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Policy Documents

2021-2022

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Our Mission Statement

The School aims to develop the musical potential of gifted young people regardless of race, creed or financial background both for their own fulfilment and for the benefit and enrichment of others, within an academic environment which supports and develops their social, emotional, aesthetic and physical needs.

Our Ethos: An All-Round Education

Our aim is for pupils to leave the School not only as dedicated and excellent musicians who will use their music to inspire and enrich the lives of others, but also as friendly, thinking individuals well equipped to contribute to the international community.

Our teaching operates within a framework that sees all subjects as enriching the pupils' whole education, including their musical education. Although our pupils are usually aiming for a musical career, we believe that it is very important for them to have a sound academic education and for them to sit GCSE and A Level examinations. This ensures that options are always open to change careers should they wish it, or should unforeseen circumstances make it necessary.

It is also the belief of the School, which was set up by Yehudi Menuhin, that for a musician to succeed, his or her mind must be fully educated and fully receptive to the world he or she lives in.

The teacher sets a process in motion, rather than imposing it.

The teacher's role is to instruct the student in the art of self-correction, of analysing and thinking, taking decisions, then applying them to the task in hand.

The teacher's ultimate aim is for the student to become independent - to become a master rather than a pupil ... the teacher must be both.

Yehudi Menuhin

Careful the things you say,
Children will listen.

Careful the things you do,
Children will see
And learn.

Children may not obey,
But children will listen.

Children will look to you
For which way to turn,
To learn what to be.

Careful before you say,
'Listen to me'.

Children will listen.

Stephen Sondheim

1.0 Curriculum Policies – See individual Policy

Please refer to separate Policy Document **P1.1 Curriculum Policy** which has replaced policies 1.1, 1.2, 1.3, 1.4 & 1.5.

1.6 Personal, Social and Health Education (PSHE) Policy

Our PSHE programme aims actively to promote fundamental British values. In doing so, it teaches about citizenship and how we relate to different groups – family, friends, peer group and the wider community – and encourages respect for, and participation in, the democratic process, and a general knowledge of, and respect for, the public institutions and services of the United Kingdom. It teaches about the importance of looking after our environment and our health. It includes teaching about the economy and how we relate to it, including information about future careers and the skills of organising our work individually and together. Political issues are presented in a balanced and even-handed fashion.

The ability to choose right from wrong, and to respect the civil and criminal law of the United Kingdom, is instilled in all pupils, as the school emphasises the need for self-discipline in every aspect of their work. Pupils are encouraged to accept responsibility for their behaviour, show initiative, and contribute positively to the community, both locally and more widely. With pupils from so many different countries, the School teaches, as an everyday necessity, the need not just for tolerance but for the understanding and appreciation of racial and cultural diversity.

The PHSE programme is the main means by which the School educates pupils about the dangers of extremism as required by the Prevent duty guidance (DfE July 2015).

The programme is taught in tutor groups each week, and aspects are taught in the morning meetings and in other lessons and by visiting speakers.

The Senior School Nurse organises sex education classes in conjunction with the science curriculum and also covers healthy eating, going to the doctor, AIDS/HIV, STIs, stress and relaxation and basic First Aid.

1.7 Relationships and Sexuality Education Policy

The school aims to provide sex education within a programme that is sensitive to each individual pupil, recognising the wide variety of family, cultural and religious backgrounds in the School. The School is committed to maintaining a stand against racist and sexist attitudes.

Aims and objectives:

- to impart necessary information
- to enable pupils to value family life
- to clarify values and attitudes
- to counteract misleading assumptions
- to promote self-respect and self-control
- to develop skills in personal relationships
- to develop awareness of sexual identity
- to challenge prejudice
- to make pupils aware of sources of help
- to promote an awareness of safe sex

Sex education is delivered within the PHSE programme, while aspects of sex education remain within the Science National Curriculum. Parents may request their child to be withdrawn from sex education in the PHSE programme, and this will be recorded on the pupil's file.

1.8 Spiritual, Moral, Social and Cultural Policy

Although the School is neither denominational nor religious in its foundation, it fosters a respectful, tolerant and inquisitive attitude towards all religions and cultures. The readings or talks in whole-school morning meetings – as well as the PHSE curriculum delivered in tutor-group lessons - are designed to help pupils think about morals and ethics, to learn about the values and institutions of the society in which they live, and to appreciate the distinctive traditions of their own and other cultures. Care is taken to ensure a balanced presentation of views, whatever the topic under consideration. All morning meetings end with a period of silence for reflection and meditation.

The School's outreach and concert programmes, as well as the Duke of Edinburgh Award Scheme, provide students with the opportunity to use their talents to contribute to the lives of those living and working both in the local community and more widely.

Opportunities for musical performances in a supportive and understanding environment aim to boost self-esteem and self-confidence. However, as a centre for the performing arts, all forms of culture are supported and every pupil is expected to be creative in many media. All pupils attend art classes and all pupils compose. The Brackenbury Awards reward creative endeavour in any medium. Self-expression through drama and acting is also encouraged.

1.9 English as an Additional Language (EAL) Policy – See individual policy P1.9

Please refer to separate policy document **P1.9 EAL Policy**.

1.10 Policy for Pupils with Special Educational Needs or Disabilities – See individual policy P1.3/EP12

Please refer to separate policy document **P1.3/EP12 (ISI 3b) Special Educational Needs and Disabilities Policy**.

1.11 Equal Opportunities Policy – See individual policy P1.4

Please refer to separate policy document **P1.4 Equal Opportunities (Pupils) Policy**.

1.12 Film Policy

The School follows the recommendations of the British Board of Film Classification.

This means that we will not show films to pupils younger than the specified age except in some marginal cases where we consider it appropriate to show a film (or more likely a carefully chosen excerpt from a film) in an educational context where it is properly discussed and presented for the educational benefit of the pupils.

Marginal cases are:

- films classified 12 or 12A shown to a C1 class
- films classified 15 shown to a B1 class
- films classified 18 shown to an A2 class

Parents will be notified in writing about any marginal films that may be shown.

Below is a list of marginal films that may be shown in the year 2020-21. Please contact the School Office if you are not happy for your child to see any of the films listed:

At present there are no plans to show any films in this category.

If films are added during the year an updated list will be circulated.

2.0 Welfare Policies

2.1 Policy on Bullying, Racial or Sexual Harassment – see individual policy P2.1

Please refer to separate Policy Document **P2.1 Anti-Bullying and Racial or Sexual Harassment Policy**.

2.2 Safeguarding and Child Protection Policy – see individual policy P2.2

Please refer to separate Policy Document **P2.2 Safeguarding and Child Protection Policy**.

2.3 Staff Behaviour Policy – see individual policy P2.3

Please refer to separate Policy Document **P2.3 Staff Code of Conduct**.

2.4 Code of Conduct for Instrumental Teachers – see individual policy P2.3

Please refer to separate Policy Document **P2.3 Staff Code of Conduct**.

2.5 Guidelines for the use of Deputy Instrumental Teachers – see individual policy P4.1

Please refer to separate Policy Document **P4.1 Safer Recruitment Policy**.

2.6 Policy for staff in case of the need for physical restraint – see individual policy P3

Please refer to separate Policy Document **P3 (ISI 9a) Behaviour Management Policy**

2.7 E-Safety Policy for Staff

The School recognises that safe and effective use of the internet is an essential life-skill, required by all students and staff, and that social networking websites have become a frequent and convenient means of communication.

However, the open nature of the internet means that social networking sites can leave professionals such as teachers vulnerable if they fail to observe a few simple precautions. The guidelines below are intended not as a set of instructions, but general advice on how to avoid compromising your professional position.

This policy is linked with the School's **Staff Behaviour Policy (2.3)**, **Code of Conduct for Instrumental Staff (2.4)**, **Information Technology Acceptable Use Policy (8.1)**, and **Dignity at Work Policy (10.5)**.

Communication

- The School advises any member of staff against linking with any pupil through Facebook or any similar website. None the less, the School acknowledges that Facebook is a useful method of communication. Current advice is that staff should set up their own professional Facebook account (which is quite separate from any personal account and includes no personal information or pictures) if they wish to communicate with pupils in this way.
- Staff should beware of engaging in electronic communication with pupils which might be deemed inappropriate.
- Staff should avoid using personal email accounts when communicating with pupils. A school email account has been provided to staff for this purpose.
- Use of personal mobile phones to contact pupils should be avoided wherever possible: the school email account should be used instead.
- Staff should be aware of the need to maintain professional boundaries with pupils when informal communication tools are used. In particular, all messages should be phrased and expressed in a professional manner. The use of 'text-speak' and endearments of any kind are discouraged, since they encourage over-familiarity and are open to misinterpretation, both by pupils and by outside observers.

Privacy

- To ensure that your Facebook account (or similar) does not compromise your professional position, please ensure that your privacy settings are set correctly. The recommended security level for all elements of Facebook is 'Friends only'.
- Do not publish your date of birth and home address on Facebook. Identity theft is a crime on the rise with criminals using such information to access to your bank or credit card account.
- Always make sure that you log out of Facebook (or similar) after using it, particularly when using a machine that is shared with other colleagues/students. Your account can be hijacked by others if you remain logged in, even if you quit your browser and/or switch the machine off. Similarly, Facebook's instant chat facility caches conversations that can be viewed later on. Make sure you clear your chat history on Facebook (click "Clear Chat history" in the chat window).
- Prospective employers may scour websites looking for information before a job interview. Take care to remove any content you would not want them to see.

Conduct on social networking sites

- At all times act in accordance with the School's Information Technology Acceptable Use Policy.
- Do not make disparaging remarks about the School online. This could be construed as bringing the School into disrepute and thus constitute serious misconduct and lead to disciplinary action.
- Do not make disparaging remarks about your colleagues online. Doing this in the 'virtual presence of others' may be deemed as bullying and/or harassment and lead to disciplinary action.

- Other users could post a photo on their profile in which you are named, so think carefully about any photos in which you appear. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online, you should contact them and the site to have the material removed.
- Parents and students may access your profile and could, if they find the information and/or images it contains offensive, complain to the School.
- If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact the Head immediately.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

2.8 Prevent Duty Policy: Aims and Procedures – see individual policy P2.8

Please refer to separate Policy Document **P2.8 Prevent Duty Policy**.

2.9 Procedure If a Pupil Goes Missing

A) If a Pupil Goes Missing on Site

If a pupil is missing from the school the following procedures should occur:

- 1 Anyone suspecting that a pupil has gone missing should notify the School Office. At all times it is important to remember not to fluster the children. Do not set up a panic.
- 2 The following checks will be made by the School Office:
 - Check morning registers to ascertain whether the child is in school
 - Check signing-out books
 - Check the individual timetable
 - Check with Senior School Nurse at the School Health Centre
 - Check whether a Green Form has been submitted
 - Check whether an absence is indicated on the white board
- 3 Once all the above have been checked – or after 30 minutes, whichever is the shorter period - the Head or, if he cannot be contacted, one of the LT should be informed.
- 4 This designated person will assemble a team who will then carry out an internal search, checking all areas including toilet areas, Health Centre, teaching and practice rooms, boarding houses, swimming pool, and The Menuhin Hall.
- 5 If the pupil is still missing, the external areas must be checked, including the tennis courts, football pitch, workshop area and wooded areas of the School grounds.
- 6 If the pupil is still missing – or after no more than one hour has elapsed since the pupil was first reported missing - a fire-drill should be conducted and a roll-call taken.
- 7 If the pupil is not present at the roll-call, if the Head is not aware of the situation, he must be informed immediately, wherever he is.
- 8 The Head or senior member of staff present should inform the pupil's parents or guardian. Any leads given by the parents should be followed and additional help sought to search a wider

area, including Slyfield and the roads leading to Cobham and Fetcham and the route home, if the pupil lives locally.

- 9 At a mutually agreed time, the police must be informed. They will advise on what action to take next.

B) If a Child Goes Missing at Night (or after school hours)

- Check all registers or lists, and consult all staff present, as well as all pupils, to ascertain the last time the child was seen.
- Follow procedures 3-9 above.

C) If a Child Goes Missing Off Site

- The teacher in charge should ascertain, by consulting all persons present as well as the itinerary and risk assessment, when the pupil was last seen.
- If an immediate search does not locate the pupil, the School must be notified at once.
- The hotel rooms or accommodation should be searched.
- The reception must be informed.
- The vicinity must be searched.
- The School must notify the family within no more than one hour of the pupil's absence being noted.
- Local police must be informed.
- If the party has to move on, a member of staff must remain behind.
- It is important to remember that a proper 'counting system' during the trip must be followed at every point of departure. A number system is recommended.

Guidance

- It will help the police if they can be given:
 - A clear description of the pupil
 - As much detail as possible about where the pupil might be going, might be located and when he or she was last seen.
- In consultation with the senior member of staff present, consideration should be given to contacting local hospitals concerning recent admissions.
- In consultation with senior staff present, contact should be made with the pupil's closest relative.
- A written record of the action taken by staff with relevant times etc. and who was contacted must be made and a copy later placed in the pupil's file.

3.0 Behaviour Management Policies – see individual policy P3

Please refer to separate Policy Document **P3 (ISI 9a) Behaviour Management Policy**

4.0 Pastoral Policies

4.1 Statement of Boarding Policy and Practice – see individual policy P3.4

Please refer to separate policy document **P3.4 (ISI B1a) Statement of Boarding Principles & Aims.**

4.2 Boarders' Induction and Support – see individual policy P3.5

Please refer to separate policy **P3.5 (ISI B1b) Boarders' Induction & Support Policy.**

4.3 Guardianship policy – see individual policy P08

Please refer to separate Policy Document **P08 (ISI 8d) Guardianship Policy.**

4.4 Travel and Visa Policy

Parents or guardians are responsible for all travel arrangements and for the purchase of flight tickets.

All parents of overseas pupils are responsible for ensuring that their child's passport, and visa, if necessary, is valid and up to date. It is essential that parents give the School several months' notice when a new visa is required. The Head will then apply for a CAS number from the UK Border Agency. When this has been issued, the Head will give the number to the parents and they should apply for the visa without delay. Parents should note that it is parents' responsibility to set the visa procedure in motion and not the School's.

4.5 Uniform Policy – see individual Policy P3

Please refer to separate Policy Document **P3 (ISI 9a) Behaviour Management Policy**

4.6 Possessions and Valuables Policy

Pupils are encouraged to manage their own money. However, there is no need for pupils to keep large sums of money in School and they are strongly discouraged from doing so. All money should be kept securely in the lockable drawers or cupboards provided in students' rooms for this purpose.

Most of the older pupils have their own bank accounts and access cash from the ATMs in Cobham at the weekend. Parents of younger pupils may, if they wish, leave pocket money with the Housemaster or Housemistress who will dispense it as and when needed.

Alternatively, parents may give permission for their child to draw funds directly from the Finance Director or Accountant, with the relevant sum being charged to their termly account. However, parents who wish to use this method should ensure that they have contacted the Finance Director and set a clear limit on the amount of pocket money which can be drawn in any one term. Any request for cash which exceeds the stated limit will need specific authorisation from parents direct to the Finance Director. No cash will be given to a pupil whose parents have not given their authorisation.

