



Park School for Girls

Park School for Girls Off-Site Activities

This policy applies to the whole school, including the EYFS

This policy has regard to the DfE Guidance 'Health and Safety Advice for Schools' which is available for staff in the school office.

In addition to off-site visits, for the purpose of this policy the term and reference to trip means the following:

- Sports activities, off-site sports coaching to include swimming, sports fixtures, a 'nature' or 'geography' walk around the immediate vicinity of the school including to Valentine Park, rehearsals in off-site venues

The Educational Visit Coordinator (EVC) is Mrs Powley and staff must seek her advice and guidance for all trips. The EVC is responsible for providing the necessary guidance and paperwork for all trips to be planned appropriately and safely. This paperwork can be found in the school office.

1. All school trips will be led by suitably experienced members of staff who will be responsible for children's safety and behaviour on the trip. The trip leader will seek permission from the Senior Leadership team for the trip which will be granted once all appropriate planning and risk assessments have been completed.
2. **The planning of a school trip includes the following elements:**
 - a pre-visit by the trip leader or another member of staff unless inappropriate. If a pre-visit does not take place, there should be contact with the centre to inform them in writing of the school's risk assessment. If it is a trip which a particular year group undertakes every year and the teacher is familiar with the venue, a phone call or email to the venue should take place instead of a pre-visit, with a focus on establishing whether anything has changed since the previous visit, so that the risk assessment can be adjusted.
 - a document outlining the details of the trip
 - written permission from parents
 - file with all contact details of the pupils and other appropriate emergency contact details
 - a file with any medical information relevant to each pupil. Any individual needs are catered for, the trip leader will put the First Aid kit together

with either Mrs Williams or Mrs Powley, who will run through children on the trip on specific medication such as inhalers, epipens, medication for diabetes etc. If a pupil taking part in a trip has particular medical needs and requires specialist training, staffing of the trip will include an adult who has such training, for example ensuring a member of staff accompanying a child who may have need of an epipen, who has epipen training.

- a plan of emergency procedures, including crisis management policy, contact details in case of an emergency or the need for an emergency medical treatment for a pupil
- a briefing of all supporting staff on the trip with each pupil assigned to a member of staff
- checks of transport vehicles where possible, including documentary checks of road worthiness and insurance
- risk assessments
- first aid arrangements, ensuring at least one member of staff on the trip has first aid training.
- all trips involving pupils from EYFS must be accompanied by a paediatric first aider
- an itinerary and alternative plans
- regulations ; when planning an activity involving caving, climbing, trekking, skiing or water sports (other than rowing), the school/trip leader must check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

3. All staff attending a trip will have been DBS checked. Ratios of staff to pupils will be age and location appropriate but in any case will usually conform to 1:10 or better. The standard ratios are reviewed to consider whether they are appropriate for the nature of the trip and those taking part. The standard ratios are also reviewed depending on whether the group involves any pupils with special needs or any behavioural considerations, which may affect the calculation of ratios.
Statutory ratios, as set out for pupils in the EYFS will be observed.
4. All pupils will be briefed about the trip and the need for good behaviour. Pupils with special or medical needs will be prepared for the trip and appropriate information shared with parents
5. Parents will receive the document which outlines the details of the trip and their written permission will be sought.
6. Transport to, from and during the visit will be risk-assessed and planned to include alternative arrangements should the initial transport plan fail.

7. Each school trip will carry appropriate insurance cover. The trip leader must confirm with the Bursar that the activities in the trip are covered in the school's insurance.
8. School trips at Park School include visits to educational venues and events, residential trips, and day and residential trips abroad. It is a requirement that the risk assessment is shared with all adults accompanying the trip and, where appropriate, with the pupils involved.

Review

This policy will be reviewed annually by the Governing Body.

Reviewed February 2017

Date of next review February 2018

HOW TO ORGANISE AN OUT OF SCHOOL ACTIVITY

MRS POWLEY IS THE PERSON RESPONSIBLE FOR HELPING YOU TO ORGANISE YOUR TRIP

Staffing Ratio: **1 – 6 in the Preparatory School**
 1 – 10 in the Senior School

Teacher's Responsibility

- Check on notice board and in staffroom that your proposed date does not clash with any trip already booked.
- Complete an Activity Form (obtainable from Mrs Powley in the school office).
- Take form to Head for initial approval.
- Put your trip on the board.
- If transport is required see Mrs Powley, provide her with the numbers of students and teachers. Mrs Powley will need to know:
 - where you are going
 - the time you need to be at the location
 OR the time you wish to leave school
 - the time you wish to depart the location
 OR the time you want to be back in school.
- Mrs Powley will obtain a quotation on price for transport and advise you.

