

Yehudi Menuhin School
Stoke d'Abernon
Cobham
Surrey
KT11 3QQ

Tel: 01932 864739
<http://www.menuhinschool.co.uk/>

Policy Documents for Parents

2018-2019

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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

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

1.1 The Academic Curriculum – See P1.1 Curriculum Policy

1.2 The Music Curriculum – See P1.1 Curriculum Policy

1.3 Timetable Policy – See P1.1 Curriculum Policy

1.4 Private Study Policy – See P1.1 Curriculum Policy

1.5 Careers Policy – See P1.1 Curriculum Policy

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 PSHE 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

Introduction

Non-English-speaking pupils attending the School need to learn English not only to participate fully in school life but also because of its use as an international language of communication. English is also important for academic purposes, both for GCSEs while pupils are attending the School, and for the higher education courses they follow afterwards.

Because of the international nature of the School, EAL has a relatively high profile. For new pupils with little or no English, it is a core subject along with Maths and Music. For more advanced pupils already integrated into the mainstream curriculum, EAL is often a subject in its own right, leading to the Cambridge English for Speakers of Other Languages (ESOL) Examinations or International

English Language Testing System (IELTS) and Test of English as a Foreign Language (TOEFL). Although English is the predominant language of the School, the multicultural and multilingual backgrounds of both staff and pupils are perceived very much as assets rather than as disadvantages. As a result, the relationship between EAL and the other subjects is a two-way process. The traditional view is of the English teacher providing language support for pupils in their academic subjects but at The Yehudi Menuhin School all the staff are very aware of their pupils' needs and use their own subjects as vehicles for teaching English - support which is much appreciated! The other children also play an important part. It is quite natural to learn from one's peers, especially in a boarding school. Several of the other pupils have been in a similar position themselves and are willing to take the time to help and encourage those whose English is still weak.

The EAL Curriculum

There is no prescribed external syllabus for EAL and no consensus as to the exact order in which items of grammar, vocabulary etc. should be taught. Nor is there any consensus on the best teaching methods or approaches. What is taught and how it is taught depends on the learner and his or her own knowledge rather than on rigid adherence to a predetermined course of study. For these reasons, and because each pupil's academic grouping is not dependent on his or her level of English, a detailed course of study cannot be fully prepared until the pupils have been met and their individual needs assessed. Even then, their requirements will change depending on how much English they acquire outside the EAL classroom. Within a single academic year pupils can move up several levels. Consequently, a large part of the job of the EAL teacher is to check, revise, and build on what pupils already know as well as to provide new input.

However, although there is no fixed syllabus, there are a number of curriculum guidelines which can be helpful in identifying learning objectives and outcomes. In the field of ESOL, the Council of Europe's Common European Framework of Reference for Languages is a key specification. The University of Cambridge Local Examination Syndicate (UCLES) recognises this along with the objectives and frameworks adopted by the Association of Language Testers in Europe (ALTE). Therefore, the level of language required is quite clearly determined for those pupils following ESOL examination courses. The Adult ESOL Curriculum published by the Basic Skills Agency as part of the Skills for Life initiative provides a very specific outline of the learning outcomes expected in all four skills from Beginner (Entry) through to Advanced (Level 2). For junior pupils the AQA Jet Set Tests provide clear guidelines. As well as listing more general objectives and outcomes, the Department for Education's Framework for Teaching English provides quite specific teaching objectives, particularly at word and sentence level.

Wider Aims

Every course of study will have to take all these factors into consideration, although the overall goals will be the same for all pupils studying EAL. These are:

- to use English confidently in everyday situations with correct pronunciation and intonation;
- to master all four skills - reading, writing, listening and speaking, although to begin with the emphasis will be on oral skills;
- to have a basic understanding of English grammar;
- to be able to cope with mainstream classes and enter higher education;
- to foster a positive self-image and an awareness of English as key to wider educational opportunities.

Assessment and Evaluation

In addition to vocabulary tests and other learning checks, all pupils will be tested at least once a year, newcomers more often. These assessments are based on a variety of ESOL examinations

which have recently been placed within the National Qualifications Framework/Skills for life programme. Under this scheme beginners and elementary level pupils are classified within the Entry Levels 1, 2 and 3 while the Cambridge First Certificate is at Level 1 (GCSE lower levels) and the Advanced at Level 2 (GCSE A -C). Using this framework means that pupils can see where they fit in the overall scheme and measure their progress accordingly.

In line with School policy, reports for parents are written once a term and the pupils themselves receive a half-term profile. Therefore, twice a term pupils are encouraged to assess and evaluate their own progress. This is done by discussing test results, reviewing what has been learned and identifying areas where more work is needed so that individual learning targets can be set. The outcome of these discussions may be recorded on an evaluation form.

Teaching Methods and Learner Responsibility

Each course contains a number of elements: grammar, vocabulary, communicative functions, reading and writing. Sometimes lessons - or a series of lessons - will focus on one aspect, on other occasions there will be a more integrated approach. Because of the nature of language learning, topics are constantly revised and recycled, not only within a course but across courses as well. For this reason work on tenses, for example, is included at every level.

