are stocked regularly by the welfare officer, but additional supplies can be got from the welfare suite as necessary;
- Medicines are administered by the office staff and dosages are recorded;
- Reception and Key Stage 1 inhalers and Epi-Pens are held in the welfare room;
- Key stage 2 inhalers are held by the children or in the classroom cupboard. Ice packs can be located in the welfare suite fridge and the staff room fridge-freezer;
- The First Aid treatment books are located by the First Aid post in the staff corridor adjacent to the playground. There is also one in the welfare room. Classroom first aid boxes have notebooks to record any use within the class rooms;
- (RIDDOR) Injuries are recorded to a computer based system by the office team;
- Details of contact numbers of hospital accident and emergency departments, NHS 111 and other medical services along with children's parents contact details are held in the Reception office.
- **The schools policy is to only issue medication in exceptional circumstances and with written parental consent detailing medication and dosage, records kept of time and dosage and who administered are held in the medical room.**

Children with Allergies or other Medical Conditions

- The welfare officer prepares a care plan for each child with allergies or other medical condition and this is held in the welfare suite and in the box containing their medication. Where possible the medication is held in the classroom the child is in and a spare supply in the welfare suite (if provided). **All full-time staff are Epi-Pen trained so are able to administer medication if required.**
- Notices relating to children with special medical needs are attached to the register for the class they are in. Each class will also have a specific medical emergency triangle in their class that can be rushed to reception if there is an issue so that welfare can locate the correct medication to get to the class. Pictures of the children and a basic description of their condition are placed on a notice board in the staffroom so all staff are aware of which children have specific medical needs.
- In the event that an Epi-Pen needs to be used an ambulance would be called and the parent informed via the reception office.

Accident and Injury Procedures

- If a person is unwell or suffers a minor injury they will be dealt with by a trained First Aider where the incident occurs and a record made in the accident book.
- Any child sustaining a head injury will have a letter sent home and their parents will also be notified by text message.
- More serious injuries will depend on their nature, either they will be dealt with where they occur if person cannot be moved or taken to the medical room. It will then be decided if the person should return to class, rest for a time in the medical room, go home or go to hospital for further treatment.
- If it is decided a child needs further treatment, dependant on the nature of the injury the parent will be called to collect the child or an ambulance will be called via the reception office. If an ambulance is to be called the parent will be contacted to notify them so they can either come to the school (if local and able) or meet their child at the hospitals A&E. If it is necessary a member of staff will accompany the injured party in the ambulance.

REPORTING PROCEDURES

- Employees must report all accidents, incidents, dangerous occurrences, violent incidents, verbal abuse and near misses in accordance with RIDDOR and London Borough of Barnet Local Codes of Practice 5 Accident / incident Reporting and Investigation
- As a maintained school the responsibility for reporting a RIDDOR incident to the Health and Safety Executive lies with LBOB SHaW team. They should be contacted by phone as soon as possible after a RIDDOR incident has happened on **0208-359-7955** and then the relevant VHSMS form completed.

Employees

- Accidents which result in death or a specified injury must be reported without delay:
- Specified Injuries:
 - Fractures, other than to fingers, thumbs and toes;
 - Amputations;
 - Any injury likely to lead to permanent loss of sight or reduction in sight;
 - Any crush injury to the head or torso causing damage to the brain or internal organs;
 - Serious burns (including scalding) which cover:
 - Cover more than 10% of the body; or
 - Cause significant damage to the eyes, respiratory system or other vital organs;
 - Any scalping requiring hospital treatment;
 - Any loss of consciousness caused by head injury or asphyxia;
 - Any injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness; or
 - Requires resuscitation or admittance to hospital for more than 24 hours.

- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Physical Violence

Some acts of non-consensual physical violence to a person at work, which result in death or specified injury or a person being incapacitated for over 7 days are reportable.

Occupational Diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor in relation to an employee.

- Carpal tunnel syndrome;
- Severe cramp of the hand or forearm;
- Occupational dermatitis, e.g. from work involving strong acids or alkalis, including domestic bleach;
- Hand-arm vibration syndrome;
- Occupational asthma, e.g. from wood dust and soldering from using rosin flux;
- Tendonitis or tenosynovitis of hand or forearm;
- Occupational cancer;
- Any disease attributed to an occupational exposure to a biological agent.