You must let Mrs Powley know if you are happy with the quote for transport in order that she can confirm the booking with the transport provider.

- See Mr Fleming with price of entrance, transport costs, number of students and staff. Advise Mr Fleming of any free places and any additional costs. Mr Fleming will then cost the trip per student.
 - When travelling abroad the teacher organising the trip will designate a member of staff going on the trip to be responsible for the collection of passports, organise visas and foreign currency.
 - The teacher organising the trip will recommend the appropriate amount of pocket money required for the trip, which is the responsibility of the pupil, unless EYFS.
 - Pupils are able to bring mobile phones on a trip, however the school policy on the use of mobile phones still applies.
 - The school's Behaviour Policy still applies to all trips.
 - The teacher organising the trip will offer guidance to pupils/parents on equipment for a trip – eg cameras, clipboards, stationery, and whether school

uniform is expected or any other special clothing required, eg sports kit, wellingtons, waterproof coats etc.

- The teacher organising the trip will organise any necessary parents' information meeting prior to a trip – this is usual for any residential or overseas trip.
- The teacher organising the trip will confirm that anyone working with the children on a trip – eg an adventure activity instructor, has been appropriately vetted in relation to the level of contact with the children and the extent to which this is supervised.
- The teacher organising the trip will inform parents of any arrangements for meals, packed lunches etc.
- See the First Aid Policy for reference to RIDDOR reporting requirements – and the reporting of any reportable incidents to the person at school responsible for making the official RIDDOR report.
- All staff on a trip are responsible for ensuring all children use their seat belts etc. The teacher organising the trip will liaise with Mrs Powley to ensure only coaches where seat belts appropriate to the ages of the children are provided, staff to check before departure that seat belts are worn.
- When travelling on public transport there will be a member of staff that leads the group, a member of staff at the rear of the group, and the remaining members dispersed in between the group.
- On all trips the students are split into smaller groups with a designated member of staff who is responsible for those children throughout the trip.
- After the trip, there should be a review of the risk assessment to inform future planning and the evaluation of the education benefits and behaviour of the trip.

▪ **Risk Assessments are the responsibility of the teacher organising the trip.**

Mrs Powley can advise you of the risk assessments necessary for your trip. Some are held by Mrs Powley, so it is not always necessary to re-invent the wheel. Mrs Fernley our H&S representative will offer guidance on any risk assessment.

All trips will need a copy of Park School 'Missing Child Policy' and 'Crisis Management Policy', along with any more relevant Risk Assessments, depending both on the trip and on the students taking part.

Copies of consent forms must be checked in advance of trip for medical conditions. You should double-check medical conditions using the appropriate form list(s) to ensure that you take all necessary medications on the trip (Epi-Pens, asthma pumps, etc). Copies of consent forms must be taken on the trip.

- **Prepare a letter for parents and a consent form**, again Mrs Powley has standard consent forms which you can be adapted.
- Take Activity Form plus risk assessments, letter and consent form to Head for final approval.
- Let Mrs Powley know when letters are to be sent out to parents and they will be sent via parentmail.

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- **Put together the necessary medication, Mrs Powley will help you do this.**
- Ensure you have a First Aid kit and a bottle of water, which must be taken on trip.
- We do have school mobile 'phones if required for trips.

Mrs Powley will:

- Collect and record all payments received together with signed consent forms.
- Help staff put together the necessary medication for the trip and run through it with the trip leader.

Reviewed September 2017

Next Review September 2018

Signature:

Chair of Governors

Mr Henry Smith

September 2018

PARK SCHOOL FOR GIRLS MISSING CHILD POLICY INCLUDING EYFS

This policy deals with two key areas of Safeguarding. They are:

- The procedures to be followed in the event of a child going missing from school or on a school trip.
- The procedure to be followed in the event of a parent failing to collect a child at the appointed time.

Introduction

The welfare of all our children at Park School for Girls is our paramount responsibility. Every adult who works at the school has been trained to appreciate that she or he has the responsibility for helping to keep all of the children safe at all times. Our staffing ratios follow statutory guidelines or above, and are designed to ensure that every child is supervised the whole time that she is in our care.

Actions to be followed by staff if a child goes missing from the school

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Head Teacher and School Secretary
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy all of the other children in their classroom.
- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms and any spaces where a child might hide.
- Check the doors and gates for any sign of entry/exit.

If the child is missing the following steps will be taken:

- Inform the Head Teacher and the Deputy Head, and the School Secretary, if a child is in the Preparatory School then the Head of the Preps should also be informed.
- Ask the Head Teacher to ring the child's parents and explain what has happened and what steps have been set in motion. Ask them to come to the school at once.
- The Head Teacher or School Secretary will notify the police.
- The Head Teacher or School Secretary will arrange for staff to search the school premises again.
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her.