Because EAL is taught to very small groups, there is ample opportunity to meet the needs of individuals. Sometimes a weakness might be diagnosed, sometimes a pupil might ask for help in a particular area and sometimes teachers of other subjects might request specific input. This is often the case when relatively new pupils are following GCSE courses. Similarly, work with the D Group is frequently done after consultation with their classroom teacher. Consequently, since EAL has an important role to play in learning support, long-term forward planning is not always possible and lesson plans need to be flexible.

Classes generally follow a course book to provide continuity and focus but are mainly oral so that pupils have plenty of opportunities to speak and to listen. Pairs and small groups are encouraged to co-operate with each other in drills and discussion activities. Written work is usually set for homework. Because not everyone within the School does EAL, pupils have to take some responsibility for organising their own learning. This includes finding time to do their homework and to check new vocabulary. All students are encouraged to read and a small EAL library exists for this purpose.

Monitoring EAL Provision

The EAL teacher attends and contributes to academic staff meetings and attends and contributes to full staff meetings, and pupil review meetings.

The Director of Studies works with the EAL teacher in integrating the EAL timetable within the overall school timetable.

1.10 Policy for Pupils with Special Educational Needs or Disabilities

Introduction

This policy has regard to the *Children and Families Act 2014* and the *SEN and Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*.

The policy of the School is to treat all pupils equally and fairly. The School considers every pupil to be an individual and encourages their strengths and develops any weaknesses. In one sense, it

would be true to say that all pupils at The Yehudi Menuhin School have special educational needs, since they have a special musical talent and potential which can be developed and fulfilled only in a very special school environment. To this end individual timetables are constructed for every child, tailored to meet their individual needs, both musical and academic.

In such a small school, pupils are discussed in depth every day, whether informally in the staff room, or more formally in staff meetings. It is therefore relatively easy to monitor and review the progress of pupils in the School. A termly meeting is held of the full staff (both academic and music) to review the progress and behaviour of every pupil within the School, so that trends and patterns can be noted early and suitable action taken. For those staff unable to attend, prior notes can be submitted to the Head or Director of Music. Confidential full minutes of the meeting are kept in the School Office and can be consulted on request.

If any pupil is reported as having a special educational need, a Case Conference (involving the Head, Director of Music, Director of Studies, Tutor, Houseparent and other relevant staff) is convened and an action plan drawn up.

- **Pupils with specific learning difficulties or disabilities**

The School has an excellent relationship with a qualified Educational Psychologist so that any pupil who requires assessment can be speedily referred and an action plan for any remedial assistance drawn up.

Pupils with any learning difficulties are integrated into as much of the curriculum as possible, as the small classes makes it much easier to provide whatever individual care and attention they may require. An Individual Education Plan is drawn up for all pupils identified as having a specific learning difficulty or disability and is reviewed at regular intervals.

- **Pupils with a physical or medical condition**

If any pupil suffers from a physical disability, a special room on the ground floor of Harris House has been equipped with suitable alarm and toilet facilities adjacent. The doors allow for wheelchair access. In addition, all buildings constructed since 1997 are compliant with disability legislation and stairs to the latest ambulant disabled specification.

- **Pupils with behavioural issues or who need special support at any particular time**

For most pupils the School's strong pastoral system (Tutors, Houseparents and Senior School Nurse) means that problems can be addressed quickly and satisfactorily, without seeking outside help. In some cases, an appointment with the School Doctor may be appropriate. However, where more specialist input is needed, the School has forged close links with the Surrey Child and Adolescent Mental Health Service (CAHMS) and can refer pupils for confidential counselling once permission has been obtained from parents.

- **Pupils for whom English is not their first language**

See **EAL Policy (1.9)**.

Provision for pupils with an Education, Health and Care (EHC) Plan

If difficulties, whether learning, physical or behavioural manifest as severe, and despite in-house support, little or no academic progress is seen to be made, the Local Education Authority will be

asked to assess the child. If the pupil is then issued with an EHC plan, the Local Education Authority will name the school it considers to be the most appropriate provider of the child's continuing education. The School will liaise closely with both the LEA and the child's parents throughout this process to ensure that the most appropriate decisions are made.

1.11 Equal Opportunities Policy

This policy pays particular regard to the protected characteristics set out in the Equality Act 2010.

The School is an international family. Our policy is not to discriminate against anyone because of gender, pregnancy or maternity, race, religion or belief, cultural background, linguistic background, sexual orientation, gender reassignment, or special educational needs or disabilities. The School will take every possible step to ensure that all pupils are treated equally and fairly and have an equal opportunity to learn, make progress, and participate fully in the life of the School and take advantage of all the opportunities which are available to them.

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 2017-18. 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

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

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

2.3 Staff Behaviour Policy

The small size of teaching groups and one-to-one teaching put staff in a privileged and responsible position with regard to the pupils. However, for their own safety, staff should be aware at all times of their vulnerability, of the sensitive nature of any one-to-one situation and of the way in which words and actions can be misinterpreted or misunderstood. The **Code of Conduct for Instrumental Teachers (2.4)** contains useful guidance for all staff.