Pupils and Visitors

Only reportable to RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity; or
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Sports Activities

Reportable if it was caused by the condition, design or maintenance of the premises or equipment or inadequate supervision of an activity i.e:

- Pupil slips and fractures his arm because of a freshly polished sports hall floor;
- Inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

Playground

- The condition of the premises or equipment was poor, e.g. badly maintained play equipment; or
- The school had not provided adequate supervision, e.g. where a particular risk was identified, but no action was taken to provide suitable supervision.

Other Possible Incidents

- Physical violence between pupils is not reportable to RIDDOR.
- Road and Traffic incidents and accidents are reportable to police, not RIDDOR.
- Overseas trips are not reportable as RIDDOR only applies in Great Britain.

Contact Barnet

London Borough of Barnet, Working with Children has developed The Virtual Health and Safety Management System (VHSMS)

To report an incident that has occurred in school and/or affected an employee, pupil or visitor you need to complete the forms at: <https://barnet.info-exchange.com/Schoolincident>

Dangerous Occurrences

These are specified near-miss events which are only reportable if listed under RIDDOR. Reportable dangerous occurrences in schools typically include:

- The collapse or failure of a wall or fence;
- The accidental release or escape of a biological agent likely to cause severe human illness;
- The accidental release or escape of any substance that may cause a serious injury or damage to health;
- An electrical short circuit or overload causing a fire or explosion.
- **To report a hazard complete the forms at:** <https://barnet.info-exchange.com/hazard>
- For advice and help if you are unsure you can contact the Safety, Health and Wellbeing team (SHaW) on 0208-359-7955 or Shaw@barnet.gov

HEALTH AND SAFETY TRAINING FOR STAFF

The Head Teacher or other senior members of staff are responsible for identifying the health and safety training needs of the staff. This would include the following areas as a guide:

- Induction procedures
- Emergency evacuation e.g. fire drills and routines, etc
- Use of emergency firefighting equipment – periodic external company
- First Aid
- Accident, incident reporting
- Safety Inspections
- Good housekeeping including defect reporting
- Manual lifting and handling procedures
- Safe use of work equipment
- Personal Safety and security
- Handling of chemicals, safe system of working etc
- Offsite visits and journeys and working off site with pupils/students/ young people etc
- Use of Personal Protective Equipment

Computer based training is available and staff may be required to complete modules as part of their professional development review and training. In addition staff may be required to attend other specialist Health and Safety training.

First Aid training is arranged and scheduled by the Welfare Officer to meet the national guidelines.

SELECTING AND MANAGING CONTRACTORS

- The School has a list of regular contractors.
- Contracted work will take place when there are no pupils on site whenever possible. If working on the premises when the children are present is unavoidable, then all care must be taken for the pupils' safety and adjustments will be made to the daily routine to keep them away from the place of work. These contractors will also be checked by List 99.
- Whilst the contractor is working in the School, the Head Teacher together with the Care Taker and Health and Safety Co-ordinator will ensure that s/he is carrying out all operations with sufficient regard to Health and Safety and Safeguarding. In particular: Storage and disposal of paints and chemicals , use of ladders , limitation of noise , care of electrical and other installations, disposal of builders waste and maintaining the security of the building.

MAINTANANCE OF EQUIPMENT

Equipment is checked and maintained as part of a rolling programme and schedule. Suitable contractors have been selected to carry out maintenance of equipment.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Control of substances hazardous to health is essential to ensure staff and pupils remain safe and do not suffer injury or suffer any deterioration in their health or wellbeing.

The following will be carried out:

- Ensure the safe use of all substances and work processes that are hazardous to health, as per the manufacturer's guidelines;
- Hold copies of the companies Material Data Safety Sheets for all products being used;
- All products should be stored safely in locked cupboards or out of reach of children;
- Review assessment if there are significant changes in materials or personnel.

MANAGEMENT OF ASBESTOS

A report by Environmental Evaluation Ltd has certified that asbestos is not present within the school.

ON SITE VEHICLE MOVEMENTS

- The car park is for staff use and gates are only opened to allow access as and when required.
- The playground is separated from the car park by a gate. As and when access is required into the playground, specific areas are cordoned off and the care taker is responsible for vehicle movements thereafter.
- Contracted gardeners have permission to use lawn mowers on the school pitch, at which times the entry gates to the pitch are closed to pupils and teachers.