Parents should ensure that all items of particular value, for example laptops, tablets and mobile telephones, should be covered on their own domestic insurance policy.

4.7 Catering Policy – see individual policy P3.3

Please refer to separate policy document **P3.3 (ISI B8a) Catering Policy**.

4.8 Supervision of Pupils Policy – see individual policy P3.1

Please refer to separate policy document **P3.1 (ISI 8c/14a) Pupil Supervision Policy**.

4.9 Bounds Policy

- Permission must be obtained from a residential member of staff whenever leaving the school grounds.
 - The A group must obtain permission from duty staff to walk round Slyfield **before** leaving the school grounds. Walking round Slyfield is an A group privilege.
 - ALL pupils must 'sign out' before leaving the School grounds.
 - No pupil may walk out of the School grounds or beyond the barrier in the drive in the hours of darkness.
 - No A group pupil may walk/run round Slyfield on their own.
- The following areas are OUT OF BOUNDS at all times:
 - all roofs and balconies
 - the kitchen area
 - maintenance yard and sheds
 - the pond
 - Millfield Lodge
- Specific permission must be sought for the following areas:
 - the pond
- No pupil may enter another pupil's room unless he or she is present, except for timetabled practice.
- Girls and boys are not permitted to be in each other's boarding areas at any time.
- All pupils should be in their own houses by 10.00pm.

- Pupils may not wander round the School after lockup and risk temporary exclusion from school if they do so.

4.10 Policy and Rules on Pupils in Private Rooms

There is always a risk of inappropriate behaviour when groups of children are together unsupervised. However, the need to control this risk must also be balanced by a respect for the children's need for, and right to, privacy, as well as the family ethos of the School on which so many of its values are based.

With this in mind, the School allows small groups of pupils to socialise in their private rooms (whether sitting, chatting, practising, watching a DVD, listening to music etc)

However, the following exceptions apply:

- Girls and boys are not permitted to be in each other's boarding areas **at any time**.
- Socialising which might disturb other students or staff (such as playing recorded music at high volume) is not allowed.
- Sunday mornings are a quiet time. Pupils should respect the right of others to sleep and rest. Practice is therefore restricted to the music studios until 12 noon.

The School regards it as fundamentally important that pupils recognise the sanctity of each other's private space, and when asked to leave either by the pupil to whom the bedroom belongs, or a member of staff, must do so without complaint. Sanctions will be imposed on any pupils disregarding the privacy of others.

Guidance for staff

- Staff should be vigilant at all times. Whilst the School realises that it is neither possible nor desirable to check on what pupils are doing at every hour of the day, pupils should be aware that there are no times which are 'off-limits' for staff and that a member of staff may check their whereabouts at any time.
- Staff should respect pupils' privacy and always knock at a door and (within reason) await a response before entering.
- Staff should never turn a blind eye to infringement of the rule which forbids boys and girls to enter each other's boarding accommodation. If there is no suggestion of any kind of impropriety, then the exclusion of each pupil from the boarding house of the other party for a defined period will often be appropriate. If there is a suggestion of any kind of impropriety the matter should be referred to the Head at the earliest opportunity.

5.0 Health and Safety Policies

5.1 Health and Safety Policy - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

Introduction

These policies have regard to the non-statutory DfE guidelines *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* (2012) and the Health and Safety at Work etc Act 1974.

5.2 Risk Management Policy – see individual policy P5.2

Please refer to separate Policy Document **P5.2 (ISI 16a) Risk Management Policy**.

5.3 Policy to Safeguard and Promote the Health and Safety of Pupils on Activities outside the School (including Concert Tours)

- It is part of the School's philosophy that educational residential trips and visits (including concert tours) complement and enhance the curriculum by providing experiences which would be impossible within the school boundaries.
- All visits and tours must have due regard to the DfE guidance *Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies* (2013).

Risk Assessment

- Any school outing which is organised by staff **must** be assessed for the level of risk before the outing is undertaken. Ideally, and where practicable, all venues should be visited before the pupils are taken there so that staff can familiarise themselves and make a proper assessment of its suitability, bearing in mind such factors as the age of the pupils, the size of the group, and the suitability of the facilities. A written assessment of the risks is then filed with the paper work for the trip submitted to the Head.
- Any outing which involves being out of school overnight or a visit outside the UK requires a risk assessment approved first by the Head and then by the Chair of the Governors' Education and Pastoral Care Committee.
- Many venues will have their own risk assessments, obtainable either from their website or on request. It is essential, however, that the group leader ensures that any pre-written assessment is adapted and made suitable for his or her trip, if necessary.
- If the member of staff compiling the risk assessment has any queries, he or she should ask the Head or the School Safety Officer (the Finance Director) for advice.
- The completed risk assessment should be used to try to ensure that **emergency plans** are in place in case of events such as injury, illness, disciplinary incidents, pupils going missing, pupils making disclosures of abuse.
- The leader must ensure that all pupils are properly prepared for any trip out of school. A First Aid kit will normally be taken, as well as any EpiPens or inhalers which might be required by pupils on the trip in question.
- The Senior School Nurse will accompany any concert tour involving more than a few pupils, leaving the School Nurse on duty, should the tour be in term time.
- All transport arrangements must be planned in advance.
- Travel insurance cover must be confirmed by the Finance Director for all overseas school visits.
- All trips must have received authorisation, in the shape of the signed risk assessment form, from the Head, or in his absence from another member of the Leadership Team, before departing from the School.
- **The safety of the party, and especially of the pupils, is of paramount importance.** During the activity the party leader must take whatever steps are necessary to ensure that safety.

Supervision

- Every school trip must have a nominated leader who takes responsibility for the behaviour of the pupils and organisation of the whole trip.
- A senior member of staff will be involved in the organisation of any tour abroad and will frequently accompany it in person.
- Every school trip must have at least one member of staff trained in First Aid.
- The leader must ensure that the ratio of pupils to staff is adequate and that any accompanying volunteers, who will have unsupervised access to the pupils, have a satisfactory enhanced DBS disclosure. Any adult accompanying an overnight trip must have a satisfactory enhanced DBS disclosure, whether or not they have unsupervised access to the pupils.
- Volunteers who have not received satisfactory DBS clearance may accompany a day-trip, as long as they do not do so more than three times in a month, are not expected to perform supervisory duties, and are not left unsupervised with any children.
- If a trip involves staying overnight with host families in the UK, all resident adults at the address must have satisfactory Barred List checks and enhanced DBS clearance, together with a written declaration from the local organiser that the host families are suitable for the role and that no safeguarding concerns have been expressed about them.
- If a trip involves staying overnight with host families outside the UK, the School should receive a written declaration from the local organiser that they have taken every precaution to ensure that host families are suitable for the role and that no safeguarding concerns have been expressed about them.
- All host families are required to read the School's safeguarding guidelines drawn up for the purpose and return a signed copy to the School.
- Pupils staying with host families will have daily contact with a member of the School's staff, are given staff contact details, and guidance as to what to do if they have any concerns about their own safety.

Information

- **Parents** should be informed of any trip which involves an overnight stay as early as possible. All such trips must have a specific tour agreement form which names the member of staff in charge of the tour. This must be completed by parents to authorise the leader to take responsibility in case of accident or illness.
- The cost of a Concert tour is always borne by the promoter, and in some cases a fee is also payable to the School (which is paid into the Student Aid fund).
- All staff who take school trips must have **contact details** of the pupils with whom they are travelling.
- Talking to **pupils** about any proposed trip is essential. They may have very individual concerns about the trip or specific aspects of the trip. The importance of safety should be stressed to all pupils.
- Before departure parents and pupils must be provided with copies of the detailed itinerary, including contact details of hotels, hosts and organisers.
- This itinerary and contact information should also be left at the **School Office**, together with a list of everyone, pupils, staff and any other adults, travelling with the party.
- Pupils must be given a safety briefing just before departure, to remind them of the importance of safety and to minimise risk.
- Visits abroad require extra care and vigilance and are not to be seen as a holiday for the staff who are supervising.

5.4 Dealing with Health and Safety Emergencies – see individual

policy P5.5

Procedures and contacts can be found in the **Crisis Management and Disaster Recovery Plan (5.23)** and **P5.5 First Aid, Health Care and Medicines Policy**.

5.5 First Aid, Health Care and Medicines Policy – see individual policy P5.5

Please refer to separate Policy Document **P5.5 (ISI 13a) First Aid, Health Care and Medicines Policy**.

5.6 Managing work-related stress – see individual policy P5.5

Please refer to separate Policy Document **P5.5 (ISI 13a) First Aid, Health Care and Medicines Policy**.

5.7 Workplace Safety for Pupils, Staff and Visitors – see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.8 Security Policy – see individual Policy P5.11

Please refer to separate policy **P5.11 (ISI 8B) Security Policy**.

5.9 Manual Handling Procedures - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.10 Slips and Trips Policy - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.11 On-Site Vehicle Movement Policy - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.12 Management of Asbestos – See individual Policy P5.3

Please refer to separate policy document **P5.3 Management of Asbestos Policy**.

5.13 Control of Substances Hazardous to Health - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.14 Policy and Procedures for On-Site Contractors

The School considers the health and safety of its employees, its students and others who are involved on site in any way to be of paramount importance and is committed to continual importance in standards in health and safety.

Contractors must conduct their activities so that conditions and methods used are safe for their own staff, subcontracted staff and employees, pupils and any others who may be affected by their undertakings at the School. This is highlighted in the Health and Safety at Work Act etc 1974, and other relevant statutory provisions, and our own Health and Safety Policy which is available to inspect at all times.

- **Short Term Contracts (day or several days)**

- **Security Issues**

Contractors must sign in at main reception and know the contact name(s) at the School at all times while undertaking the work. Badges will be issued and must be worn at all times. Contractors must sign out from the main reception on leaving and return badges.

- **Fire and Evacuation Procedures**

- Local instructions for raising the alarm, summoning the Fire Brigade and evacuating the premises are posted throughout the School and must be complied with.
- If you notice a fire you are to raise the alarm and the local Break Glass alarm point and/or shouting "FIRE". Either contact the main reception through the internal phone system or dial the Fire Brigade directly on 999 or 112.
- The use of fire extinguishers is permitted but only if: there is no personal risk, the fire is very small, users have received training on real fires, and after the Emergency Service has been called.
- On hearing the fire alarm, the building must be evacuated by the nearest exit, closing doors behind you.
- Where safe to do so Contractors should shut off all equipment and processes under their direct control.
- You should assemble in the designated fire assembly point.

- **Fire Precautions**

- Smoking is prohibited within all School buildings.
 - Corridors and staircases in a building forming the escape routes must be kept clear of all obstructions. Materials, plant and equipment are not to be stored in corridors and staircases that form part of a building escape route.
 - Doors which are designated Fire Doors are not to be left open unless fitted with magnetic holdback devices linked to the fire alarm system.
 - If any aspect of your work being undertaken produces dust, heat or smoke which could activate a smoke detector then please discuss with your named contact(s) and a decision will be made as to whether any areas need to be temporarily isolated.
- **Incidents and Accidents**
- In the event of an incident or accident contact the Receptionist or Estate Manager/ main reception through the internal phone system or dial the emergency services directly on 111 or 999 if serious. If injured, obtain the assistance of a First Aider, via the main reception.
 - You must also report to Reception any incidents or dangerous occurrences which occur on the School site whether or not any School employees/pupils were involved.
- **Specific Hazards**
- Any specific risk assessments relevant to the work being undertaken should have been viewed, checked and agreed prior to any visit.
 - If your work takes place internally within areas of the School in the asbestos log, there may be an asbestos risk and permission must have been obtained prior to the visit. In this case, a copy of the asbestos survey will be attached to this Information Notice Sheet.
 - If your work requires access to a roof which is fragile, prior permission must have been obtained, as extra control measures will have to be in place.
- **Access/Egress of Premises**
- Contractors and their employees are only allowed to enter those parts of the School which are directly concerned with the work they are contracted to carry out, including all reasonably agreed access and egress routes. Plans for specific projects are available from the main reception. It is expected that contractors will use appropriate barriers and signage. Contractors are not allowed to park anywhere on the School site except in the designated parking areas unless they have prior permission from the School.
- **School Hours**
- The School is a boarding school and pupils and staff are on site throughout the day and night. The timing of work will have been agreed in advance – please notify the Estate Manager of any changes. Contractors are expected to use barriers and signage as appropriate. Contractors are supervised by the Estate Manager and DBS checks are not necessary for short contracts as contractors are not left alone at any time with pupils.

- **No Smoking Policy**

The School operates a no-smoking policy throughout the entire site, internally and externally. This complies with the No Smoking legislation.

- **Washing/Toilet Facilities**

The location of these facilities can be obtained from the School contact or reception.

- **Medium Term Contracts (several months)**

When the School initiates a medium term contract, e.g. a building contract, the site will be separately fenced and secured. The site manager will be asked to provide a current DBS clearance (or the School will organise one) and the site manager will be briefed on the School's child protection policy. The site manager is then responsible for the supervision of all sub-contractors and visitors to their site. Car parking may be necessary outside the site compound, but site visitors must then report directly to the site manager and there must be clear signage to indicate this.

- **Long Term Contracts (annual)**

With regard to longer term contracts for services provided in the school, (for example, cleaning, IT management, telephone system, estate management) the contractor is asked to show that each member of staff attending school site has provided appropriate references, is entitled to work in the UK, has signed a medical declaration and has DBS clearance.

All contractor staff must be trained every three years in child protection issues.

5.15 Maintenance, Examination and Testing of Plant and Equipment - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.16 Fire Safety and Emergency Evacuation Policy – see individual policy P5.8

Please refer to separate policy document **P5.8 (ISI 12b) Fire Safety Policy**.

5.17 Minibus Policy

1 Driver Qualification

Both the School's minibuses are 'lightweight' and can therefore be driven by anyone who:

- has held a full (category B) driving licence for at least two years
- is over 21 years old

- has attended a one-day RoSPA training course arranged by the School
- has presented their driving licence to the School Office and declared any current endorsements

NB In order to tow a trailer behind a minibus, the driver must either:

- have a licence which was issued before 1 January 1997; or
- have passed an additional driving test.