- Physical contact with pupils should be avoided where possible, and lessons conducted in timetabled periods should be in school classrooms.
- Resident staff should wherever possible entertain groups of pupils and not individuals in their private accommodation.
- Boarding staff should be sensitive when entering pupils' bedrooms and always knock and wait for an answer before entering.
- Teaching staff should not enter boarding accommodation, for example, to look for a pupil who is absent from a lesson. The correct procedure is to check first in reception whether a pupil is legitimately absent (for example, because of illness). If there is no obvious reason for the absence, staff in reception will contact the relevant member of the boarding staff who will then check the boarding accommodation.
- In the event that teachers have no option but to search for a pupil themselves, they should ensure that they are accompanied by another member of staff or by a pupil of the same gender as those accommodated in that particular boarding area.
- Where it is unavoidable that a member of staff provides either transport or accommodation to a pupil, he or she should ensure that the School is aware of the arrangements on each and every occasion. The pupil's parents or guardians should confirm that they are aware of and happy with what has been arranged.
- Staff should beware of engaging in inappropriate electronic communication with pupils.
- Personal mobile phones should be used to contact pupils **only in emergencies**.
- Staff must ensure that they use their school email account when sending messages to pupils (which should, again, be the pupil's school email account).
- The School advises any member of staff against linking with any pupil through Facebook or any other social networking website. If a member of staff wishes to use such a site for professional purposes, it should clearly be a professional page, without any personal information or non-professional photographs. See **e-safety Policy for Staff (2.7)**.
- Anyone concerned about the activities of another member of staff should make sure that they are aware of the procedures contained in the **Whistleblowing Policy (10.19)**.

2.4 Code of Conduct for Instrumental Teachers

The one-to-one nature of instrumental teaching puts staff in a privileged and responsible position with regard to the pupils. However, for their own safety, staff should be aware at all times of their own vulnerability, of the sensitive nature of any one-to-one situation and of the way in which words and actions can be misinterpreted or misunderstood.

These guidelines follow the principles of those issued by the **Incorporated Society of Musicians**. They are designed to protect you, your pupils, and your teaching. They apply, as appropriate, both to teaching both in term time and (as appropriate) during the holidays.

Conduct during lessons

- Always teach in public rooms (studios), never teach in bedrooms or private rooms.
- Never teach with curtains closed in these rooms, even if you are teaching in the evenings.
- Although it is generally the rule that all forms of physical contact between teacher and pupil should be avoided, there will be occasions when it is both appropriate and necessary. This can involve demonstration of techniques in music, the administration of First Aid or when a pupil is in distress and needs comforting. Teachers need to use their own professional judgement to decide when this is appropriate. Staff should also remember that the most innocent and well-intentioned contact can sometimes be misconstrued, particularly by pupils who are in their adolescent years. If physical contact is essential to communicate or demonstrate some physical aspect of performing, the teacher must always asked the pupil's permission first. Parents are made aware of this policy when their child joins the School (in the Parent Contract).
- It should not normally be necessary to photograph or film a child
 - If you think it is necessary to photograph or film a child for any reason, your reasons should first be discussed with the Director of Music.
 - No photographs should be taken, or film shot, until the School has received written permission from the parents of the child concerned and the agreement of the child himself or herself.
 - If photographs or film are needed, for example, for any kind of publication (for example, in a teaching manual), the School should be given full details and will discuss this with both the parents and with the child to gain their full assent.
 - No photographs or film taken of pupils in connection with teaching may be published on the internet or otherwise distributed (unless as discussed in the point above).

Communication

- Staff should beware of engaging in electronic communication with pupils which might be deemed inappropriate.
- Staff should not use personal email accounts when communicating with pupils. A school email account has been provided to staff for this purpose.

- 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.
- However, 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.
- Personal mobile phones should be used to communicate with pupils **only in emergencies**.

Teaching at Home

- The School's expectation is that, in term time, all instrumental lessons will take place in School.
- If, in exceptional circumstances, you must teach a pupil at your own home, it is recommended that parents accompany their child and, if possible, attend the lesson.
- If you need to teach a lesson at home and parents do not intend to remain for the duration of the lesson (even if they deliver the child to your house), in advance of each and every occasion:
 - pupils' parents must send the School their explicit permission.
 - you must supply the Head with full details of the pupils involved, the time and location.
- It is advisable for you to arrange for another adult to be present in the house for the duration of the lesson.
- Please note that if you wish to teach a pupil in School **during the holidays**, you should:
 - consult the Finance Director to ensure that a room is available
 - check that the Finance Director or another member of the Leadership Team will be on site
 - report in at Reception both before and after the lesson.