MANUAL HANDLING OF LOADS

- Manual handling of loads includes lifting, lowering, pushing, pulling or carrying of a load by hand or by bodily force. It is one of the most common causes of injuries at work and can lead to musculoskeletal disorders which account for over a third of workplace injuries;
- Staff are periodically reminded of safe manual handling procedures during staff meetings, as and when appropriate;
- An item doesn't have to be heavy to cause an injury, it can be due to bad posture, restricted movement or a pre-existing injury or illness;
- Staff who may be at greater risk of injury will be identified or should make their needs known to management;
- Staff have a duty of care for themselves and others, no-one should try to lift anything beyond their capability and should always seek help if needed and a mechanical means where possible.

SLIPS AND TRIPS

- Accidents relating to slips and trips are recorded in the accident file and dealt with by first aiders.
- The cause of the slip or trip is investigated immediately, cornered off and the appropriate member of staff notified so that repairs can be organised. This is then recorded by the Health and Safety Co-Ordinator.

RISK ASSESSMENTS

- Risk assessments are carried out periodically by the Health and Safety Co-Ordinator and copies of the assessments are stored in the Health and Safety cupboard;
- Class teachers are required to complete detailed risk assessments prior to class trips or outings, details of which are held on file.

OCCUPATIONAL HEALTH SERVICES AND WORK RELATED STRESS

In order to minimise the risk of work related stress, the Head Teacher will:

- Foster a supportive work environment.
- Pay attention to any indication of changes in performance or behaviour in staff.
- Should a member of staff be absent through ill health or injury, the Head Teacher should keep in touch with them and be supportive on any return to work process.
- Encourage sympathetic alertness to staff who develop signs of not coping.
- Make reasonable adjustments to their working environment or work load for a member of staff who develops signs of not coping in order to minimize stress.
- Should these steps not alleviate the situation, the following should be considered:
- Recommend staff seek advice from their own G.P.
- Refer staff to a suitable Occupational Health Service

VIOLENCE AGAINST STAFF

Violence, threatening behaviour and abuse against staff or any other members of the school community will not be tolerated.

Abuse, violence or threatening behaviour towards staff by pupils

- The behaviour of pupils and relevant sanctions are covered in the school's Behaviour Policy.

Abuse, violence or threatening behaviour towards staff by parents or other adults

- Abusive, violent or threatening behaviour, including abusive language will not be tolerated at St. Vincent's and has no place at this school. In such cases, the school reserves the right to invoke the following legislations although this is not an exhaustive list: Section 547 of the Education Act 1996, Section 222 Local Government Act 1972, Anti -Social Behaviour under the Crime and Disorder Act 1998 and Public Order Act 1986.
- In the event of such behaviour towards staff, a senior member of staff may be called to either defuse the situation and/or ask the offending adult to leave the premises.
- These incidents will be recorded using the Violence, Abuse or Threatening Behaviour towards Staff at St. Vincent's Incident Report Form and forwarded to the Head Teacher immediately with any additional witness reports.
- The Local Education Authority may be contacted once the incident report has been completed and the school will take appropriate action as per the advice of the LEA.
- Violence to staff and criminal damage will be reported to the police and offenders may be prosecuted.
- Mediation and conflict resolution will be the school's initial response after an incident that has not needed legal or police assistance. The school is able to offer resolution meetings and agree Acceptable Behaviour Contracts with offending parents which require the agreement of the person to an acceptable level of behaviour.
- However, repeat offenders who are parents will be referred to the LEA and these cases will be taken seriously by the Governing Body also. The Head Teacher may choose to ask the LEA to send the offenders a letter that refuses them entry to the premises. Please note: A Head Teacher has the right to decide who can come onto the school premises. For parents who have children attending the school, this will include an agreement to drop their child off at the first gate to a staff member at an agreed time each day and pick-up at the same place each day after school without entering the school premises.

OUTINGS AND EDUCATIONAL VISITS

- The school aims to enhance the curriculum by planning visits that link to pupils' learning and development, whatever their age and stage.
- Three types of visits are planned throughout the school:
 1. Routine local visits in the 'Extended learning locality': (Mill Hill Park, Sacred Heart Church and Garden Centre.)
 2. Day visits within the UK that do not involve an adventurous activity