- The Head teacher would inform the local Safeguarding Board.
- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care.
- The Head Teacher would inform the Chair of Governors.
- The insurers would be informed by the Bursar.
- If a child is injured, a report would be made under RIDDOR to the HSE if appropriate.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTION TO BE TAKEN IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- At least one adult would search the immediate vicinity.
- The Head Teacher and or designated officer will be informed by phone.
- The Head Teacher would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/school at once.
- Contact the venue Manager and arrange a search.
- Contact the police.
- The remaining children would eventually be taken back to school.
- The Chair of Governors will be informed by the Head Teacher or Bursar
- The Insurers would be informed by the Bursar.
- If child is injured a report would be made under RIDDOR to the HSE if appropriate.
- The school will co-operate fully with any police investigation and any safeguarding investigation by Social Care.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTION TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of, and if necessary, comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head Teacher will speak to the parents to discuss events and give an account of the incident.
- The Head Teacher will promise a full investigation (if appropriate involving Social Services/Local Safeguarding Board).
- Media queries should be referred to the Head Teacher, in accordance with the Crisis Management policy.
- The investigation should involve written statements from all concerned.
- The report should be detailed covering time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how she appeared to have gone missing, and lessons for the future.

We undertake to look after the child safely throughout the time that she remains under our care.

Revised by the Head Teacher	Mrs A Nicholas	September 2017
Approved by Chair of Governors	Mr Smith	September 2017
Date for review		September 2018

Park School for Girls Crisis Management

The Crisis Management Team are:

Mrs Nicholas

Mrs Lacey

Mrs Clayden

Mr Feliming

Mrs Williams

Other staff maybe added to this group depending on the situation or trip involved.

Scope

The school has adopted policies and procedures to minimise risks to pupils and staff, and has a Health and Safety policy and procedures that are regularly reviewed. The Board of Governors recognises that not all circumstances are under their control or the control of the staff and that emergencies and disasters may happen.

This crisis management policy aims to outline our response to major incidents that affect the health, safety and welfare of our students.

Aims

The aims of this policy are:

- To prepare the Board, staff and students for any disasters that may occur.
- To ensure that there is a plan that can be implemented swiftly in the case of an emergency caused by a disaster.
- To help all involved in identifying when this policy should be activated.
- Be a guide to actions in circumstances that are liable to strain the capacity of those handling the situation to think clearly.

Use of this Policy and Procedures

This set of guidelines is to be checked before a school offsite visit takes place. It will also be used in the aftermath of an emergency. All staff and Board of Governors should be familiar with the contents of this guidance.

What can happen?

By 'crisis' we mean an incident that has caused death or serious injury to a member of the public or member of the school community (staff, students, adults and others visiting Park School, or are closely associated with the school); as well as events that have the *potential* to result in death, serious injury and disruption to the functioning of the school community, e.g.:

In school:

- The death of a pupil or member of staff from natural causes.
- A road traffic accident (RTA) involving staff or pupils.
- A deliberate act of violence against staff or pupils.
- A school fire or major incident in a laboratory.
- A serious accident of any sort involving death or mutilation.

Out of school:

- Deaths or injuries on school journeys.
- Tragedies involving children with many others (e.g. Hillsborough).
- Pandemics that threaten life and threaten to become internal.
- A bomb incident or threat.

Most aspects of disasters are self-evident but two are important to emphasise for the purpose of our response.

Feelings of grief, guilt and insecurity caused by the disaster. These are felt by survivors, parents and staff alike (not only by those involved) and may strike at any time over a long period after the disaster and Post Traumatic Stress Disorder.

Inevitable media interest. This will focus on the 'human interest' and on discovering 'who is to blame'. To the media there is no such thing as an accident. Whether intended or not, the result can be to persuade people to say things in haste that they will bitterly regret at leisure. The media can sow discord and prevent healing. In the immediate aftermath, the media may interfere with communications and distract people from coping with the emergency.

It is assumed in what follows that our first duty is to support and help pupils, parents and staff involved. We are also concerned to ensure that the handling of the disaster does not result in damage to the school which will then cause all pupils and staff to lose in the long term.

Roles and Responsibilities

In term time, other things being equal, the crisis will be managed by a team that will include:

- The Board of Governors;
- The Head Teacher;
- The Head of Prep;
- The Bursar; and
- Other relevant staff, depending on the situation.