Safeguarding

- The rights of all pupils as individuals should be respected. Confidentiality of personal information must be maintained at all times, except where disclosure of information is deemed necessary to safeguard the welfare of a child.
- Members of staff support pupils best if they themselves adopt high professional standards. Care needs to be taken over becoming over-familiar with children in having conversations of types which could be misconstrued and by avoiding situations in which a young person is alone for long periods with a member of staff.
- Members of staff should not offer accommodation to pupils (or transport, except for official school functions) unless in exceptional and urgent circumstances. Where this is unavoidable, he or she should ensure that the School is aware of the arrangements on each and every occasion. The pupil's parents or guardians should confirm to the School that they are aware of and happy with what has been arranged.

- Use common sense in all matters
- If you have any suspicions that anything inappropriate is happening to a child, you should, in the first instance contact the Designated Senior Person for Child Protection (the Senior School Nurse) or in her absence the Head.
- Make sure you have read and understood the School's **Safeguarding and Child Protection Policy (2.2)**.

2.5 Guidelines for the use of Deputy Instrumental Teachers

If a principal teacher is going to be absent and cannot make up the missed lesson, he or she should make every effort to ensure that his or her teaching can be covered either by an existing member of staff or by a deputy on the School's approved list who has already undergone full recruitment checks (including checking of CV, interview with the Head, two references, direct contact with referees, DBS clearance and safeguarding induction).

The School requires all its deputy teachers to join the DBS Update Service (which must be done within 19 days of the clearance certificate being issued).

The School will use the Update Service to check the status of the deputy's DBS clearance on each and every occasion they are deputising at the School.

This policy is linked with the **Recruitment, Selection and Disclosure Procedure and Policies (10.2)**.

2.6 Policy for staff in case of the need for physical restraint

Physical restraint should be used only in **exceptional** circumstances and only when all other options have been explored. Staff will be made aware if it is known that a particular pupil is likely to be confrontational and aggressive; they will have been advised on strategies to deal with incidents that may occur. Staff should also be aware of the Medical Conditions list which indicates those pupils with specific medical needs that render the use of force entirely inappropriate. The inappropriate use of force by staff could leave them open to disciplinary proceedings. However there are occasions when it might be necessary to intervene to prevent a serious incident. Where staff judge that they should intervene by the use of physical restraint, they should make every reasonable effort to summon assistance as soon as possible.

It is permissible for staff to use 'reasonable force' when:

- action is necessary in self-defence
- a pupil is committing a criminal offence, whether or not the pupil concerned has reached the age of criminal responsibility;
- there is a risk of pupils injuring themselves or others;
- causing damage to property, including their own property; and
- engaging in any behaviour which has a negative impact on maintaining good order and discipline at the School or on other pupils, whether that behaviour occurs in the classroom during a teaching session or elsewhere.

Reasonable Force

The School has regard for the following DfE documents:

Keeping Children Safe in Education (September 2016)

Working Together to Safeguard Children (2015)

Use of reasonable force (2013)

Reasonable force has no legal definition but it can only be used where the situation warrants it and must be in proportion to the seriousness of the incident. In any incident the teacher should first tell the pupil to stop (unless there is an immediate danger) and what will happen if he or she does not. If restraint becomes necessary, as the incident progresses the teacher should continue to communicate with the pupil and indicate that restraint will stop as soon as it ceases to be necessary. A calm and measured approach is essential and teachers should never give the impression that they have lost their temper. Teachers should not intervene when to do so would put themselves at risk (when facing a bigger pupil, a pupil carrying a weapon or where there are a number of pupils involved). In this situation other pupils should be removed and help should be summoned.

Actions that may be taken are:

- physically interposing between pupils
- blocking a pupil's path
- holding
- pushing or pulling
- leading a pupil by the arm or hand
- shepherding a pupil away by placing a hand in the centre of the back

Only in extreme cases may more restrictive holds be used. Even then the following should be avoided:

- anything that might restrict a pupil's ability to breathe
- a blow of any kind
- tripping
- pulling by hair or ear
- holding a pupil face down on the ground
- anything that might be interpreted as indecent

Recording of Incidents

On any occasion when force has been used by a teacher to restrain a pupil the incident should be fully recorded and a copy lodged with the Head. In the event of an injury occurring, this should also be detailed in the report. The teacher involved should always retain a copy. The parents should be informed of the incident by the Head, or another member of the Leadership Team, as soon after the incident as possible. They should be made aware that it may be necessary for the incident to be followed up by other disciplinary action or appropriate pastoral support.

Other Forms of Contact

Although it is generally the rule that all forms of physical contact between teacher and pupil should be avoided there will be occasions when it is both appropriate and necessary. This can involve demonstration of techniques in music, sports or other lessons, the administration of First Aid or when a pupil is in distress and needs comforting. Teachers need to use their own professional judgement to decide when this is appropriate. Staff should also remember that the most innocent and well-intentioned contact can sometimes be misconstrued, particularly by pupils who are in their adolescent years.