3. Visit that are overseas, and/or residential, and/or involve an adventurous activity

- The school uses EVOLVE; a web-based planning, notification, approval, monitoring and communication system for off-site activities to risk assess and record outings, with the exception of visits to the 'extended learning locality.'
- Teachers must also complete a St Vincent's Educational Visits Checklist form as part of the risk assessment process for visits and off-site activities, as recommended by the L.A.
- The Head Teacher has responsibility for authorising all visits, and for submitting all overseas, residential or adventurous activity visits to the LA for approval, via EVOLVE.
- Individual governors may request 'read-only' access to EVOLVE.
- The Local Authority is responsible for the final approval (via EVOLVE) of all visits that are either overseas, residential, and/or involve an adventurous activity.
- The Educational Visits Coordinator (EVC) is Elaine Regan who is the first point of contact for advice on visit related matters, and will check final visit plans on EVOLVE before submitting them to the Head.
- The school obtains blanket consent at the start of each year for activities that fall within the 'Extended learning locality.'
- Specific, (ie. one-off), parental consent must be obtained for all other visits. For these visits, sufficient information must be made available to parents (via EVOLVE, letters, meetings, etc), so that consent is given on a 'fully informed' basis.
- When journeys to local venues are required for small numbers of pupils for example sporting fixtures, the school will hire the use of a mini bus. At St Vincent's we have 3 staff members who are trained in driving the mini bus. All pre- use checks on the vehicles are carried out by the service provider.
- Where a private (staff or parent) car is to be used to transport young people then this must be approved by the Head Teacher, and a Private Car Form must be completed and retained by the establishment. For guidance.
- A First-Aider must be present on each trip and an appropriate first aid kit should be carried. For EYFS outings, there must always be at least one member of staff present who holds a current Paediatric First Aid Certificate.
- At least one mobile phone is taken on an outing and the school office will have the number.
- Swimming Lessons: Pupils in Key Stage 2 attend Frith Manor Swimming Pool. The travel to and from the venue by coach with a minimum of 2 members of staff. When at the pool there are separate changing facilities for boys and girls which are supervised by members of school or pool staff of the same gender. The pool staff have their own risk assessments and first aid trained members of staff on duty at all times. Children who have SEN or disabilities are included on event specific risk assessment (ESRA) form.

Emergency Procedure during Outings

The school's emergency response to an incident is based on the following key factors:

- There is always a nominated emergency base contact for any visit (during school hours this is the office and/ or a senior member of staff).
- For all outings, the visit leadership team will be aware of any relevant medical information for all participants, including staff.
- The visit leader/s and the base contact/s know to request support from the local authority in the event that an incident overwhelms the establishment's emergency

response capability, involves serious injury or fatality, or where it is likely to attract media attention.

- For visits that take place outside the 'extended learning locality', the visit leader will carry either:
- An LA Emergency 'Card' (see EVOLVE Resources), or
- An OEAP National Guidance Emergency action card
- This Emergency Procedure is tested through both desk top exercises and periodic scenario calls from visit leaders.

MISSING CHILD

Missing Child during School Day

- Should a child go missing on the school grounds, the Head Teacher must immediately be alerted and together with the teacher/s will carry out a thorough search of the building, playground and surrounding school grounds.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Head Teacher talks to the staff to establish what happened.
- If the child is not found the missing child is reported to the police and the parent is contacted.

Missing Child at Home Time

- Should a child go missing during home time, the Head Teacher must immediately be alerted and together with the teacher/s will carry out a thorough search of the premises.
- The parent/carer should be contacted to establish if the child might have gone home with another child.
- If child's whereabouts have not been discovered, ask parent to go home to check that child has not arrived by this time. Ask them to telephone school on arrival home to explain the situation. While parent is going home, staff should continue to try other contacts where child might be, friends etc.
- If child turns up at school, parent should be contacted immediately and asked to collect child.
- In the unusual event that there does not appear to be a valid reason why the child cannot be located, this should be within **15 to 30 minutes**, ring the police on 020 8200 1212, explain what has happened and follow their advice. You will need the child's name, date of birth, address, phone number and be able to describe the child e.g. what he/she was wearing that day.

Child Leaving the School Premises without Permission

- If a child leaves the school premises without permission, inform the Head Teacher or Deputy immediately. The parents/carers will be called.
- If possible a member of staff should follow the child to save him/her from harm. If trail is lost, drive expected routes. Follow procedure as for missing child.

Missing Child during an Outing

- If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed:
- As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The Head Teacher is informed and if Ms Tuohy is not on the outing, she will make her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- The Head Teacher contacts the child's parent who makes their way to the venue.
- Staff take the remaining children back to the setting.

Missing Child on Repeated Occasions

- A child going missing, 'running' away from or towards something, on repeated occasions may indicate further issues such as abuse.
- A child going missing repeatedly must be recognised as a safeguarding issue and the appropriate agencies must be contacted by the Designated Safeguarding Lead for further advice and support.