2 Driver Responsibility

- **Fitness to drive**
Drivers should ensure that they are fit to drive and that the minibus is in a safe condition before every journey (see sections 5 & 6 below).
- **Medical fitness to drive**
The medical fitness to drive of drivers is part of the application process for a D1 PSV licence. A simple eyesight test for drivers is part of the assessment of fitness to drive and at re-assessments. Drivers should be required to report to the Head any change in their health that affects their ability to drive.
- **Alcohol**
Drivers should never drink and drive and must be aware that alcohol can remain in the body for up to 24 hours.
- **Medicines**
Drivers must not drive if ill, or if affected by therapeutic medicines.
- **Seat belts**
It is the driver's responsibility to ensure that all seat belts provided are always used.
- **Supervision of passengers**
A seat may not be occupied by more than one person. Passengers should remain seated throughout the journey, with seat belts fastened, and must be properly supervised at all times. Passengers should be aware of the behaviour expected of them. Children in particular should be briefed before the journey begins so that they understand why boisterous behaviour is inappropriate. This is especially important when there is only one member of staff on the bus.
- **Speed limits**
Drivers must not exceed national speed limits for the type of vehicle they are driving. Consideration must also be given to the weather and road conditions. New minibuses are fitted with speed restrictors (100kph/62mph). Any speeding fines are the responsibility of the driver. For minibuses the maximum speed limits are:
 - Single carriage way roads (where no lower limit applies) 50 mph
 - Dual carriageways 60 mph
 - Motorways 70 mph
- **Driving hours**
A driver must not be at the wheel for more than two hours without a rest of at least 15 minutes. After four and a half hours' driving a break of at least 45 minutes must be taken before driving recommences. An eleven-hour maximum day of teaching and driving is recommended. For journeys of over two hours an additional adult supervisor (escort) will be required to supervise children during the driver's break. This can be another driver so long as all other requirements are met.
- **Number of drivers**
For a return journey distance exceeding 200 miles a second fully qualified driver is required. Where buses are driving in convoy additional drivers can be shared so long as driving hours are not exceeded e.g. three drivers for two buses.
- **Mobile phone**

A driver is required to carry a mobile phone and the number included on the Risk Assessment left in the School Office. Remember that it is illegal to use a hand-held mobile phone whilst driving or whilst stationary with the engine running.

- **Cleanliness of vehicle**

The driver is responsible for ensuring that the vehicle is left as he/she would wish to find it; that is as clean and tidy as possible. There should be no litter and all personal property must be removed.

- **Vehicle parking**

Vehicles should be parked on completion of journey in the staff car park. Any parking fines are the responsibility of the driver.

- **Congestion and other charges**

If the buses are at any time driven to London within the Congestion Charge Zone, the buses are registered as exempt for this charge. Charges for toll roads and bridges should be included in the planning for any trip.

- **Luggage**

The driver should ensure that care is taken to prevent any luggage or instruments being stowed in such a way that, in the event of an accident, it obstructs the passageway or exits. In addition, it should not block the driver's rear mirror view of the passengers. If on a roof rack it is to be properly secured. If towing a trailer; a suitably experienced driver on a D1 licence can tow a trailer up to 750kg MAM. Otherwise a D1E licence is required.

3 Passenger Log

Before setting out, the driver must submit the following information to the School Office (or House staff if outside normal office time):

- A list of names of those travelling, including the driver(s)
- The number of the mobile phone carried.

On returning to school the driver must:

- Ensure that the bus is as clean and tidy as possible
- Return key and file to the key cupboard in the White House.
- Submit a report of any incident that has occurred or of any vehicle defect which has become apparent. Ensure that any defects are reported immediately, or at the earliest opportunity, to the Estate Manager to enable repairs to be effected. If a fault is discovered at the weekend do not allow the vehicle to be driven on subsequent journeys.

4 Use of Minibuses by other Organisations

Outside organisations wishing to use the School's minibuses must provide confirmation that their insurance covers our vehicles. Drivers from other organisations must be qualified and competent to drive.

5 Insurance of Vehicles

The insuring of all vehicles is the responsibility of the Finance Director. Insurance taken out should also include breakdown cover and the facility to get passengers and driver back to the School in the event of an accident or breakdown both in the UK and while driving abroad. Any changes in the Insurer's details will be notified by the Finance Director to the Estate Manager so that documentation held in the vehicles (i.e. telephone numbers, policy number etc) can be updated.

6 Checklist

On the front of the Minibus Handbook (to be found in the front of each minibus) is a drivers' checklist to be consulted at the start of every journey. Drivers should satisfy themselves that the minibus is fit for use before each journey.

NB: LIGHTS, INDICATORS, DOORS, TYRES, FUEL, BRAKES, LUGGAGE, PASSENGERS

Exterior tests

- Test that lights, including brake lights and indicators, are clean and working
- Test doors open and close properly
- Visual checks:
 - Windscreen and windows are clean and undamaged
 - Wiper blades are clean and undamaged
 - Tyres - consider damage, pressure and wear
 - Look for damage or sharp edges
 - If applicable, roof rack or trailer is properly fitted, and all luggage is securely held.

Interior Checks

- Mirrors - correctly adjusted, clean and unobstructed
- Position of driving seat - all controls can be operated comfortably
- Check for pressure on brake pedal - the brakes should also be checked when the vehicle is under way.
- Wipers and washers are working properly
- Fuel level (and type of fuel: diesel or petrol)
- Change for parking or the telephone (or mobile phone or phone card)
- Luggage is securely and safely stowed
- A visual check for damage or sharp edges

Drivers should also ensure that they have knowledge of:

- Position and function/purpose of all the dashboard controls
- Location of wheel brace and jack
- Location and contents of first aid kit and fire extinguisher(s)
- Location of relevant paperwork (handbook, permit disc, insurance, Road tax disc, MoT, emergency numbers and driving licence)

Inside the hand book are kept details of the vehicle

- Make and type of vehicle
- Year of production
- Loading capacity and dimensions
- Type of fuel
- Tyre pressures
- Details of emergency kit
- Insurance particulars
- Emergency breakdown rescue information and telephone numbers

7 Maintenance and Testing

Minibuses are regularly maintained, serviced twice yearly and, as class V vehicles, are tested annually at a heavy goods vehicle testing station. Each vehicle carries a fire extinguisher, an emergency triangle, emergency kit and a first aid kit. Drivers can assume that each minibus will be checked on a weekly basis by the maintenance department who also refuel the buses for booked journeys if reasonable notice is given.

8 Office Records

Vehicle records are kept by the Finance Director and the Services Manager:

- Vehicle Registration detail
- Insurance particulars
- Own Account Certificates
- Records of regular maintenance
- Records of annual tests
- Vehicle log details

9 In the Event of an Accident

The Road Traffic Act requires that:

- In the event of an accident where personal injury is caused to any person, a domestic animal and/or damage of any vehicles or other property, the driver shall stop and exchange names and addresses etc., with the driver/other person, or owner of the animal or property. If names and addresses are not exchanged at the time of the accident the incident must be reported to the Police as soon as possible or in any case within 24 hours.
- Details of witnesses and relevant insurance details should also be obtained.
- Drivers should in no circumstances admit liability as an admission may adversely affect any claim on insurance.
- If an accident were to occur the hand book (kept in the glove compartment) should be consulted for details of the QBE Helpline. A summary card is in the tax disc holder.
- The number should be called for instructions, advice and assistance.

10 Vehicle Breakdown Rescue

All minibuses are covered by UK and European breakdown cover and recovery with AA Assistance. The handbook contains the help line telephone number and this can also be found on the summary card in the tax disc holder.

11 Motorway Breakdown

The following motorway procedures are advised by Traffic Police:

Do not wait for a breakdown to occur. If you feel that something is wrong, either by indication of your dashboard instruments or you hear noises:

- Stop at an emergency phone and call for assistance. Remember, your vehicle is covered by a driving organisation rescue service. Tell the operator that you are a minibus with school children as passengers. Be prepared to tell them:
 - Your exact location
 - The vehicle details
 - Nature of the breakdown
 - If you or your passengers are in a vulnerable situation or have special needs.
- Ensure vehicle is as far to the left of the hard shoulder as possible. If a grass/gravel verge exists, place vehicle half on/half off verge and hard shoulder. Use common sense and do not park on a soft verge thus getting bogged down.
- Place a warning triangle 200 metres to rear of the vehicle (each emergency phone direction sign is 100 metres apart).
- In good weather conditions, if a low barrier or fence is adjacent to the vehicle, leave the vehicle by left-hand doors - not the driver's side - and all passengers should be placed behind the barrier. Sit up the side of the bank if one exists.
- If the weather is bad, stay in the vehicle.

- Hazard warning lights should be flashing. At night, vehicle interior lights should also be on. Under no circumstances should the vehicle be parked in the emergency lane at night with just parking lights on as oncoming vehicles may think it is a driving lane.
- If all lights have failed, contact the police again to inform them of the failure.
- If you break down between emergency phones and cannot leave your passengers because of their ages:
 - Keep children in the vehicle.
 - Use the mobile phone you have and dial 999 to request assistance. Give the police your mobile phone number and advise them that you are carrying schoolchildren in a minibus.
 - You may be able to shunt the vehicle forward to the emergency phone using first gear and starting the vehicle.
- When the vehicle is ready to start journey:
 - Indicate left and stay in emergency lane.
 - Drive forward until speed has reached that of flow of traffic.
 - Indicate right and when safe join traffic lane.
 - Note that if you get the vehicle started before the emergency assistance arrives, you must ensure that you inform them of your departure.

12 Fuel

Vehicles are clearly labelled as to the type of fuel required: **diesel**. If you have to purchase fuel otherwise, reimbursement will be made on production of a valid receipt. Please do not leave vehicles empty or nearly empty of fuel. If a vehicle were to run completely out of fuel this can be very inconvenient, costly and may require the vehicle to be garaged to effect repairs.

13 Vehicle Keys

After every journey, keys to any vehicle should always be returned to the key cupboard in the White House.

5.18 Working at Heights Policy - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy**.

5.19 Lone Working Policy

Introduction

It must be recognised by all staff that there are risks associated with lone working. Monitoring lone working needs to be a continual process, and appropriate steps need to be put in place to reduce the risks and adverse effects of lone working.

General Guidance

- **People who are likely to have to work alone**

People who work by themselves without close or direct supervision may be found in a range of situations. These may include:

- Any member of teaching or support staff working outside normal hours/days
- Staff working during school holidays when limited number of staff are on site
- Caretaker, maintenance and ground-keeping staff and vehicle drivers

- People, including contractors, who work outside normal hours: e.g. cleaners, kitchen and security staff
 - Contractors who carry out construction work, plant installation, maintenance, electrical repairs, lift repairs, painting and decorating, etc.
- **Law relating to lone working**
- There is no general prohibition on working alone, but some specific legislation stipulates that at least two people must be involved in the work and specifies those safe systems of work to be followed – if in doubt, please seek guidance from the Finance Director or Estate Manager.
- **Safe systems of work for lone work**
- Where there is no specific legal prohibition on working alone, a senior member of staff must carry out a risk assessment and identify any potential hazards or risks associated with the work. Where risks or hazards are identified safe systems of work must be devised and implemented to ensure that the risks are either eliminated or adequately controlled. When it is not possible to devise arrangements for the work to be done safely by one person, alternative arrangements providing help or back-up must be agreed.
- In the majority of cases one person working alone will not be exposed to significantly more risks than several employees working together.

Safety Precautions for Lone Workers

- **Maintenance staff (and contractors)**
 - Consult with and follow the instructions of the Estate Manager
 - Avoid lifting heavy objects - if in doubt do not lift, wait and seek help
 - Working at height – do not attempt any work at height without consulting the Estate Manager who will organise appropriate training.
 - If you are working alone, ensure you inform someone of what you are doing, where you will be and what time you expect to be finished.
 - Contractors working on site must be familiar with the School’s emergency procedures, and regular checks will be made while lone contractors are on site to ensure their safety.
- **Cleaning staff**
 - Consult with and follow the instructions of the Estate Manager and Housekeeper
 - Avoid lifting heavy objects. If in doubt, do not lift. Wait and seek help
 - Working at height – do not attempt any work at height without consulting your manager who will organise appropriate training.
 - If you are working alone ensure you tell someone what you are doing, where you will be and what time you expect to be finished
 - Contractors working on site must be familiar with the school’s emergency procedures, and regular checks will be made while lone contractors are on site to ensure their safety.
- **Precautions to be taken by all lone workers**

- You must ensure that you are medically fit and suitable to work alone. You must consider both routine work and foreseeable emergencies that may impose additional physical and mental burdens on you. **Don't put yourself at risk.**
- If you know you are suffering from a medical condition which could put you at increased risk you must inform the senior member of staff responsible for your work in order that it may be taken into consideration. This does not necessarily mean that you will be unable to carry on doing the job, merely that additional precautions may be taken where necessary.
- Specific training may be required to ensure proficiency in safety matters. This is particularly important in work activities in which there is limited supervision to control, guide and help in situations of uncertainty.
- As a solitary worker you need to understand fully the risks involved in the work, the necessary precautions and to be sufficiently experienced. There should be established, clear, safe systems of work to set the limits to what can and cannot be done while working alone. These safe systems should specify how to behave in circumstances that are new, unusual or beyond the scope of training, e.g. when to stop work and seek advice from a supervisor.
- Although as a solitary worker you cannot be subject to constant supervision, it is still the organisation's duty to provide appropriate control of the work. The extent of supervision required will depend on the risks involved and your proficiency and experience to identify and handle safety issues. The extent of supervision and monitoring required is a decision that will be made by a senior member of staff.
- Illness, accident and emergency situations may arise and as a solitary worker you should be capable of responding correctly. Information about emergency procedures should be fully understood and you must ensure you know the location of and have access to adequate first-aid facilities.

5.20 Display Screen Equipment Policy - see individual policy P5.1

Please refer to separate policy document **P5.1 (ISI 11) Health & Safety Policy.**

5.21 Pool Operating Procedure

The aim of this procedure is to ensure the safety of all pupils and staff who use the Swimming Pool. A copy of the procedure is available in the Swimming Pool and the School Office.

5.22 Hall Operations Manual

The aim of this manual is to ensure the safety of all pupils, staff, artists and visitors who use The Menuhin Hall. A copy of the manual is available in The Menuhin Hall and the School Office.

5.23 Crisis Management and Disaster Recovery Plan

Contents

- 1 Introduction
- 2 General Principles
- 3 Emergency Numbers
- 4 Action in the Event of a Fire
- 5 Procedure in the Event of a Fire
- 6 Procedure for Exceptional Weather Conditions
- 7 Procedure in the Event of Utility Failure
 - 7.1 Calor Gas Emergency Procedure
- 8 Procedure Following an Allegation of Bullying
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- 10 Procedure If a Pupil Goes Missing
- 11 Procedure in the Event of Accident or Injury
- 12 Procedure If an Accident or Injury Results in Death
- 13 Procedure in the Event of a Pandemic Illness
- 14 Procedure to Follow in Parental Custody Disputes
- 15 Procedure to Follow When a Parent Makes a Complaint
- 16 Procedure to Follow If Confronted by an Irrate or Threatening Parent or Visitor
- 17 Procedure to Follow in a Security Breach by Intruders
- 18 Procedure to Follow After Discovering a Major Theft
- 19 Procedure in the Event of Media Contact After a Crisis

1 Introduction

Crises can come in many forms and the information and advice that follows is intended to deal with the main ones – some incidents are more significant than others. By thinking through our actions for each possible scenario, we may be better equipped to tackle and manage these crises.

The purpose of this document is to outline the course of action to be followed for each potential crisis. Although no plan can cover every eventuality and every particular circumstance, in most cases the following will help:

- Do not panic
- Think the problem through
- Consult this document

IF IN ANY DOUBT ABOUT A SITUATION, CONTACT ONE OF THE FOLLOWING:

		School	Home	Mobile
Head	Kate Clanchy	01932 864739	01932 588902	07824 396280
Director of Music	Oscar Colomina i Bosch	01932 584402		
Director of Studies	Richard Tanner	01932 584799	01903 212239	07971 225897
Finance Director	Melanie Smith	01932 584400	01372 458485	

It is intended that this document should **not be filed** but kept to hand and some may prefer to keep a copy available at home.