REMINDER TO STAFF OF DOs AND DON'Ts

DO

- Know the procedures within the School's guidelines for the use of physical restraint.
- Discuss these with a member of the Leadership Team if you are unsure of any point.
- Be aware of any pupils who have been physically restrained before and what happened.
- Send for adult help early if things begin to get out of hand and restraint seems likely.
- Assess the situation before acting.
- Stay calm – do not over-react.
- Use minimum restraint for minimum time.
- Report the incident to the Head, or another member of the Leadership Team, as soon as possible and write a report about what happened.
- Remember your professional obligations to all pupils in your care.

DON'T

- Place yourself at risk: do not attempt to restrain a pupil who obviously carries a 'weapon'.
- Attempt to restrain a pupil if you have lost your temper.
- Allow the situation to get out of control.
- Use excessive force.
- Place yourself at risk of false allegation: avoid being alone with any pupil.

The School does not allow any form of corporal punishment.

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

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

These policies have regard to DfE guidelines *Behaviour and Discipline in Schools* (January 2016).

3.1 Expectations and Rewards Policy

All pupils are expected to listen, understand and respect the views of every member of the community. This brings with it a responsibility to each other which is fundamental to the relationship between staff and pupils. The School encourages from the very earliest years a strategy of self-discipline in every pupil. As a very large proportion of the pupils intend to embark on a career in music, it is important to instil good habits of work and behaviour which are internally driven and not necessarily externally applied.

There are however a small number of rules for the smooth running of the community and the protection of the pupil.

- Good behaviour and consideration of others is expected in such a small community.
- Good academic work is rewarded by merits and distinctions, and a certificate is awarded once a pupil has gained ten merits.
- Good behaviour is rewarded with extra privileges and other relaxations.

However, sanctions are applied for consistent poor behaviour, with extra work set or the removal of privileges.

A consistently good standard of behaviour should be expected from the pupils at all times.

3.2 School Rules

The School expects pupils:

- to respect the needs and feelings of others.
- to act in ways that do not hinder the well-being, actions, beliefs or property of others or yourself.
- to take care of the environment in which you live.
- to respect the instruction of the School staff.
- to dress appropriately – for example, no bare midriffs - and wear sensible shoes – no flip flops or slippers outside the boarding areas.
- to be punctual.
- to complete work you are asked to do.
- to take care of other members of the community, particularly those younger than you, and new pupils.
- to sign out if you leave the School. Please note that permission must always be obtained from House staff first.
- if you are in the D Group, to tell House Staff where you will be during your free time, especially when you move from one part of the school to another.

The School needs to know where pupils are at all times and that you are safe. Therefore, unless you have permission from a member of staff, pupils are not allowed:

- to miss lessons (which includes sports and swimming lessons), lunchtime concerts, or morning meetings
- to be absent at mealtimes
- to be late for your check-in times in the evening before bed-time
- to be off the school site without permission – you must always have permission and sign out
- to watch a DVD/TV, to play computer games or use social media during practice or academic time

In addition:

- after lights-out times and before wake-up times you are not allowed to leave your boarding area without permission.
- girls and boys are not permitted to be in each other's boarding areas at any time.
- exclusive relationships are discouraged and intimate physical contact between pupils is not allowed.
- you are not permitted to remove anything from anyone else's possession without their consent.
- you are advised not to borrow from or to lend money to other pupils.
- no food (including chewing gum) or drink may be taken into teaching rooms, classrooms or any public rooms.
- you are not allowed to take any medication unless instructed to do so by the Senior School Nurse.
- no alcohol may be brought into the School at any time; alcohol may only be consumed on or off the School premises with specific permission from a senior member of staff
- no smoking is allowed at any time during term-time, on or off the School premises (this includes the use of e-cigarettes).

- no involvement whatsoever in drugs is permitted as this is illegal.
- you must not do anything which will bring discredit on the name of the School.

3.3 Sanctions Policy

The School allows each pupil to develop individually as much as is possible without impinging upon the happiness and well-being of others in the community. We aim to encourage self-discipline, good manners, and consideration for others. Guidelines for how we expect pupils to behave, to ensure the smooth running of the community and the safety of each individual within it, are issued to all staff, parents and pupils. Should an occasion arise where the behaviour of a pupil is considered inappropriate, dangerous or unacceptable, it may be necessary to impose a sanction. The purpose of the sanction is to help the pupil to learn to take responsibility for his or her actions and to reinforce the disapproval of the Staff.

Our sanctions policy can only be deemed effective if its implementation results in fewer incidents of unacceptable behaviour. To this end, all members of staff have a role to play in helping pupils alter their patterns of behaviour. This is a responsibility which falls in particular to Tutors, House staff and the School Nurses.

The School recognises its duty under the Equality Act (2010) to ensure that this policy is applied appropriately in the case of pupils with special educational needs. In particular, consideration will be taken of any relevant mitigating factors which might result from their special educational needs. If a sanction is deemed appropriate, care will be taken to help pupils understand why their behaviour may have been unacceptable, why a sanction may be necessary, and how they could modify their behaviour in the future.