The Head Teacher, if not disabled in the disaster, will be first contact for the Media. It is probable that as things develop the Chair of Governors will need to make a statement and written statements may be issued by others. Statements will only be authorised by the Chair of Governors and the Head Teacher.

The Head will be responsible for arranging the necessary communications network, including allotting duties to other support staff for typing statements, etc. The Bursar will also be responsible for checking with insurers, etc. to make sure that we do not make mistakes at that stage of the crisis.

The exact roles of others will be decided at the time (as any crisis will undoubtedly have its own particular character and need a different reaction) but among the roles will be:

- Contact with parents.
- Support for staff directly involved.
- Liaison with remainder of staff and pupils.
- Finding assistance for the school, e.g. legal etc;
- Liaison with relevant authorities e.g. police/Foreign Office/Health and Safety Executive/Safeguarding

Out of Term, the **first** thing for the person in charge on site to do will be to contact as many members of the Emergency Team as possible and the Head Teacher.

Links to trips and visits (off site safety) policies

When a disaster occurs off site it is critical to know quickly who has been involved, therefore:

- All trip leaders will make sure that there is a list in the School Office with the names of all pupils and a contact number/s for parent/s; and
- Every member of staff on the trip (not only the leader) will keep with them at all times a list of pupils on the trip. This may be the only starting point for identifying pupils and the leader may be incapacitated.

It is also vital that information is passed to the school as soon as possible so that support can be given to the staff on the ground and parents and that accurate information can be given to the media.

All the staff on a trip will:

- Know how an alarm is to be raised.
- Will have a contact number to report any disaster. This will not be the school number in case the media jam the phone lines. Any such number must be kept absolutely confidential.
- Give priority to looking after the injured and ensuring that they are in the hands of competent assistance. Once that has been done, the priority of those on the ground becomes to look after pupils and each other. Dealing with the media, with parents and all other issues must be handled by the Crisis Management Team.

Impact assessment and business continuity

The Board of Governors of Park School for Girls together with the Head Teacher, maintain and monitor an impact assessment, identifying a probability rating for a range of events that

may adversely affect the school. This informs our contingency planning and disaster recovery.

Data recovery and business continuity

Financial and personal data relating to the school, its students and staff must be held securely and electronic data backed up wherever possible. The school backs up network data daily and backups are stored safely.

Immediate Action in the Case of Crisis

1. The Chair of governors will be contacted immediately. Failing that, another nominated governor will be contacted. The relevant governors/staff will be asked to join the Crisis Management Team.
2. The police will be contacted immediately to ask for help in controlling access to the school, if required.
3. The Crisis Management Team will convene at an appropriate and secure location, with communications contacts to others involved.
4. Roles will be allotted according to the guidance within this policy.
5. If the disaster affects our students while they are abroad, then a contact will be opened up to authorities in the foreign country through the appropriate embassy or the Foreign Office and arrangements made to get a senior member of staff and someone familiar with the language (if possible) out to the scene of the disaster as a matter of urgency to take charge from the staff involved;
6. Parents will be contacted by mobile phone. It may be sensible to send someone off-site to phone from an exchange that will not be blocked or overheard by the media.
7. Depending on the situation, headquarters will be either in the Main Office or another suitable building;
8. If children are off-site, parents should be re-united with them as fast as possible. (It is the duty of the Head Teacher – or Head's delegated representative – to determine in the circumstances whether it may be helpful for parents to view the accident site so they can share the situation with their children.)

Communicating with Pupils

If the disaster occurs during term, the first priority will be to make sure that pupils know what is true. This is important, as the media often target students and their families at this time, even if not directly involved. The second priority will be, as appropriate, for the school community to share its shock and/or grief.

- The procedure will be that pupils will be given plain facts (no speculation) in tutor groups by selected staff or through a full school meeting.
- To give absolutely honest responses to questions that may be difficult to answer immediately.

If a disaster occurs during the holiday, there may have to be special arrangements to allow families, friends and other to come into school, and for appropriate members of staff to

be available to inform and support. This will be determined by the Head and Chair of Governors and put into place by the Crisis Management Team.

Communicating with the Media

Media interest will seem intrusive and unhelpful. It is important to realise, however, that their interest is legitimate. Used properly the media can help to communicate important messages to parents and the community. It is important to do everything to be helpful, short of compromising the essential interests of the school. The Head Teacher will explain to the press what is happening but will stress that the interests of the pupils' and parents' must come first for us. We will ask for the press's co-operation in achieving this aim.