2 General Principles

The **Crisis Management Team** will consist of:

Head
Director of Music
Finance Director
Director of Studies
Estate Manager
Senior School Nurse

Crisis Management Team Responsibilities

The following is intended as an initial checklist of the tasks that may need to be allocated, and suggests who might be responsible:

Action	Responsible
• Inform Emergency Services	Head/ Finance Director
• Evacuate Building if appropriate	Head and house and teaching staff
• Immobilise Utilities if necessary	Estate Manager
• Liaise with Emergency Services	Finance Director
• Roll Call	In accordance with fire instructions.
• Closure or Sealing off an Area	Assistant Estate Manager
• Informing Chairman of Governors	Head
• Consider recovering or protecting important/valuable items or records e.g. pupil records, accounts, trophies, teaching notes, books	Head, Finance Director
• Informing Insurers	Finance Director
• Preparing a Statement for the Press	Head
• Contacting Staff and Parents	Head's PA and Admin Staff

The Initial Recovery Plan

The Crisis Management Team must consider the need:

- To contact parents, particularly those living overseas, to ensure that they are accurately informed of the facts, and that they do not rely upon what is reported in the press or other media.
- In the case of major damage to the buildings, to identify facilities in the local area that could be rented on a temporary basis to ease the immediate problem.
- In the case of major portacabin solutions, to provide access for 40' vehicles, 100 tonne crane and the provision of services (water, drainage, electrical power) to such temporary buildings.
- In the case of major damage to the buildings, to arrange for the loss adjuster to arrive within 24 hours and video everything inside and out to ensure the validity of the claim.
- To make use of contacts provided by the loss adjuster who can start helping with the immediate clear-up.
- To agree an outline plan with the loss adjusters and ascertain whether the business interruption policy will cover this.
- To appoint builders only for a particular phase, e.g. to make safe, clear up, provide services or temporary structures.

3 Emergency Numbers

Ambulance		999
Fire Brigade		999
Police - emergency		999
Police - non-emergency		
	Call centre	101
Gas		
	Calor Gas	03457 444 999
Electricity - supply failure		
	GDF Suez Energy EDF Energy (UK Power Networks)	0800 783 8866 0800 316 3105
Electrician		
	J.C. Electrics	0776540364
Water - supply failure on school site		
	Estate Manager	07961 400272
Water - supply failure to school site		
	Sutton & East Surrey Water	01737 772000 (24 hrs)
Fire Alarm Monitoring		
	Estate Manager	07961 400272
Fire Alarm Maintenance		
	CFS Systems	07934425959
Boilers		
	IMHS Ltd	07786 345286/ 0771 751 5321
Swimming Pool		
	Estate Manager	07961 400272
Fallen Small Trees		
	Estate Manager	07961 400272
Larger Trees -- which require heavier equipment		
	George Mowivated	07976 455654
Pest Control		
	Rentokil	0800 3457563
Kitchen Equipment Failure		
	Serviceline	01438 363000
Locksmith		
	J Brewer	01372 727104

4 Action in the Event of a Fire

Follow the **Evacuation Procedure** in The **Fire Safety & Emergency Evacuation Policy (5.16)**

5 Procedure in the Event of a Fire

Following a fire either during the day or at night time, staff should:

- Follow the emergency fire evacuation procedures laid down on the previous page.
- Do not enter any building where a real fire has occurred until authorised to do so by a member of the Fire Services.
- The Head or senior member of staff present will liaise with the Fire Services to ascertain the extent of the damage.
- If a particular building or room affected can no longer be utilised, the Head will decide an alternative venue.
- If an entire building or block has been destroyed, the Head will liaise with the Chairman of the Governors on an appropriate course of action.
- In the event that the decision is taken to close the school temporarily, the pupils will gather in a safe location. If the fire is in Music House, Harris House, or White House, The Menuhin Hall will be the assembly point.
- Parents and guardians will be contacted by the School Office and asked to collect their children. Boarders who cannot be collected will be housed temporarily with members of staff.
- The Head or the Chairman of the Governors will release an agreed statement to the media.
- The Head, Governors and Finance Director will meet to ascertain what steps will need to be taken to re-open the school at the earliest opportunity.
- Parents will be kept informed of actions being taken at all times.
- In the event of boarding accommodation being destroyed, the school will remain closed until satisfactory alternative arrangements can be made. It is likely that the boarders will be housed temporarily at a local hotel until Portacabin-style accommodation can be brought on site to provide alternative boarding facilities.
- If teaching rooms are destroyed, a decision will be taken as to whether there are sufficient rooms available to make it possible to offer an adapted teaching timetable. If this is not possible, the school will close until arrangements can be made for Portacabin-style accommodation to be brought on site.

6 Procedure for Exceptional Weather Conditions

The school may have to take special measures in the event of freak weather conditions such as an exceptional snow storm or a hurricane. Although it is likely that there will be a significant number of boarders on site, weather conditions may make travel may make it impossible for staff to get to school and for the School to offer a normal teaching programme.

- **If the event occurs overnight (i.e. before the start of a school day):**
 - Information will be posted on the website advising parents of day-pupils of the situation.
 - Parents will be encouraged to look at the website for further information.
 - Boarders will remain at the School and will be looked after by the resident staff.
 - Catering staff should have made advance checks on supplies. If this has not been done, it should be attended to urgently and additional supplies obtained before the worst weather sets in, if this is possible.

- **If the event occurs during the school day:**
 - The weather will be closely monitored and, as soon as it becomes apparent that travel is likely to be affected, parents of day pupils will be contacted and advised to collect their children.
 - Staff who travel to school by car will be allowed to return home.
 - Arrangements will be made by the boarding house staff to prepare for a number of extra children who may have to spend the night at the School.
 - Boarders will remain at the School and will be looked after by resident staff.
 - Parents will be encouraged to look at the website frequently to keep abreast of the situation.

7 Procedure in the Event of Utility Failure

Contact numbers for the school's utility suppliers are given in section 3 above.

If one of the major utilities fails, the school will have to close temporarily. (The school can continue to operate, however, if there is a gas failure during the summer term.)

- **In the event of failure overnight:**

- Follow the procedure outlined under Exceptional Weather Conditions.
- It may be necessary to find alternative accommodation for boarders. If necessary, boarders who cannot be collected by parents or guardians will be housed temporarily with members of staff.

- **If the failure occurs during the day time:**

- It may be possible for the school to continue to operate until the normal end of the school day.
- However, if it becomes impossible to keep the school functioning (e.g. in the event of no heating during a very cold winter), follow the procedure outlined under Exceptional Weather Conditions
- No day pupils will be allowed to remain in the boarding houses.
- Alternative accommodation may have to be found for the boarders. If necessary, boarders who cannot be collected by parents or guardians will be housed temporarily with members of staff.

Parents will be informed about the re-opening of the School and details posted on the website.

7.1 Calor Gas Emergency Procedure

Important information in the event of an incident for the bulk cylinders at The Menuhin Hall or in the staff carpark.

In the event of a fire

- 1 Shut all valves on the tank or cylinders and emergency control outside the building by turning clockwise, if it is safe to do so.
- 2 Call the fire brigade and refer to the presence of LPG.
- 3 Keep tank or cylinders cool by water spray if possible.
- 4 Ring the Calor Gas Emergency Service **03457 444 999**.
- 5 Inform the Estate Manager 07961 400272.

Gas Leakages

- 1 Extinguish all sources of ignition.
- 2 Shut all valves on the tank or cylinders and emergency control outside the building by turning clockwise.
- 3 Ring the Calor Gas Emergency Service - **03457 444 999**.
- 4 Do not operate electrical switches.
- 5 Open all doors and windows. Ventilate at low level (LPG is heavier than air).
- 6 Inform the Estate Manager 07961 400272.

Gas Failure

- 1 Check contents indicator and pressure gauge on tank if fitted.
- 2 Turn off gas tap at each appliance.
- 3 Shut all valves on the tank or cylinders and emergency control outside the building by turning clockwise.
- 4 Inform the Estate Manager 07961 400272 – he will contact the Calor Gas Emergency Service - **03457 444 999**.

8 Procedure Following an Allegation of Bullying

See **Policy on Bullying, Racial And Sexual Harassment (2.1)**.

9 Procedure Following an Allegation of Child Abuse

See **Safeguarding and Child Protection Policy (2.2)**.

10 Procedure If a Child Goes Missing

See **Policy 2.9**.

11 Procedure in the Event of Accident or Injury

A) If a Pupil Has an Accident on Site

See the **First Aid, Health Care and Medicines Policy (P5.5)**

B) If an Adult Has an Accident on Site

- Accidents to adults will again be attended to in the Health Centre if they occur during term time.
- In the holiday periods, the trained 'First Aid at Work' staff member should deal with the accident using the first aid equipment held in the workshop.
- The accident will be recorded in the Accident Book held by the Senior School Nurse, again listing the cause of the accident, the extent of the injury and what action was taken.
- In the event of a serious accident, the injured party should be taken to hospital or an ambulance called.
- Accidents must be reported to RIDDOR, as appropriate.

C) If a Pupil Has an Accident off Site

- A first aid kit is carried on all school trips.
- For minor accidents, which require no more than the administration of basic first aid, the member of staff responsible may take appropriate action.
- A record of the accident and the action taken should be kept, and this information should be transferred to the school record book on return.
- For more serious accidents, either a doctor must be called or the child should be taken to the nearest Accident and Emergency department.
- Parents of the injured child should be contacted at the earliest opportunity.
- At the same time, the Head should be informed. If cannot be reached, another member of the LT.
- For all trips abroad, the school provides insurance cover and the relevant information must be carried by the member of staff responsible.
- For trips to Europe, all eligible pupils should travel with an EHIC card.

12 Procedure If an Accident or Injury Results in Death

A) If a Pupil or Adult Dies on Site

- Call an ambulance immediately.
- Clear the area of people where the accident occurred and allow no one to enter it. If the pupil/adult has already been removed and has died in the dispensary, ensure that the area is cordoned off and post a guard, preferably the estate manager or his deputy.
- All staff should involve themselves in looking after the other pupils/adults who may be in a state of shock.
- Inform the Head or, if he cannot be reached, another member of the LT.
- The senior member of staff on site should attempt to find witnesses to what happened and take statements, making careful notes (including names and contact numbers).
- If the accident occurred during an organised event run by a member of staff, ensure the wellbeing of the member of staff and ask him/her to make notes about what happened.
- The Head will:
 - Contact the parents/next of kin.
 - Arrange, at the earliest opportunity, for the school to be suspended for the day and for day pupils to go home.
 - Call the Chairman of the Governors.
- The Head and the Chairman of the Governors will prepare a statement for parents, the school and, if necessary, the media.

B) If a Pupil or Adult Dies off Site

- Inform the police, if they have not already been told.
- Inform the Head immediately, who will notify the Chairman of the Governors.
- Ensure that the rest of the group are catered for and secure.
- Prepare to bring the party home at the earliest opportunity.
- The Head will contact the parents or next of kin.
- The Head and the Chairman of Governors will prepare a statement for parents, the school and, if necessary, the media.

13 Procedure in the Event of a Pandemic Illness

- If a child or member of staff within the School contracts a serious illness which may put other children or adults at risk, the school will follow the advice and guidance of the local medical practitioners.
- If the illness is highly contagious or infectious, the Head and the Chairman of the Governors, following the advice of the School Doctors and the Department of Health via the Department for Education, will decide at what point the school will close.
- Day pupils and local boarders will be sent home.
- It may not be possible for all overseas boarders to return home:
 - Family members may be ill and unable to receive sick children.
 - Guardians may not wish to take children.
 - There may be restrictions on travelling, both externally and within the UK.
- The school will have identified an isolation area where all sick pupils will be taken. This is likely to be Music House, which will be isolated from Middle Block.
- Boarders who have to remain at school, and who are not ill, must be kept in a safe area. If infected pupils have been removed, they may remain in Harris House and Middle Block.
- A daily medical bulletin will be posted on the website.
- Parents will be encouraged to view the website to find out when the school will re-open.
- Financial provision will be made to cover the cost of additional nursing staff and medical expenses.

14 Procedure to Follow in Parental Custody Disputes

- On occasion, disputes between parents concerning custody of a child or children arise.
- The Head will always keep all relevant staff up to date with information concerning custody issues between parents.
- In the event of a parent demanding to see a child over whom they have been denied visiting rights, contact the Head, another member of the LT, or the relevant Houseparent immediately.

Do not get involved personally, but refer the matter to the Leadership Team.

15 Procedure to Follow When a Parent Makes a Complaint

The School's Complaints Procedure has been made available to all parents in the policies area of the School website (see **7.1 Complaints Procedure**). It is also included in the select policies handbook sent to parents when their child joins the School.

- Listen carefully to what the parent has to say.
- Try to solve the dispute.
- Do not enter into an argument with them.
- If you are unable to satisfy the parent, suggest that they arrange to see the Head.
- End the conversation by referring the parent to the Complaints Procedure on the website.
- Immediately make notes on the conversation.
- Inform the Head of what transpired at your earliest opportunity and give him your written notes.

16 Procedure to Follow If Confronted by an Irate or Threatening Parent or Visitor

- Be polite to them.
- Record, in writing, the problem or parental concern.
- Contact the Head or another member of the LT as soon as you can.
- If the situation appears to be getting out of control, be polite and walk away.
- If pursued by the parent or visitor, call the police.

17 Procedure to Follow in a Security Breach by Intruders

(a) During the day

- Investigate the problem and ascertain if the person (or persons) is entitled to be on the school site
- Ask for identification
- If the person does not have a visitor badge during the school day, ask him/her to accompany you to the School Office to acquire one
- If the person concerned cannot give any reason for being on site, ask them to leave immediately
- Make a careful note of his/her appearance and ensure the he/she does leave by accompanying him/her to a vehicle
- Do not enter into an argument or place yourself at risk. If the person cannot justify his/her presence and will not leave, seek assistance
- If the person remains on the site and is becoming threatening, call the police
- If the situation requires the children to leave the building (e.g. the boarding house), evacuate the building by activating the fire alarm
- Call the Head and await the arrival of the police

(b) After lock-up at night

(i) Instructions for Pupils

- Do not approach the intruder
- Inform duty staff immediately in person or by phone
- Stay in rooms and wait for further instructions

(ii) Instructions for Staff

- Activate fire alarm to get all pupils out of the building and to a place of safety, e.g. inside the Music Studio building
- Call police
- Inform Head

18 Procedure to Follow After Discovering a Major Theft

The procedure below relates to a major theft, e.g. if a number of computers is stolen, or interactive whiteboards or large quantities of expensive musical equipment. It is imperative that the Heads of Departments have inventories of the equipment available in each room for which they have responsibility.

- Phone the Police immediately.
- Contact the Head.
- Contact the person whose room has been entered.
- Check the missing items against the inventory for that room.
- Await the arrival of the police and make a full report. Ensure that you are given a Crime Report Number. Inform the Finance Director of the missing items and give her a copy of the police report. Liaise with the Estate Manager if any damage needs to be put right.