Sanctions may include:

- Curtailment of privilege (e.g. early bedtime/ removal of free time/confining to the school grounds/exclusion from concert trips)
- Tasks which help the community (community service)
- Extra work to be done in free time (catch-up)
- Letter to parents informing them of misbehaviour.

For serious offences it may be necessary to exclude a pupil from the School either for a limited period or permanently.

The issue of all sanctions **must** be recorded in a sanctions log kept in the House Log Books. These will be discussed with the Head, either in his weekly meeting with the Houseparents, or at the weekly Resident Staff Meeting.

Serious disciplinary offences which result in either temporary or permanent exclusion must also be logged in the Serious Disciplinary Offence book, held by the Head. These records should include the pupil's name and year group, the details and date of the offence, and the sanction imposed. The central record is an important way for the School to identify any trends and patterns of behaviour.

It is the responsibility of **every** member of staff to deal with indiscipline **immediately** and to report serious breaches to the Head.

Appropriate sanctions for malicious allegations made by pupils against staff

If a pupil is found to have made a malicious allegation against a member of staff, the Head will consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion, as well as referral to the police if there are grounds for believing that a criminal offence may have been committed.

3.4 Corporal Punishment Policy

Under section 131 of the School Standards and Framework Act 1998 corporal punishment is prohibited within the School. The School has never condoned the use of corporal punishment. Physical intervention is only allowed when there is serious risk to a pupil's health and safety. See **Policy for staff in case of the need for physical restraint (2.6)**.

3.5 Dangerous Substances Policy

The School's lengthy selection process is designed to identify pupils who will benefit from the education provided by the School and who will be willing to live in accordance with the School's expectations, both in terms of their musical and academic progress, and in terms of their behaviour and acceptance of the way in which the community functions. If pupils are unable to conform to the School's expectations, it may be necessary to decide whether the School is still the right place for them to pursue their education and training.

If a pupil is found taking alcohol or drugs, the circumstances of the incident will be fully investigated. The School policy towards dangerous substances takes into consideration:

- the need to provide a disciplined community in which parents have full confidence that their child is being protected from access to alcohol and illegal substances.
- the need to protect the health and welfare of everyone in the community.
- the need to support and uphold the laws of the UK.

The use of drugs, unless prescribed by the School Doctor or Senior School Nurse, is illegal, and any involvement in drugs is deemed a major breach of School Rules. Disciplinary action will take into account the individual circumstances, but pupils buying or selling drugs will face permanent exclusion from the School and the likelihood of criminal investigation.

No alcohol may be brought into the School at any time; alcohol may not be consumed on or off the School premises, unless at a social event with specific permission from a senior member of staff. If pupils are found drinking, or under the influence of, alcohol, their parents will be informed immediately, they will give up their free time to receive education on the dangers of excessive alcohol consumption, and they will face the removal of privileges and a period of community service. Pupils who fail to respond to such measures may face temporary exclusion from the School.

If pupils are discovered smoking (or to have been smoking), their parents will be informed immediately and they will give up their free time to undergo a period of anti-smoking education. Repeat offences may warrant a period of community service and/or the removal of privileges.

3.6 Search and Confiscation Policy

This policy has regard to the following DfE document: *Searching, screening and confiscation* (February 2014).

Search

- If School staff suspect that pupils are in possession of an item which is banned by the School's rules, they will ask for their consent to search them and their possessions. If pupils refuse to comply with a request, for example, to disclose the contents of their pockets or bag, the School is entitled to apply an appropriate sanction (see **Sanctions Policy (3.3)**).
- However, if the School suspects that pupils are in possession of a prohibited item (as identified in DfE guidelines), the Head, or staff authorised by him, reserve the right to search pupils or their possessions without their consent.
- Prohibited items are: knives and weapons, alcohol, illegal drugs, stolen items, tobacco and cigarette papers, fireworks, pornographic images, any article that has been or is likely to be used to commit an offence, cause personal injury or damage to property, or any item banned by the school rules which has been identified in the rules as an item which may be searched for.
- **Unless there is an immediate risk of serious harm being caused**, any search will be carried out by a member of staff of the same sex as the pupil being searched and in the presence of another member of staff of the same sex.

Confiscation

- School staff may confiscate any prohibited item found as a result of a search. They may also confiscate any item, however found, which they consider harmful or detrimental to school discipline.

Dealing with electronic devices

- Where staff conducting the search find an electronic device they may examine any data or files on the device if they think there is a good reason to do so. Following an examination, they may erase any data or files, if they think there is a good reason to do so.
- 'Good reason' means having a reasonable suspicion that the data or file on the device has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
- If inappropriate material is found on the device, the Head will decide whether the material should be deleted, retained as evidence (of a criminal offence or a breach of school discipline) or is of such seriousness that it requires the involvement of the police.

4.0 Pastoral Policies

4.1 Statement of Boarding Policy and Practice

Philosophy

The School is committed to safeguarding and promoting the welfare of boarders while they are accommodated at the School. The School has many pupils from overseas, who spend extensive periods of time away from their families and home, and who may be experiencing an entirely new culture at the same time as learning a new language. We, as adults, are privileged to be entrusted with the care and education of these young people. Our aim is to provide for every child that care and understanding and that sense of security which is the essence of a supportive family.