All statements to the media will be made after discussion with the Head teacher and Chair of Governors. In ideal circumstances, the Head will act as press officer. If the Head is not present they should be contacted if possible. The Deputy Head will cover the Head's absence. The Chair of Governors will make a statement at the earliest but appropriate moment. Board members and staff will refer all questions to the Head Teacher (or delegated representative) and must refuse to make any comment or react to any statement put to them by the media.

It should be remembered that the media will be looking for a story and headlines. A 'story' only lasts for a short time in media terms so they will be looking for a quick result: grief to dramatize or blame to allot. They only polarise. However, there are possible stereotypes which can help to get sympathetic treatment. As such, the following will be the principles to guide dealings with the press:

- Close knit school with charitable ends, devastated by disaster.
- Staff trying to hold things together under difficult circumstances.
- Caring school trying to do what it can;
- Unexpected and unexplained disasters overwhelm all sensible precautions.

We must remember that we have to be careful that nothing we say should increase grief or compromise ourselves or the school in possible legal action.

The media will normally not be invited onto the school site and if they do make their way into the site uninvited, they should be referred to the Head, who will normally ask them to leave, and will explain why. The assistance of the police could be sought if necessary.

It is the responsibility of the Head in consultation with the Crisis Management Team to determine whether a Press Conference should be arranged in a place away from the children. If there are signs of devastation on the school site, it may be inevitable that they will have to be allowed to take pictures but the Crisis Management Team will attempt to ensure that these do not add to the grief of parents and others.

Pupils will be kept away from the media, for their own protection, and the importance of this will be explained to the pupils. No addresses or personal details will be given to the media.

Appendix A : Guidance to the Head (or representative) on dealing with the media

The Head will say that the school will:-

- Tell them everything known definitely as soon as we have told parents.
- Tell that what we do not know at this stage.
- Tell them when further information will be available;
- Not speculate or go along with their speculation; and
- Not confirming any names until all the members of a trip are accounted for.

Within these limits the Head has the responsibility to give quotable statements and go on air.

Interview Technique

Generally it will be important to 'come in under the question', being calmer and quieter than the questioners. Two points clearly made and repeated are worth many made in a confused way. It is crucial to remember that you are talking to the audience beyond the interviewer while answering the interviewer's questions. Meet aggressive questions with facts, e.g.

- 'all trips go through a vetting procedure';
- 'we have fire practices termly';
- 'we have records and once we have done our duty by our parents and pupils we will check it out'.

Generally the school will be saying over and over again that the school will turn its attention to causes and lessons to be learned when we have done what we can do for pupils and parents.

Appendix B : Short and Medium Term Actions

Short Term Action

The Board will meet as soon as practicable to be briefed by the Head and Crisis Management Team, and to decide how any inquiry should be carried out. The Crisis Management Team will seek advice on this as appropriate. It will be the responsibility of the Head teacher to make an announcement about any enquiry. The Head Teacher will ensure that included in any public statement will be the Governor's resolve to co-operate fully with any external enquiry.

The Crisis Management Team will determine in the circumstances how to help the school community come to term with the shock and grief, and which appropriate agencies to use. The Crisis Management Team will bear in mind in all its decisions the importance of enabling normal life to be resumed as soon as possible without denying or minimising what has happened.

Immediate steps should be taken to restore the situation in the case of fire, etc. and lessons should be as normal as possible as soon as possible.

The Bursar will immediately seek alternative accommodation if affected and make alternative accommodation arrangements for teaching, to maintain the continuity of learning.

The Head teacher (or Chair of Governors) will seek legal advice as appropriate.

Medium Term

The Crisis Management Team will determine how best to ease the return of young people involved and what support they will need. Normally appropriate consultancy/counselling will be sought (see Appendix C).

Appendix C : Note on Post-Traumatic Stress Disorder and the Role of Counselling

It must be expected that some of those involved in the disaster will suffer from post-traumatic stress disorder. This may involve panic attacks, flashbacks, feelings of depression and guilt. They may be deeply disabling and can often affect adults more than children. Expert advice should be sought on this and part of the longer term plan must include plans to support both pupils and staff members who may be unable to return to school.

It was generally thought in the past that immediate access to counselling was helpful in the aftermath of a disaster. This has been shown to be counter-productive and in some cases damaging.

Advice now suggests that counselling should be postponed until at least a month after the event and then brought in for those who have been unable to 'move on'. The main thrust of the school's policy must not be to deny the events but to emphasise that 'life goes on' and that 'we have the strength to cope with even this'. It is vital that children and adults are not disempowered in dealing with the trauma of the disaster by the suggestion that they cannot cope without help or that they must relive the disaster to come to terms with it.

Revised by the Head Teacher Mrs A Nicholas September 2018

Approved by Chair of Governors Mr Smith September 2018

Date for review September 2019