19 Procedure in the Event of Media Contact After a Crisis

- It is important that no statement is made to the media unless it is approved by either the Head or the Chairman of the Governors.
- Should there be a crisis in the school, the media, especially the local press, will want clarification of exactly what has occurred.
- Under normal circumstances, either the Chairman of the Governors or the Head will make a statement which has been agreed in advance by all the parties concerned.
- Only the Head or the Chairman may authorise another member of staff to make an agreed statement.
- No statement will be made until all the facts surrounding the event have been gathered and understood.
- If a statement cannot be immediately made, give an indication of when one is likely to be released, in order to avoid speculation and constant harassment.
- When a statement is made, it should only be a statement of facts; any personalised comment should be avoided. No attempt should be made to give causes for the event unless they are clear, factual, and agreed by all the parties concerned.
- Always be polite and as cooperative as possible, within the limits set out above.

Guidance on making a Statement to the Media

- Do not be rushed into making a statement: offer to phone back and write down what you want to say.
- Don't fail to phone back if you have promised to do so.
- Don't say "no comment". Explain why you are unwilling or unable to give a view or comment on a particular issue.
- Do not speculate.
- Don't assume a series of facts given to you by the reporter are accurate.
- Don't repeat an allegation "No – it's not a complete disaster". Remember, the reporter's questions are not printed in news reports.
- Don't allow words to be put into your mouth. When a reporter says "Would it be fair to say that" he is likely to turn his words into a quote attributable to you. If you disagree you should say something like "Those are your words, not mine." And then go on to say what you want.
- Never say anything you would not be happy to see in print

Copies of this plan are available in the School Office, Bursary, School Health Centre, Staff Room and Menuhin Hall.

6.0 Attendance, Admissions and Exclusions Policies

6.1 Attendance and Absence Policy

The School is required to keep a **daily attendance register** of all day pupils in the School.

The day pupils' register is kept in Reception. All day pupils must arrive in time for warm-up at 7.50am and register at Reception between 8.00am and 9.00am. Afternoon registration is between 1.15pm and 2.15pm: all day pupils must report to Reception during this hour. The day pupil register is kept in the School Office at the end of each term and stored in the Daily Attendance Register file. This register must be completed in ink.

A checklist of all boarders is taken at breakfast and again at supper to ensure the presence of every pupil.

D group pupils must sign out with the Staff supervising Private Study. All other day pupils should sign out with the duty staff supervising supper at 6.30pm.

Attendance Registers will be kept securely for three academic years in the School Office.

Leave of Absence (the GREEN FORM)

Boarding pupils in the D group are expected to go home for the weekend after academic lessons on a Friday afternoon.

Pupils in the C group and above are free to go home or out with parents (or guardians) from lunchtime on Saturday, provided that there are no further school commitments.

Pupils who have gone home (or to guardians) normally return to School by 6.00pm on a Sunday, but may with the agreement of the relevant Houseparent return by 7.50am on a Monday morning.

Permission must be sought should any pupil wish to leave the school premises. All pupils are required to complete a GREEN 'Leave of Absence' form which must be signed by the relevant staff and handed in to the Head. Pupils must always have permission from Duty Staff to leave the school grounds and sign out on the relevant board. Pupils must sign in or report in when they return. Pupils are not allowed to leave the School for recreational purposes during working hours.

Both the Green Form system and signing out are an essential part of the security system in place for the safety of the pupils.

A special **PINK** 'Weekend Permission Form' must be signed by parents of all pupils every year, giving parental permission for pupils to pursue activities outside School.

Absence from class

Pupils are not allowed to miss any class without good reason. Pupils are required to ask permission of staff for leave of absence from class; a **GREEN FORM** should be signed well in advance of the class to be missed. **All unauthorised absence** from class must be reported to the School Office **immediately**.

Reporting to the Local Authority

The School will report to Surrey Education Authority:

- all pupils of compulsory school age who join or leave the School at any time other than a 'normal' entry or leaving point (that is, joining at any point except at the beginning of Year 7 or leaving at any point except the end of Year 11);
- any pupil who has an unauthorised absence lasting ten days or more;
- any pupil who fails to attend school regularly.

6.2 Admissions Policy – see individual policy P7.2

Please refer to separate policy **P7.2 (ISI 15a) Admissions Policy**.

6.3 Bursary Policy

All pupils who have been resident in the UK for two calendar years (January to December), or in the EU or EEA for three calendar years, are eligible for an Aided Place at the School, administered under the rules of the Music and Dance Scheme. Pupils' school fees are therefore generously subsidised by the Department for Education (DfE) according to the financial means of the parents. The School issues the DfE Means Test Forms (MD1 form). Parents are required to complete details of their income and a calculation of parental contribution to school fees is calculated each year. These forms are usually issued in May in order to calculate the contributory element for the following academic year. The information supplied in the MD 1 form is treated as highly confidential. The parental contribution is payable at the start of each term and is handed to the Finance Director.

Pupils whose parents live overseas are eligible to apply for an Aided Place as soon as they have fulfilled two **full** calendar years (January to December) of residence at the School.

However, the School has a finite number of DfE bursaries (currently 61 at any one time): eligibility for a bursary does not guarantee that a bursary is available.

The School has a number of bursaries from its own funds to help those pupils who are not yet eligible for a DfE bursary, or for whom one is not yet available, to attend the School. In most cases, parents will also need to contribute towards the fees from their own resources or from grants and sponsorship.

6.4 Exclusions Policy – see individual policy P3

Please refer to separate policy **P3 (ISI 9a) Behaviour Management Policy**.

7.0 Complaints and Appeal Procedures

7.1 Complaints Procedure – see individual policy P7

Please refer to separate policy **P7 (ISI 33a) Complaints procedure**.

7.2 Appeal Procedure – see individual policy P7.1

Please refer to separate policy **P7.1 (ISI 33a) Appeals procedure**.

7.3 Examinations Appeals Policies

7.3.1 Appeals against Internal Assessment of Work for External Qualifications

The Yehudi Menuhin School aims to ensure that members of staff assess students' coursework for external qualifications fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The School aims to ensure that coursework provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body:

- 1 An appeal should be made as early as possible to the Examinations Officer, Jeanne Rourke.
- 2 An appeal should be made in writing by the candidate's parent or guardian (giving details of the complaint and reasons for the appeal) to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision.
- 3 The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body, the examinations code of practice of JCQ and the awarding bodies.
- 4 The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- 5 The outcome of the appeal will be made known to the Head and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. This is outside the control of the school and is not covered by this procedure. The school is bound by their standards. An enquiry about results can be made to the awarding body, however, as described below.

7.3.2 Appeals against External Assessment Marks and Public Examination Results

Appeal by candidates, parents or guardians

Candidates, parents or guardians may request a clerical check or re-mark with the Examination Board for a particular exam unit where the grades awarded differ from those expected. The candidate will be made aware that his/her grade may be confirmed, raised or lowered. Where a candidate believes that the marks awarded for a particular exam unit are inaccurate, the following procedure applies:

- 1 A written request must be received by the Examinations Officer, Jeanne Rourke, as soon as possible after results are received (preferably within twenty four hours for priority services affecting higher education applications).
- 2 The Examinations Officer will then consult with the Director of Studies and relevant teaching staff. The decision as to whether to support the enquiry will be made by the Director of Studies and teaching staff on the basis of several factors, including knowledge of the exam system and professional judgement. If they agree that an enquiry is necessary it will be sent to the appropriate Examination Board by the Examinations Officer (Examining bodies do not accept requests directly from candidates, parents or guardians).
- 3 If the request is made by the candidate and his/her parents or guardian, they will be responsible for paying the clerical check or re-mark fee. Full details of fees and enquiry services are available from the Examinations Officer.

Appeal by teaching staff

A member of the teaching staff may request a clerical check or re-mark with the Examination Board for a particular exam unit where the grades awarded differ from those expected.

The following procedure applies:

- 1 A written request must be received by the Examinations Officer, Jeanne Rourke, as soon as possible after results are received.
- 2 The Director of Studies must be consulted. A clerical check or remark will not proceed unless agreed by the member of staff and the Director of Studies.
- 3 The candidate and parents/guardians will be contacted with the details of the possible clerical check or re-mark. The candidate will be made aware that his/her grade may be confirmed, raised or lowered.
- 4 In order to proceed, written permission from the candidate for the clerical check or re-mark must be sent to the Examinations Officer, Jeanne Rourke, who will then send the enquiry to the appropriate Examination Board.
- 4 The fee will be paid from the relevant departmental budget. Full details of fees and enquiry services are available from the Examinations Officer.

8.0 Digital Media Policies

8.1 Information Technology Acceptable Use Policy (Pupils) – see individual policy P2.6

Please refer to separate policy **P2.6 (ISI 7h) E-Safety Policy for pupils.**

8.2 Mobile Phone and Computer Policy

Pupils are permitted to own mobile phones but they may be used only during the pupils' free time and should not be used after 'lights out'. Pupils in C and D groups are required to hand in their phones to house staff before going to bed. Many pupils may choose to bring laptop computers to School. Like mobile phones, these may not be used after 'lights out'. Serial numbers of both mobile phones and laptop computers should be logged with house staff at the beginning of term.

8.3 Photocopying Policy

There are very strict laws about the photocopying of music. Music may be photocopied for study purposes only and should not be used for performance. Staff requiring photocopies should obtain a photocopy passcode from the School Office. All Photocopies made by staff are charged to the relevant subject budget at a rate per copy. Pupils have access to a photocopier in the Library with individual passcodes. Pupils are charged for photocopying on their end of term bill.

8.4 Recording Policy

Concerts by pupils in The Menuhin Hall are normally recorded by the resident Technicians. The purpose of such recordings is twofold:

- **Archival:** all recordings are catalogued by the Technician and belong to the School.
- **Educational:** pupils and their teachers may benefit from hearing a recording of a recent performance, but wider dissemination is not permitted as it could be in breach of copyright regulations. No recording is to be copied except for purely private use or educational purposes within the School. Any application to borrow a recording should be made to the Director of Music.

Copyright of all recordings rests with the School.

Private recording or videoing of any concert, **whether in the School or outside**, is not permitted.

No pupil (or their parent) is to download clips of performances of any pupil or staff onto the web, and in particular networking sites as YouTube etc.

The School reserves the right to broadcast or otherwise disseminate recordings of the pupils and staff as part of the Public Relations of the School. Parents explicitly agree to this when signing the Parental Contract on accepting a place for their child at the School.

8.5 Policy for the Use of Photographs and Videos

Please note that, although this policy concerns the use of photographs of pupils taken in their everyday life around the School, it does NOT apply to concerts and other performances in The Menuhin Hall or elsewhere, either inside or outside the School. Parents are reminded that no photographs may be taken, nor videos nor other recordings made, of pupils performing at any time unless explicit permission has been given by the School.

This Policy should be read in conjunction with the Recording Policy (8.4).

Introduction

Photographs and video for School and family use are a source of pleasure and pride, which enhance the self-esteem of young people and their families. Parents and guardians are not required to comply with the Data Protection Act 1998 when taking photographs for their own private use of their children at an organised non-musical event. Parents should not be stopped taking photographs for their own private use because of concerns of contravening the Data Protection Act.

However, we must always be mindful of the need to safeguard the welfare of children in the School and issues of child protection, data protection and parental consent will be considered carefully. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the Internet.

This policy will apply to all forms of publications (print, film, video, DVD, on websites and in the professional media) and to all forms of photographic equipment (cameras, video cameras, mobile phones etc).

Forms for Withdrawal of Consent

When children join the School, parents are asked to sign and return a 'withdrawal of publicity permission' form if they do **not** wish to give the School permission to publish photographs of their child for publicity purposes. This publicity may be in the form of media advertisements for open mornings, the website, newsletters, promotional material for exhibitions, flyers, and text for magazines and the general press, whether international, national or local. A list of such children is held on file by the Registrar and is circulated to all staff whenever it is updated. Every effort will be made by the School to prevent capturing the image of any child who should not be identified.

Photographs of pupils taken by the School are stored securely on the School's internal computer network and can be accessed only by staff who are authorised to do so.

Parents and the Making of Photographic Images

The School is happy for parents and guardians to take photographs or make videos in a non-musical setting (for example, outside the Menuhin Hall after a concert, or during a football match).

Written guidance (see below) will be given to parents and guardians to the effect that:

- Any images taken must be for personal use only
- Images including others must not be put on any internet site and that, if they are, Data Protection legislation may be contravened.

People with no connection to the School (unless engaged for this purpose by the School) will not be allowed to take photographs. Staff should be vigilant and question anyone they do not recognise who is making photographic images at any school event.

Guidance for Parents and Guardians

Please note that, although this policy concerns the use of photographs of pupils taken in their everyday life around the School, it does NOT apply to concerts and other performances in The Menuhin Hall or elsewhere, either inside or outside the School. Parents are reminded that no photographs may be taken, nor videos nor other recordings made, of pupils performing at any time unless explicit permission has been given by the School.

This Policy should be read in conjunction with the Recording Policy (8.4).

Photographs and video for school and family use are a source of pleasure and pride, which enhance the self-esteem of young people and their families.

- By following some simple guidelines, the Yehudi Menuhin School believes that both School and parents can proceed safely and with regard to the law.
- Remember that parents/guardians and others attend School events by invitation of the School and that it is the School which has the final decision over whether photography or videoing is permitted in any situation.
- The School may withdraw permission if it believes that the safety of the children is at risk or if the use of photography or video would disrupt an event and distract the children.
- Parents and guardians can use photographs and videos taken at a School event for their own personal use only. Such photos and videos must not be sold and must not be posted on any internet site. To do so would very possibly be an infringement of Data Protection legislation.
- Recording or photographing other than for the parent or guardian's private use would require the consent of all the other parents whose children may be included in the images.
- Parents and guardians must follow guidance from staff as to when photography and videoing is permitted and where to stand in order to minimise disruption to the activity.
- Parents and guardians must not photograph or video children changing for performances or events.
- If parents or guardians are accompanied or represented by people whom staff may not recognise, please behave with understanding if the staff ask to check the identity of those people if they are using a camera or video recorder.
- Remember that for images taken on mobile phones, the same rules apply as for other photography: any pictures taken are for personal use only.

Withdrawal of Publicity Permission Form

The School appreciates the fact that most parents are happy for the School to use photographs of their child for its publicity purposes. This publicity may be in the form of media advertisements for open mornings, the website, newsletters, promotional material for exhibitions, flyers, and text for magazines and the general press, whether international, national or local. **If you wish to withdraw permission for pictures of your child to be used in this way, please let the School know by signing and returning the form below.** A list of such children will be held on file in the School Office. Every effort will be made by the School to avoid capturing the image of any child who should not be identified.

I hereby withdraw permission for images of my child (name) to be used for publicity purposes as described above.

Signed

Date

Name (Print)

Please note that you do **NOT** have to return this form if you are happy for the School to continue to use images of your child as described above.