We believe that everyone in the community has a responsibility to care for and encourage each other, and we expect all staff, because of their concern for the pupils, to be involved in pastoral care. All staff, whether music, academic or pastoral, have an important contribution to make and an opinion worthy of consideration. Each member of staff is part of a team. Their personal fulfilment, the fulfilment of the pupils, and ultimately the success of the School, depend on the whole team working towards our common vision.

Boarding Policy and Practice are monitored in standing agenda items at both Full Council (Leadership Team Report) and Education Committee (Head's Report on Pastoral Issues) meetings.

The Boarding Family

The boarding houses are the heart of the School. Pupils are cared for by a team of experienced and qualified staff. We are dedicated to the needs of the boarders, not only as a group but as individuals. We bear in mind the home circumstances, interests and personal needs of every child, and aim to help them gain as much as they can from boarding with us. The family ethos, so important to Lord Menuhin, is central to the boarding experience. We want our boarders to feel cared for, to have fun, and to think of boarding as a 'home from home'. Our boarders learn a sense of independence as well as an understanding of others and their needs. They discover how to value and reciprocate the goodwill of others and appreciate how to live together as a community.

Each House is run by a resident Houseparent together with a team of House Tutors, some of whom are also resident. Houseparents are responsible for the induction of new House Tutors and, in liaison with the Head, for recommending external training where appropriate.

The resident Housemaster of Harris House is assisted by his wife and a team of non-resident House Tutors. Harris House accommodates all the older boys. The resident Housemistress of Music House is assisted by a resident Assistant Housemistress, two resident House Tutors, and other non-resident staff who undertake evening boarding duties. Music House accommodates the youngest pupils and all the girls in single, double and triple rooms. The Housemistress also acts as Senior School Nurse and is assisted in this role by the non-resident Assistant School Nurse. Our aim is to provide comfortable, homely surroundings which the pupils can identify as a place of their own.

The School sets itself the aim of not merely meeting but surpassing the targets set by the National Minimum Standards for Boarding. The welfare, safety, and happiness of all pupils is paramount.

4.2 Boarders' Induction and Support

Houseparents give a comprehensive briefing to all new students on their arrival about general expectations of conduct, general procedures, rooming arrangements, School and House rules and the general shape of the School week. Where possible these briefings happen with their own parents/guardians.

Induction packs include the timetable, pupil handbook and a handy card on which essential contact details and phone numbers are printed.

It is recognised that new pupils may well be overwhelmed in their first few weeks, and so all new boarders are assigned two mentors, one who plays the same instrument and within their academic year-group. In most instances one of these mentors will also share a bedroom with the new boarder. Mentors are trained by Houseparents and given advice and guidance on how to support boarders, including guidance on helping new boarders follow procedure, familiarise themselves

with the layout of the school, manage their timetable and identify whom to approach for help. A mentor guide is given to all mentors. Mentoring, in principle, is for the duration of a pupil's time in the school, but in practice pupils quickly find their own way and integrate themselves into broader friendship groups.

4.3 Guardianship policy – see individual policy

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

There is no school uniform, but pupils are expected to wear appropriate clothing which is clean and in good repair: e.g. jeans with holes in them are not acceptable. All pupils are expected to have suitable concert dress. A clothes-list is issued to every new pupil.

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

Three meals are provided every day:

Breakfast	7.20am (8.00am Saturday; brunch 10.00am to 1.15pm Sunday)
Lunch	12.25pm (brunch 10.00am to 1.15pm Sunday)
Supper	6.30pm

Meals are cooked on the premises and vegetarian meals are always provided. Pupils on a special diet are catered for if necessary. Snacks are also provided at 10.25am, 4.15pm and 8.00pm. The emphasis is on wholesome fresh food with plenty of fruit and fresh vegetables.

Pupils are required to attend all meals. Registration of boarders takes place at breakfast and supper.

It is essential that pupils are released from class/instrumental lessons on time for meals. Staff are required to set a good example by being punctual themselves.

Staff should inform the caterer well in advance if they are planning not to attend a meal for which they are usually booked in.

4.8 Supervision of Pupils Policy

Staff should have a mobile phone with them at all times when on duty within the School.

Where older pupils have any supervisory responsibilities for younger pupils, a member of staff must always be readily available and in overall charge.

A Residential Duty Staff Rota is drawn up each term to ensure that there is weekend and evening cover in the house at all times. There should be at least two house staff on duty in the School at any one time, in case of an emergency which may cause one of them to be called away to cope with a problem.

It is the duty of all staff to supervise and monitor the behaviour of pupils throughout the school day, including lunchtimes and morning and afternoon breaks.

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

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.