9.0 Reporting Policies

9.1 End of Term Reports – see individual policy P1.5

Please refer to separate policy **P1.5 (ISI 3a) Teaching, Marking & Assessment Policy..**

9.2 Half Term Pupil Profiles – see individual policy P1.5

Please refer to separate policy **P1.5 (ISI 3a) Teaching, Marking & Assessment Policy..**

9.3 Marking Policy – see individual policy P1.5

Please refer to separate policy **P1.5 (ISI 3a) Teaching, Marking & Assessment Policy..**

9.4 Controlled Assessment Policy – see individual policy P1.5

Please refer to separate policy **P1.5 (ISI 3a) Teaching, Marking & Assessment Policy..**

9.5 Examinations Access Arrangements Policy

The Yehudi Menuhin School recognises that some pupils will meet the criteria for access arrangements in exams, owing to learning difficulties (which result in having below-average processing speed or working memory, below-average literacy skills or difficulties in attention), or the need for the use of a bilingual dictionary owing to pupils having been resident in the UK for fewer than two years at the time of the examination and still having a limited knowledge of the English language. Assessments and evidence must demonstrate that the pupil meets JCQ criteria for access arrangements as set out in the JCQ 'ICE' booklet.

An access arrangements file is kept in the exam office and updated by the Exam Officer in consultation with the Director of Studies. In the absence of a Learning Support Department at the Yehudi Menuhin School, it is the Examinations Officer and Director of Studies who are responsible for building up a picture of evidence of need for each pupil in the file. Evidence will also be provided that this is the pupil's normal way of working in internal exams and timed tests.

A learning support register is kept and updated annually and Individual Needs Plans and Individual Educational Plans are made for pupils on the register. These are reviewed at an Academic Staff Meeting each year.

Any pupil who is suspected of having a specific learning difficulty may be referred to an Educational Psychologist for a full psychological report or for the completion of a JCQ Form 8. If the consequent EP report or Form 8 recommends access arrangements for exams, these are included in the register and Individual Education Plan and an application is made through Access Arrangements Online. A printout of the decision is filed for each pupil in the access arrangements file.

For those pupils at the Yehudi Menuhin School for whom English is an additional language and for whom an application is to be made for use of a bilingual dictionary with extra time, proof must be given that the pupil still has a limited knowledge of the English language, that the candidate's normal way of working in internal examinations and timed tests is to refer to the bilingual dictionary so often that examination time is used for this purpose.

A letter for each pupil will be provided in the access arrangements file from the teacher of EFL to confirm that the pupil is attending lessons in English as a Foreign Language, along with a copy of the pupil's passport and proof of when the pupil entered the School. Prior to the pupil's arrival in the UK, he or she must not have spoken English in the family home, been educated at an International school, been prepared for IGCSE qualifications where the question papers were set in English or prepared in English for other qualifications.

Data protection notices will be signed by all pupils who have been granted access arrangements by Access Arrangements Online and kept in the access arrangements file.

After access arrangements have been approved:

Extra time:

If extra time is recommended it is included on the exam timetable and written on the board in the exam room.

Large font:

Large font exam papers may be requested and the school photocopiers can enlarge font when required.

Coloured overlays:

Coloured overlays are available if required.

Word processing exam scripts:

The School will permit the use of a word processor in examinations, where this is the pupil's normal mode of working within the School.

The spell-check facility and internet must be disabled and no documents stored can be hired from our IT support firm. Work is printed off immediately after the exam and signed by the pupil and the file is erased. The arrangement can only be put in place if the pupil:

- Has difficulty writing legibly
- Has specific learning difficulties resulting in planning and organisational difficulties when writing
- Has a medical condition affecting handwriting
- Has a physical disability
- Has a sensory impairment

The School will collect evidence of the pupil's need for, and use, of word processing in lessons and exams and will provide, where relevant, a medical or educational psychologist's report.

Pupils will not be permitted to word process their exams simply because they prefer to type or can work faster on a word processor.

10.0 Employment Policies and Procedures

Our employment policies are designed to produce a framework within which all staff are treated in a fair and consistent manner. They have been developed to ensure that staff are aware of what is expected of them and what the School, for its part, offers in return.

The objectives are therefore to match the School's needs with staff satisfaction so far as is possible, but also to motivate employees towards the achievement of the School's primary purpose. To achieve this, a number of principles have been adopted in preparing our employment policies and these are as follows:

- To promote the utilisation of knowledge, skill and experience of all employees to ensure the efficient and timely operation of all the School's support services.
- To reflect a sensitivity to the attitudes and views of all employees.
- To offer opportunities for personal development and advancement, where this is possible, to all employees with the necessary ability, ambition and integrity, in order to meet the needs of the School.
- To provide pay and benefits that are fair and competitive for the job they hold.
- To support the good faith with which all employees and their representatives are dealt.
- To promote high standards of occupational health and safety.

10.1 Equal Opportunities (Employment) Policy

The School is an equal opportunities employer.

Equality in Recruitment and Selection

In order to promote an environment within which the School can call upon the widest possible range of knowledge, skill and experience, as well as ensuring compliance with the relevant legislation and codes of practice, we are committed to achieving and maintaining a workforce which represents the population within our recruitment area in terms of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation or marital status, age, and disability.

To this end, we shall regularly review the operation of our recruitment, promotion, training and development policies to ensure that no applicant for employment or member of staff is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The staffing process is governed by the School's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential, will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Appointments will be confirmed on receipt of satisfactory references, DBS clearance, medical report and satisfactory completion of a probationary period.

Equality in Treatment

If, at any time, employees feel that they have been treated less favourably than others in relation to equal opportunities without reasonable justification, they should raise the matter with their immediate manager and utilise the grievance procedure. In the event that any employee has been the subject of discrimination by another employee, a pupil or by a third party in terms of physical or verbal abuse, or harassment, he or she should inform his or her manager immediately. The perpetrator of any proven instance of discrimination will be subject to disciplinary action and may be dismissed.

Disability

A disability will not of itself justify the non-recruitment of an applicant for a position at the School. Such reasonable adjustments to the application procedures shall be made as are required to ensure that applicants are not disadvantaged because of their disability. For example, where written tests are used, alternative arrangements will be made for visually impaired applicants.

Before an applicant is judged because of a reason related to their disability to have failed to meet the requirements of a job description and person specification, or to have been less suitable than other applicants, full consideration will be given to whether a reasonable adjustment can be made which will counteract this disadvantage.

The School will make such adjustments to work arrangements or School premises as are reasonable to enable a disabled staff member to carry out his or her duties. This will include, but is not limited to, consideration of the provision of specialist equipment, job redesign, retraining, flexible hours.

The School recognises the importance of taking pro-active measures to remove barriers which might exclude disabled people from the working environment.

Where during the course of their employment a disabled member of staff recognises their need for a reasonable adjustment to be made to work arrangements or School premises, he or she should discuss this requirement with the Finance Director. The expertise of the disabled staff member concerning their own disability will be recognised.

Where the School does not have the relevant expertise to resolve the problem, an outside specialist may be consulted. Once an adjustment has been made its operation may need to be reviewed at agreed intervals, to assess its continuing effectiveness.

10.2 Recruitment, Selection & Disclosure Policy and Procedure - See individual policy P4.1

Please refer to separate Policy document **P4.1 (ISI 18a) Recruitment Policy** which has replaced policy 10.2 Recruitment, Selection & Disclosure Policy and Procedure.

10.3 Staff Training and Development Policy

Structured training and development at all levels within the School is essential to the efficient and effective operation of the School's support services and the development of the individual.

The School aims to ensure that all employees have the knowledge, skills and experience to meet satisfactorily the required standards of job performance. In order to meet its requirements, the School will provide opportunities for personal development and advancement to those employees with the requisite ability, aspirations and characteristics. The objectives of the Training and Development Policy are as follows:

- To provide an effective induction programme for each individual ensuring an understanding of the School, department and the individual's duties and responsibilities and this will include training/instruction on health and safety and any legal requirements, such as may arise through the charitable status of the School, associated with his or her job.
- To provide introductory and 'on the job' training to enable new employees to reach the required performance standard.
- In particular, additional induction will be given to those involved directly in boarding, for example Houseparents, Assistant Houseparents and House Tutors.
- To identify the current and future training needs of the individuals and match these to cost effective training programmes.
- To provide training to ensure improvements in skills, knowledge and attitude.
- To encourage and support employees to undertake further studies in the areas which are of benefit to themselves and their role in the School.

The School supports the training and development of **all** staff. Information on courses is regularly posted in the Staff Room. Any staff wishing to attend a Continuing Professional Development (CPD) course should see the Head and complete a brief application form. All CPD courses relevant to work being undertaken at the School will be paid for by the School. Following the completion of any CPD course, evaluation of the course and its effect on performance will be undertaken.

10.4 Performance Management Policy

The performance management process involves the Head, Director of Music, Director of Studies, Finance Director, Development Director, Hall Manager, Estates Manager, Senior School Nurse and Catering Manager in reviewing the attributes of their staff with a view to matching them with the school's requirements. The review structure is as follows:

- Director of Music: all music staff
- Director of Studies: all academic staff
- Finance Director: all Bursary staff, Estates Manager, Letting and Facilities Manager, Catering Manager
- Development Director: all Development staff
- Hall Manager: all Hall staff
- Estates Manager: Estates Assistant
- Senior School Nurse: Assistant School Nurse
- Catering Manager: all catering staff
- Head: Housemaster, Housemistress, Senior School Nurse, Hall Manager, Head's PA

The performance of members of the Leadership Team is reviewed by the Governors. The development of individuals is a two-way process: the reviewer will discuss the performance of the individual and provide information on available opportunities, while employees will have the responsibility of informing their departmental head of their aspirations and co-operating with actions designed to maintain and improve their abilities. This process supplements the informal observation and contact between the Leadership Team and the members of staff concerned.

10.5 Dignity at Work Policy

- You should not engage in any behaviour or conduct which may amount to harassment of another person at work. Harassment of any kind is regarded as a disciplinary offence and in serious instances may lead to instant dismissal.
- Harassment may take the form of unwanted conduct which is of a sexual or racial nature, or other conduct based on someone's race, religion, age and/or gender or sexual orientation which is perceived as affecting their dignity at work. It may also take the form of unwanted conduct towards someone based on their disability, appearance or other personal characteristics which is perceived as affecting their dignity at work. It is not only unwanted physical contact, assault or propositions; it includes suggestive remarks or gestures, pin-ups, graffiti, offensive comments, jokes and banter. Harassment may include bullying, intimidatory behaviour, persistent teasing or constant unfounded criticism of the performance of work tasks, unfair allocation of work and responsibilities, or exclusion from normal work place conversation. It may be directed towards one individual or a group. A single incident can amount to harassment if sufficiently grave.
- If you consider that you have been the recipient of unwanted conduct amounting to harassment, it is open to you to try to resolve the problem informally with the other person, either face to face or in writing. If this is not appropriate or has not been successful, you may raise a grievance in accordance with the procedure in this Handbook. All such grievances will be dealt with sensitively and in confidence as far as reasonably practicable to progress the complaint. Breach of that confidence by either party or the person dealing with the grievance will be dealt with as a disciplinary offence. Both during the investigation of the complaint and afterwards (whatever the outcome), consideration will be given to ensuring that you and the alleged harasser are not required to work together against your wishes.
- Where a complaint has been upheld, consideration will be given, wherever possible, to permitting you to choose whether you wish to remain in your current post or to transfer. The School will seek to ensure that you are not in any way penalised whether directly or indirectly for bringing a complaint and the situation will be monitored to ensure that the harassment has stopped.
- False or malicious allegations will be treated as a disciplinary offence. Retaliation against a member of staff who complains of harassment can be expected to lead to disciplinary action.

10.6 Employee Relations

The School places great value on good working relationships between employer and employee and between employees. Efforts are continuously directed towards maintaining a constructive relationship and finding mutually acceptable solutions to workplace problems and issues. To this end the following basic principles apply:

- Achieve high performance standards by encouraging employee commitment and teamwork, and promoting an attitude of trust.
- Maintain a work environment in which the personal dignity of each individual is respected and discrimination and harassment are not tolerated.
- Provide employment conditions that are competitive.
- Communicate regularly with employees about the School's objectives, achievements and significant developments.
- Recognise the right of every employee to present a complaint, to appeal against a decision and to receive a response within a reasonable time.

The School does not recognise a Trades Union as having representative rights and relies upon the existing management structure for communication between employee and employer.

10.7 Communications

The School strongly believes in effective communication of information to all employees in order to promote a greater understanding of the School's activities, the issues it faces and the direction it is taking. The School also values the comments and ideas of staff. The methods used for communication are designed to encourage a two-way exchange between management and staff. In order to be truly effective, the full commitment of everyone within the School is essential.

Staff Meetings

- **Full Staff Meetings**

A **Full Staff Meeting** is held on the first day of each term in which the term ahead is previewed and at which school policy and plans are discussed. Part of the meeting may take the form of a talk on some aspect of music and/or education by an outside speaker.

Immediately after each half-term break there is a Full Staff Meeting during which a **Pupil Review** is held. All Staff have the opportunity to review the musical, academic and social welfare of every pupil and to hear the observations of their colleagues. This ensures that any latent problems come to light and are solved speedily.

All staff are expected to attend Full Staff Meetings. If required, hourly-paid support staff are paid an allowance to cover the cost of attending. Hourly-paid music staff are paid a termly allowance to attend all such meetings.

There is a **Full Staff Briefing** in the Staff Room every Monday at 10.30 am. **All Staff who are in School are expected to attend.**

In addition, occasional **Open Staff Meetings** may be held. It is hoped that as many staff as possible will attend these meetings, whose primary purpose is to discuss general matters of whole-school importance. Staff are encouraged to submit items for the agenda of all staff meetings, but Open Meetings are intended in particular for the discussion of matters raised by staff.

- **Music Staff Meetings**

Music Staff meet several times a term to ensure that the music curriculum and environment suit the pupils' needs.

- **Academic Staff Meetings**

Academic Staff meet regularly each term to review the academic curriculum and to plan any development needed to keep abreast of the National Curriculum. Pupils' course choice and progress is always fully discussed.

Minutes of all the above meetings are available in the School Office. **It is essential that these remain confidential at all times. Any breach of confidentiality will be taken very seriously.**

- **Resident Staff Meetings**

Resident Staff meet each Tuesday morning at 8.30 am to review the welfare of all the pupils and to ensure that any disciplinary matter is fully aired. Meetings are chaired by the Head.

In addition the Head and Houseparents meet each Monday morning at 8.30 am to review the house logs and discuss any urgent matters which may have arisen.

- **Leadership Team Meetings**

The Head, Director of Music, Director of Studies, Finance Director, Development Director and Senior Houseparent meet each Monday at 9.30am to revise and formulate school policy, to review and develop both short-term and long-term plans, and generally to discuss all items of importance in the life of the School, its staff and pupils.

Notice Boards

The attention of staff is drawn to the notice boards in the Music House corridor and staff room which provide information of general interest as well as on specific issues relating to the School. Details of any internal vacancies will be promulgated on the staff room notice boards.

Informal Communications

Notwithstanding all the more structured communications systems operated within the School, effective communications depend ultimately upon mutual trust and respect between the parties on a day-to-day basis to promote positive relationships and to avoid conflict. Staff are expected to support and cooperate with each other. Good relationships are essential for an amicable and productive working environment.

10.8 Confidentiality Policy

It is important that **all** matters discussed in **any** Staff Meeting, whether formal or informal, remain confidential and are never divulged or discussed with pupils. In a small community like The Yehudi Menuhin School, the line between staff and pupil is easily blurred and discussion can easily get out of hand. Staff should be on their guard at all times and should always support other staff, whatever private feelings they might have.

10.9 Expenses – See individual policy P4.9

Please refer to separate Policy document **P4.9 Staff Expenses & Credit Card Policy** which has replaced policy 10.9 Expenses and 10.23 Credit Card Policy.

10.10 Time Off and Leave Procedures

In addition to absence owing to personal sickness, approved holidays, maternity and paternity leave, the school appreciates that people may be unable to attend work from time to time for good reasons.

1 Statutory Time Off

Statutory Time Off (Paid)

- Recognised Union and accredited safety representatives may take reasonable time off to attend to their duties and undergo training.

- Pregnant women may take time off for ante-natal care in accordance with the Maternity Policy in this Handbook.
- Employees under notice of redundancy, who have at least two years' service, may take reasonable time off to seek work or arrange training.

Statutory Time Off (Unpaid)

- The holders of certain public offices may take reasonable time off to fulfil their duties.
- As much notice as possible should be given to the School in respect of statutory time off and should usually only be taken with the prior agreement of the School.

2 Special Leave

In addition staff may be granted paid time off at the discretion of the Head as follows:

- Dentist/doctor/optician visits upon presentation of confirmation of appointment – for full-time staff every effort should be made to arrange such appointments outside the working day. Part-time staff are expected to arrange appointments on days/times when not in School .
- Study leave for examinations for an approved course of study.
- Compassionate leave on a case by case basis, not usually exceeding 3 paid days a year.
- Territorial Army Training up to one week per year.
- Jury service/court appearances as a witness (basic pay less any payments made by the court)
- All requests for special leave must be made to the Head.
- Urgent temporary leave of absence, if asked for, will not be unreasonably withheld but you may not absent yourself from work without the permission of the Head.
- Special leave may be authorised by the Head and may be paid or unpaid leave according to the circumstances, or may be taken from your annual holiday allowance.

3 Parental Leave

Staff with one year's service and a child (including adopted children) under the age of 5 are entitled to take parental leave.

- You are entitled to a total of 13 weeks' leave. If twins are born, then each parent is entitled to 13 weeks' leave for each child.
- You must give at least 21 days' written notice of your intention to take parental leave.
- You have the right to take the leave until the child's 5th birthday or until five years have elapsed following placement in the case of adoption (or the child's 18th birthday if this is earlier).
- Parents of disabled children are entitled to a total of 18 weeks' leave and are able to use their leave over a longer period, up until the child's 18th birthday.
- The leave is unpaid.
- Parental leave may only be taken in blocks or multiples of 1 week up to a maximum of 4 weeks' leave in a year. Parents of disabled children can take leave in blocks or multiple blocks of 1 day.
- The School may postpone leave for up to 6 months where the School considers that the employee's absence would be unduly disruptive. The School cannot postpone leave when an employee gives notice to take it immediately after the child is born or placed with the family for adoption.
- Employees will remain employed while on parental leave and will be entitled to receive all their normal benefits (other than pay).
- The School may ask for evidence from an employee regarding parental leave entitlement.

4 Time off for Dependents

- You are entitled to take a reasonable period of time off work to deal with an unexpected disruption in your care arrangements or an emergency involving a dependant.
- This may include, but is not limited to:
 - Dealing with a situation where a dependant has fallen ill or been injured or assaulted;
 - Dealing with an unexpected disruption or breakdown in care arrangements e.g. when the childminder or nurse has failed to turn up;
 - Dealing with an incident involving your child during school hours.
- A dependant is your husband, wife, child or parent or someone who lives with you as part of your family. It does not include tenants or boarders living in the family home or someone who lives in the household as an employee.
- In case of illness or injury or where care arrangements break down, a dependant may also be someone who reasonably relies on you for assistance, for example where an aunt who lives nearby whom you look after outside work falls ill unexpectedly.
- In the event of an emergency or unexpected disruption in care arrangements involving a dependant you are entitled to a reasonable amount of time off. For most cases, 1 or 2 days should be sufficient to deal with the problem.
- There is no limit on the number of times which you can be absent from work under this right.
- Any time off under this right is unpaid.
- On the first day of absence you must inform Reception before 8.30 am or as soon as possible of the reason for your absence and, if possible, the likely length of its duration.
- Upon return to work you will be required to complete an internal time-off form provided by the Receptionist for absence recording.
- Abuse of this right will be dealt with in accordance with the School's disciplinary procedure.

Unauthorised Absence

Absence from work without leave or adequate explanation is a breach of discipline and may lead to disciplinary action.

10.11 Monitoring and Absence Management Policy

Levels of absence need to be contained because not only is everybody's work important but persistent absences place an undue load on colleagues. With this in mind, absence is monitored on a regular basis. Nevertheless, the School's approach as an employer, in cases of ill health, will always be one of sympathy, compassion and understanding.

- Any staff whose frequency or length of absence is at an unacceptable level (whether certified or not) will be interviewed by the Head or the Finance Director.
- Such a review, where the record warrants it, may result in a further review over a given period during which a substantial improvement will be sought.
- Failure to attain and sustain the standard required, without justifiable reason, could result in disciplinary action being taken in accordance with the School's disciplinary procedure.
- Staff with persistent health problems may be referred by the Finance Director to the School's medical officer or another medical adviser who will advise on the current state of their health and make the necessary recommendations regarding it.
- The School's medical officer will also offer advice to the employee and will, if necessary and with the employee's agreement, liaise with the employee's own doctor.
- The full circumstances of the employee's situation will be taken into account. Those with a serious illness or disability will continue to be treated sympathetically in accordance with the School's policies.

- Where the School's doctor finds that an employee is incapable of continuing with their duties on a permanent basis, because of ill health, the School will endeavour to offer redeployment, subject to vacancies and suitability for alternative work. However, this may not always be possible and, when all possible, practical alternative options have been explored, termination of service on the grounds of ill health or incapability will be considered.

10.12 Maternity Policy

All pregnant employees are entitled to paid time off to attend ante-natal appointments. Employees should confirm their appointment times with their Line Manager or Head of Department giving as much notice as possible. They may be asked for their appointment card.

Parent-craft or relaxation classes should be attended outside core working hours wherever possible. Where this is not possible, employees should discuss with their Line Manager or Head of Department, giving as much notice as possible.

• Maternity Leave

All pregnant employees, regardless of length of service or hours worked, are entitled to take up to 52 weeks' maternity leave, of which 26 weeks is Ordinary Maternity Leave and 26 weeks is Additional Maternity Leave. Additional Maternity Leave follows Ordinary Maternity Leave and there can be no gap between the two.

All pregnant employees must take a minimum of 2 weeks' maternity leave immediately following the birth. This is compulsory maternity leave.

Employees may start their maternity leave any time from the 11th week before the expected week of confinement (EWC), provided that the School is notified by the 15th week before the EWC of:

- the fact that an employee is pregnant
- the date of the EWC
- the intended start date of maternity leave

and submit a Form MAT B1 which is a certificate from the employee's GP or midwife confirming the EWC.

The School will reply within 28 days to inform the employee of the date by which she is expected to return to work if she takes her full leave entitlement.

The employee can change the start date of her maternity leave providing she gives the School 28 days' notice. If it is not reasonable practicable to give this much notice, for example if the baby is born early and leave must start early, then she does not have to give the above notice but should give the School as much notice as possible.

Maternity leave cannot start any earlier than 11 weeks before the EWC, unless the baby is born early and maternity leave starts automatically.

A pregnancy-related illness during or after the 4th week before the EWC automatically triggers maternity leave.

• Statutory Maternity Pay (SMP)

To qualify for SMP the employee must:

- be pregnant and have reached the start of the 11th week before the EWC or have had her baby by then;
- have been continuously employed for at least 26 weeks by the end of the Qualifying Week (which is the 15th week before the EWC);
- have had normal weekly earnings at a rate not less than the lower earnings limit for National Insurance contributions for a period of 8 weeks immediately preceding the Qualifying Week;
- have stopped actually working for the School;
- give 28 days' advance notice of her absence and submit Form MATB1.

The SMP period lasts for a maximum of 39 weeks.

There is no distinction between part-time and full-time employees for SMP purposes.

An employee entitled to SMP will receive 9/10ths of her usual salary for the first 6 weeks and the current weekly SMP rate, from time to time in force, for the remaining period (usually 33 weeks), subject to the usual deductions.

An employee who earns less than the weekly SMP rate will receive SMP at 9/10ths of her salary for the whole 39 week period.

An employee entitled to maternity leave will be able to receive SMP for the 39 weeks that she is away from work, unless she returns to work earlier, in which case her entitlement to SMP will stop on her return.

An employee who does not qualify for SMP may be entitled to Maternity Allowance which is payable by the Department for Work and Pensions.

• **Return to Work**

If an employee wishes to return to work before the end of the full 52 weeks' maternity leave, she must give the School at least 8 weeks' notice of her intention to return to work early. If she decides she would like to change the date of her return to work, she can do so, providing she gives the School at least 8 weeks' notice.

If an employee does not wish to return to work following her maternity leave, she should provide the School with sufficient notice, and at least the amount of notice required by her contract of employment. If she confirms that she will not return to work after having the baby, she will still be entitled to 39 weeks' SMP if she qualifies.

Maternity returnees are entitled to any salary increases or enhanced benefits that are introduced in their absence.

• **Keeping in Touch Days**

During the maternity leave period the School may make reasonable contact with the employee. The School will keep her informed of promotion opportunities or information relevant to her job.

During the maternity leave period, by agreement with the School the employee may do up to ten days' work. These are known as Keeping in Touch Days. She will be paid for any Keeping in Touch Days at a rate agreed with the School, in addition to any SMP. The type of work she may carry out will be a matter to be agreed between her and the School, and may include attending training or team meetings. Keeping in Touch days may not take place in the two weeks immediately following the baby's birth.

Keeping in Touch days are not compulsory and an employee will not suffer any consequence if she declines the offer of a Keeping in Touch Day. Similarly, she does not have a right to Keeping in Touch Days and the School is under no obligation to agree to a Keeping in Touch day.

10.13 Paternity Policy

The School follows the statutory provisions for paternity leave and pay. Information concerning paternity entitlements may be obtained from the Finance Director.

10.14 Adoption Policy

The School follows the statutory provisions for adoption leave and pay. Information concerning adoption leave and pay entitlements may be obtained from the Finance Director.

10.15 Flexible Working Policy – See individual policy P4.6

Please refer to separate Policy document P4.6 Flexible Working Policy.

10.16 Disciplinary Rules and Procedures

The Policies contained in this Policy Document, particularly but not exclusively the Employment Policies and Procedures, and the Disciplinary Procedure, with which all employees have a responsibility to familiarise themselves, are designed to promote fairness and consistency in the treatment of all employees and to assist the School to function effectively. This procedure will apply to any disciplinary situation which includes misconduct and poor performance. It is not contractual but applies to all employees, who should familiarise themselves with its provisions.

The Policies contained in this Policy Document set out the standards of required conduct at work.

The Disciplinary Procedure is designed to ensure that these standards are adhered to and to provide a fair method of dealing with any alleged failures to observe them. The procedure does not preclude minor disciplinary situations from being dealt with informally.

In cases other than gross misconduct or in the probationary period, an employee whose conduct or performance does not meet the standards will normally first be counselled in an attempt to achieve the required improvement. However the School reserves the right to commence the procedure at any stage if the circumstances warrant such action.

No disciplinary action will be taken until the case has been investigated and the employee has had the opportunity to respond to the allegations in accordance with the procedure set out below. All disciplinary situations will be dealt with without unreasonable delay.

- Informal Warnings

A minor failure to meet school standards may result in an informal oral warning given by the immediate superior.

It is anticipated that most difficulties will be resolved quickly and satisfactorily by such means, but where there is a more serious failure to meet standards, or in the event that a worker fails to improve and maintain that improvement to a satisfactory degree, the following steps will be taken.

- **Suspension**

Where the employee is accused of an act of serious or gross misconduct, or where the circumstances otherwise warrant it, after careful consideration he or she may be suspended from work on full pay, pending the outcome of the disciplinary procedure. Such suspension is not a form of disciplinary action.

- **Formal Disciplinary Procedure**

- **Investigation**

When a disciplinary situation arises, a senior member of staff will, as soon as reasonably practicable, carry out an investigation into the matter. The investigation will be confined to establishing the facts and gathering any relevant documentation. Where necessary, the investigating officer will obtain statements from any relevant individuals. An investigatory meeting with the employee may take place, if considered appropriate by the investigating officer.

- **Notification**

If, as a result of the investigation, it is decided that there is a disciplinary case to answer, the employee will be invited to attend a disciplinary hearing.

The employee will be informed in writing of the nature of the complaint and where appropriate, will be provided with copies of any written evidence gathered during the investigation. A disciplinary hearing will be arranged and conducted by the Head, at which the employee may be accompanied by a trade union representative or colleague if desired. The employee and his or her companion should make every effort to attend the disciplinary hearing.

Where either party intends to call any relevant witnesses at the disciplinary hearing, advance notice of their intention to do so must be given.

The employee will be given full opportunity at the disciplinary hearing to explain the matter and respond to the allegations.

A note-taker will usually be present but will not be involved in the decision-making process.

If, in the judgement of the Head, disciplinary action is warranted, the employee will be advised of the decision which will subsequently be confirmed in writing and will specify the details of:

- the failure to meet the required standard
- any action required by the employee to remedy the situation
- any relevant review period/duration of warning and the consequences of continued or subsequent failure to reach and sustain the required standard of performance or conduct
- the right of appeal

In the event that it is considered necessary to invoke the formal warning procedure, the following process will then apply but, depending on the seriousness of the offence, may be invoked at any level including summary dismissal.

- **Oral Warning**

In the case of minor offences or underperformance, the employee will be given a formal oral warning. The employee will be advised of the reason for the warning, the formal nature of the warning and possible future consequences.

- **Written Warning**

In the case of more serious offences or under performance, a further offence or a repetition of earlier minor offences or a failure to improve, the employee will be given a written warning, setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period.

- **Final Written Warning**

In the case of a sufficiently serious offence or underperformance, or a repetition of earlier offences, the employee will be given a final written warning, setting out the precise nature of the offence, the likely consequences of further offences and specifying, if appropriate, the improvement required and over what period. This may include a statement that any recurrence or no improvement may lead to a dismissal or to some other action short of dismissal.

- **Dismissal**

This stage will normally result from continued failure by the employee to act on previous warnings or an act of gross misconduct. In the case of gross misconduct the employee will normally be dismissed without notice or payment in lieu of notice.

- **Alternatives to Dismissal**

In exceptional circumstances, the following actions short of dismissal may be considered:

- suspension without pay
- demotion
- transfer

- **Gross Misconduct**

In exceptional circumstances, an employee may be dismissed without notice if it has been established, after investigation and after hearing the employee's explanation at a disciplinary hearing, that there has been an act which constitutes gross misconduct.

Examples of actions which constitute gross misconduct include (but are not limited to):

- gross insubordination
- serious breach of health and safety rules
- theft or fraud from either the School or fellow employees or deliberate damage to School property or that of fellow employees
- being under the influence of drink or illegal drugs at work
- disorderly or threatening conduct on School premises
- contravention of the equal opportunities and discrimination policy

- negligence resulting in serious loss, damage, or injury
- assault or attempted assault
- falsification of records
- conviction on a criminal charge
- breach of the School's policies or procedures

- **Appeals**

An employee may appeal against a disciplinary decision within five working days of receipt of the written decision. Such appeals are to be made in writing to the Chairman of Governors.

The appeal hearing will be convened as soon as is reasonably practicable. The appeal hearing will be held by a panel of no less than three Governors, none of whom has detailed previous knowledge of the case. Where new evidence arises prior to or during the appeal, the employee will be given access to any relevant information or evidence and will have the opportunity to make representations. The employee will have the right to be accompanied at any appeal hearing by a colleague or trade union representative. The employee will be informed in writing of the decision of the appeal hearing following the conclusion of the hearing. Such decision will be final.

- **Record Keeping**

A copy of all formal warnings will be retained on an employee's personal file but will be considered spent after the following periods:

- A note of an oral warning, after a period of six months;
- A copy of a first written or final written warning, after a period of twelve months.

- **Notes on the Disciplinary Procedure**

- **Representation:** as well as being accompanied by a representative/ colleague at a disciplinary hearing, the employee concerned will also be allowed time prior to such an hearing to discuss the situation with the representative in private.
- **Deputising in the event of absence:** in the event of absence of any of those involved, except for the employee who is the subject of the procedure, a deputy may take their place, provided that this will not jeopardise the likelihood of a fair outcome.
- **Other persons' involvement:** others who may be able to contribute towards arriving at a fair decision may be present at any stage of the procedure.

10.17 Grievance Procedure

Should an employee at any time have a grievance connected with his or her employment, it will be the School's intention to consider and resolve it at the earliest opportunity and to the satisfaction of all concerned, wherever possible. The procedure is not contractual but applies to all employees who should familiarise themselves with its provisions. All stages of this process will be dealt with without unreasonable delay.

Stage 1 Informal

An employee who has a grievance with any aspect of his or her employment should raise it initially with his or her immediate superior and the matter will be discussed informally and resolved where possible.

Stage 2 Formal

If no satisfactory resolution is possible or the employee considers he or she has not been fairly treated, he or she may raise it in writing with his or her immediate superior and it will be treated as a formal grievance.

When an employee raises a formal grievance, a meeting will be arranged as soon as possible. At the meeting the employee will have the opportunity to explain the grievance and how he or she thinks it may be resolved. Depending on the circumstances, the meeting may be adjourned in order for an investigation to take place. Where the matter needs to be investigated and/or the meeting adjourned, the employee will be given an indication of the likely timescale for receiving a response.

At the meeting the employee may be accompanied by a colleague or trade union representative of their choice.

The employee will be informed in writing of the outcome of the grievance and the reasons for the decision.

Stage 3 Appeal

If the employee feels that his or her grievance has not been satisfactorily resolved, or feels he or she has been unfairly treated, he or she may, within five working days of the written decision, appeal in writing to the Head (or the Deputy Chairman of Governors, were the grievance to be against the Head).

An appeal hearing will be convened as soon as is reasonably practicable, and will be heard by a panel of no less than three Governors, none of whom has detailed previous knowledge of the case.

At the appeal hearing, the employee may be accompanied by a colleague or a trade union representative of their choice.

Whenever possible, a decision of the appeal and the reasons for it will be given within ten working days of the hearing. This decision will be given in writing and will be final.

Notes on the Grievance Procedure

- **Waiving the procedure:** the procedure may be waived in whole or in part by mutual agreement. Such a situation may arise in the case of a collective grievance which might be more appropriately raised by the relevant representative at stage 2.
- **Time limits:** the time limits between stages referred to may be extended by mutual agreement.
- **Representation:** the relevant representation may attend/present the grievance on behalf of the aggrieved employee(s) from stage 2 onwards.
- **Deputising in the event of absence:** in the absence of any of those involved, except for the employee(s) with the grievance, a deputy may take their place.

10.18 Retirement Procedure

Policy Statement

- The School currently has no default retirement age applying to all staff although this will be reviewed from time to time by the School to reflect our business needs. We acknowledge that retirement is a matter of choice for individuals.

- It may be that for certain posts within the School, a default retirement age is necessary. If this is the case, it will be specified in your contract of employment or notified to you in writing. We will review whether any fixed retirement age remains necessary from time to time and will let you know if we consider this needs to change.
- We are proud to employ people of all ages and consider that age diversity is beneficial to the organisation. We are committed to not discriminating against employees because of age and adhere to the principles set out in our Equal Opportunities Policy.
- Employees are free to retire whenever they choose. Employees may wish to ask the School to consider alternative roles or working patterns, which may be agreed solely at the School's discretion. If eligible, they may make a formal request to work flexibly in accordance with the Flexible Working Policy.

Purpose of the policy

- This policy aims to create a framework for workplace discussions, enabling you to express your preferences and expectations with regard to retirement and enabling us to plan for our business.
- This policy does not form part of your contract of employment and we may amend it from time to time as we consider appropriate.

Discussing your future plans

- You or the School may want to discuss your short, medium and long-term plans, as the need arises. For example, a promotion opportunity may arise, or, if your circumstances change, you may want a different working pattern or to stop work altogether. We need to plan ahead, and so may indicate to staff from time to time that it would be helpful to know what their plans are. There is no obligation for us or you to hold workplace discussions about your future plans, but it may be mutually beneficial to do so.
- We will not make generalised assumptions that performance will decline with age, whether due to competence or health issues. Regardless of age, if we think there are problems with your performance or ill-health, these will be dealt with in the usual way, through the Capability Procedure.
- If a workplace discussion takes place for the purposes above, we will aim to make it as informal as possible.

During any workplace discussion:

- we will not assume that you want to retire just because you are approaching a certain age, such as state pension age;
- we will not make discriminatory comments, suggesting that you should retire on due to age;
- if you indicate that you are thinking of retiring, you are free to change your mind at any time until you have actually given notice to terminate your employment;
- your employment or promotion prospects will not be prejudiced because you have expressed an interest in retiring or changing work patterns;
- if you express an interest in moving to a more flexible working pattern or changing role, we will confirm that this is what you want before any action is taken which could affect your employment, such as a change to your role or responsibilities.

Giving notice of retirement

- If you have decided to retire, we would appreciate as much notice as possible. In any event you must give the School at least the notice you are obliged to give under your contract of employment.

Pension Arrangements

- If you decide to retire or would like the School to consider alternative patterns, you should take pension advice from your pension provider or a pension adviser. The School cannot give advice on the effect on your pension of either retirement or of amending your hours of work.

10.19 Whistleblowing Policy – see individual policy P4.3

Please refer to separate policy P4.3 (ISI 7b) Whistleblowing Policy.

10.20 Data Protection Policy – See separate Privacy Notices

Please refer to separate Privacy Notices P90.1, P90.2 & P90.3

10.21 Data Retention Policy

The School follows the guidelines laid down by Information and Data Records Management Society in its Records Management Toolkit for Schools (Version 4: May 2012). The School's policy is to retain records according to the following table:

Whole School Records	
Admissions register	6 years from date of last entry
Day pupil attendance register	Date of register + 3 years
Meal registers	Current year + 3 years
Newsletters	Current year + 1 year (except archives)
Visitors' book	Current year + 2 years (except archives)
Ofsted reports (no longer applicable)	Until subsequent report published
ISI reports	Until subsequent report published
Pupil Records	
Pupil files	DOB of pupil + 25 years
Except SEN files, reviews and IEPs	Can be kept longer if thought appropriate
Academic Records	
Public examination results (incl SATS)	Year of examinations + 6 years
Internal examination results	Current year + 5 years
Schemes of Work	Current year + 1 year
Timetable	Current year + 1 year
Mark books	Current year + 1 year
Record of homework set	Current year + 1 year
Pupils' work	Current year + 1 year
Special Educational Needs	

Statement (Education Act 1996 Section 324) or proposed/amended statement	DOB + 30 years
SEN advice/information to parents	Closure + 12 years
Accessibility strategy (for individual pupil)	Closure + 12 years
Safeguarding and Child Protection	
Child Protection files	DOB + 25 years
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded	Until the person's normal retirement age, or 10 years from the date of the allegation whichever is the longer
Staff records (excl financial)	
Staff personal files	Termination + 7 years
Interview notes and recruitment records	Date of interview + 6 months
Appraisal records	Current year + 5 years
Proofs of identity/address collected in DBS process	Kept on Single Central Record during employment (proof of identity kept in personnel file)
Disciplinary files (not involving Safeguarding issues):	
Oral warning	Date of warning + 6 months
Written or final written warning	Date of warning + 12 months
Case not found	Conclusion of case
Health and Safety	

Accessibility Plan	Current year + 6 years
Accident Reporting: Adult	Date of incident + 7 years
Accident Reporting: Child	Date of incident + 25 years
Accident/injury at work records	Date of incident + 12 years (unless serious)
COSHH	Current year + 10 years
Incident reports	Current year + 20 years
H&S Policy Statement	Date of expiry + 1 year
Risk Assessments	Current year + 3 years
Asbestos monitoring	Last action + 40 years
Radiation monitoring	Last action + 50 years
Fire log books	Current year + 6 years
Parental permission slip for school trips (no major incident)	End of trip
Parental permission slip for school trips (major incident)	DOB of pupil involved in incident + 25 years (slips relating to all pupils to be retained)
Financial Records	
Annual Accounts	Current year + 6 years
Loans and grants	Date of last payment on loan + 12 years
Contracts: under signature	Contract completion date + 6 years
Contracts: monitoring records	Current year + 2 years
Copy orders	Current year + 2 years
Budget reports and monitoring	Current year + 3 years
Invoices, receipts, other records covered by Financial Regulations	Current year + 6 years
Annual Budget and background papers	Current year + 6 years
Order books and requisitions	Current year + 6 years
Delivery documentation	Current year + 6 years
Debtors' records	Current year + 6 years
School fund:	Current year + 6 years

cheque books	Current year + 6 years
paying in books	Current year + 6 years (then review)
ledger	Current year + 6 years (then review)
invoices	Current year + 6 years (then review)
receipts	Current year + 6 years
Bank Statements	Current year + 6 years (then review)
Student aid applications	Until pupil leaves school
Petty Cash books	Current year + 6 years
MDS returns to DfE	Current year + 6 years
Timesheets & sick pay	Current year + 6 years
Salary records	Last date of employment + 85 years
Maternity pay records	Current year + 3 years
Pension contribution records	Current year + 6 years
Governance	
Minutes	Permanent
Agendas	Date of meeting
Reports	Date of meeting + 6 years
Instrument of Governance	Permanent
Trusts and Endowments	Permanent
Policy Documents	Whilst policy is operational
School Development Plan	Current year + 6 years
Property and Maintenance	
Title Deeds	Permanent
Plans	Permanent
Maintenance and contractors	Current year + 6 years
Leases	Expiry of lease + 6 years
Burglary, theft and vandalism report forms	Current year + 6 years
Maintenance log books	Current year + 6 years
Contractors' reports	Current year + 6 years

10.22 Anti-Corruption and Bribery Policy

Introduction

It is The Yehudi Menuhin's School's policy to conduct all of its business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. The Yehudi Menuhin School complies with the Bribery Act 2010 in respect of its conduct both at home and abroad.

The purpose of this policy is to:

- set out the responsibilities of The Yehudi Menuhin School, and of those working for us, in observing and upholding our position on bribery and corruption; and
- provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption The Yehudi Menuhin School could face an unlimited fine and damage to its reputation. We therefore take our legal responsibilities very seriously. In this policy, 'third party' means any individual or organisation with whom staff members come into contact during the course of their work for the School, and includes actual and prospective

pupils and parents, suppliers, business contacts, agents, advisers, and government and public bodies.

Who is covered by the Policy?

This policy applies to all individuals working for The Yehudi Menuhin School at all levels (whether permanent, fixed-term or temporary), and includes governors, volunteers, agents or any other person associated with the School.

What is Bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any business or personal advantage.

Gifts and Hospitality

This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

The giving or receipt of gifts or hospitality is not prohibited, if the following requirements are met:

- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- it complies with local law;
- it is given in The Yehudi Menuhin School's name, not in a staff member's name;
- it does not include cash or a cash equivalent (such as gift certificates or vouchers);
- it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;
- it is given openly, not secretly; and
- gifts should not be offered to, or accepted from, government officials or representatives without the prior approval of the Finance Director or the Head.

We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

What is Not Acceptable?

It is not acceptable for staff members (or someone on their behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that an advantage for The Yehudi Menuhin School will be received, or to reward an advantage already received;
- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that they know or suspect is offered with the expectation that it will obtain an advantage for them;

- accept a gift or hospitality from a third party if they know or suspect that it is offered or provided with an expectation that a business advantage will be provided by The Yehudi Menuhin School in return;
- threaten or retaliate against another staff member who has refused to commit a bribery offence or who has raised concerns under this policy; or
- engage in any activity that might lead to a breach of this policy.

Donations

The Yehudi Menuhin School only makes charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made in the School's name or on behalf of the School without the prior approval of the Finance Director or the Head.

Responsibilities

Staff, governors, volunteers etc. must ensure that they read, understand and comply with this policy. The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All staff members are required to avoid any activity that might lead to, or suggest, a breach of this policy. A staff member must notify the Finance Director or the Head as soon as possible if he/she believes or suspects that a breach of this policy has occurred, or may occur in the future. Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other staff members if they breach this policy.

Record-keeping

The Yehudi Menuhin School keeps financial records and has appropriate internal controls in place which will provide evidence of the business reason for making payments to third parties. All Employees must make their line manager aware and keep a written record of all hospitality or gifts accepted or offered, which will be subject to managerial review.

Staff members must ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with The Yehudi Menuhin School's expenses policy and specifically record the reason for the expenditure.

All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off-book" to facilitate or conceal improper payments.

How to Raise a Concern

Staff members are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. Concerns should be reported by following the procedure set out in our **Whistleblowing Policy (10.19)**.

Protection

Staff members who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. The Yehudi Menuhin School aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

The Yehudi Menuhin School is committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If a staff member believes that he/she has suffered any such treatment, he/she should use the School's **Grievance Procedure (10.17)**.

Training and Communication

Training on this policy forms part of the induction process for all new staff members. All existing staff members will receive regular, relevant training on how to implement and adhere to this policy.

10.23 Credit Card Policy – see individual Policy P4.9

Please refer to separate Policy document **P4.9 Staff Expenses & Credit Card Policy** which has replaced policy 10.9 Expenses and 10.23 Credit Card Policy.