General statement of policy

The Governors of the School recognise and accept that it is their responsibility, as far as it is reasonably practical, to ensure the provision of safe and healthy conditions in the working environment (a) for **all** staff to carry out their posts and responsibilities safely, (b) for all visitors and contractors, and (c) for all pupils to live, work and learn comfortably and safely. They accept the responsibility to take all practical steps to secure the health and safety of staff, pupils, contractors and all others using the School premises.

The Governors believe that only the adoption of safe methods of work and good practice by every individual can ensure the personal health and safety of everyone. The Governors will take all reasonable steps to identify and reduce hazards to a minimum, but all staff and pupils must appreciate that their own safety and that of others depends on their individual conduct and vigilance while on the School premises.

A successful health and safety policy therefore depends on the cooperation of all in the School, and the Governors encourage all staff, who themselves have a duty under the Health and Safety at Work etc Act 1974, to take reasonable care for their own safety and for that of all others who may be affected by their actions or omissions at work.

Responsibilities

The Head on behalf of the Chairman of Governors is responsible to the Governors for ensuring compliance with Health and Safety arrangements at the School. The Head will take all reasonably practicable steps to meet his responsibilities and particular attention will be paid to the duties placed upon the Governors, as employers, to provide the following:

- plant, equipment and systems of work that are safe and without risk to health;
- facilities for the safe use, handling, storage and transport of articles and substances;
- sufficient information, including instructions supplied by manufacturers, and relevant training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- a safe and healthy place of work and safe access to and egress from it;
- provision and maintenance of a safe and healthy working environment with adequate facilities and arrangements for employees' welfare at work.

The Finance Director, as School Safety Officer, ensures that:

- all appropriate legislation, safety directives, procedures and safe working practices are incorporated into the School's policy, and that all areas of the School are kept informed of any changes in legislation.
- the School's Health and Safety Policy Statement is in line with legislative requirements.

- the Governors are advised on all aspects of health and safety legislation, regulations, codes of practice and safe working practices.
- all accidents resulting in injury to employees, pupils and members of the public or damage to plant or equipment are investigated, the cause determined and preventative action recommended where possible.

The Estate Manager, Senior School Nurse, Director of Studies, Director of Music and Hall Manager

- are responsible for the day to day management of health, safety and security in accordance with the School's policy in those areas of the School designated to them and for activities under their control.
- will regularly review procedures ensuring adequate assessments of health and safety risks are incorporated.
- will ensure that all staff, visiting teachers, other visitors and pupils are aware of such procedures and that the necessary action is taken to implement them.

The Duties of Staff

All staff must make themselves familiar with the requirements of the Health and Safety at Work etc Act 1974 and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- take reasonable care for their own health and safety and any other persons who may be affected by their acts or omissions at work.
- as regards any duty or requirements imposed on the School, co-operate with the School so far as is necessary to enable that duty or requirement be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk. In particular all members of staff will:

- be familiar with the safety policy and any other safety regulations as laid down by the Governors
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively by both staff and pupils
- see that all plant, machinery and equipment is adequately guarded
- see that all plant, machinery and equipment is in good and safe working order
- use the correct equipment and tools for the job and any protective equipment or safety devices required
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- report any defects in the premises, plant, equipment and facilities which they observe
- take an active interest in promoting health and safety and suggest ways of reducing risks
- complete **risk assessments** on all activities undertaken within the classroom, outside the classroom, and on school trips.

Consultation with employees

Employees and pupils are encouraged to raise Health and Safety issues in different forums:

- Notes of the regular meetings of the Health and Safety Committee (Head, Finance Director, Estate Manager and Estate Assistant) are posted on the staff notice-board and feedback sought.

- Staff may bring up Health and Safety issues at weekly notices, termly full staff meetings or with any individual member of the Leadership Team.
- Boarding staff bring up issues at weekly Resident Staff Meetings.
Pupils may bring up issues at weekly House meetings and in termly School Council meetings.
Maintenance Request Forms allow for identification of any issues that pose a risk to Health and Safety and must be dealt with urgently.

Monitoring and Reviewing

Health and Safety issues are monitored and reviewed by:

- Health and Safety Committee weekly meetings (Head, Finance Director, Estate Manager)
- Pastoral Heads weekly meeting (Head, Housemaster and Housemistress)
- Governors' Risk Committee (meets termly)
- Education and Pastoral Care Committee (meets twice yearly)
- Full Council (meets termly)

Training

Health and safety training is critical in order that all members of staff understand how to manage the potential hazards associated with their roles. It is provided for all new members of staff as part of the induction process. In particular new staff receive training in safeguarding, risk assessment and fire safety. First aid, minibuses, swimming safety, working at heights, and manual handling training is arranged as necessary. Job specific training is provided to all of the teaching and support staff as required. Staff who work in isolation have their attention drawn to the lone working policy. Menuhin Hall stewards and volunteers are given specific training in their roles. Catering and cleaning are subcontracted and the sub-contractors take responsibility for training their staff. The School keeps records of all training and arranges required refresher training at regular intervals.

5.2 Risk Management Policy – see individual policy

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

Procedures and contacts can be found in the **Crisis Management and Disaster Recovery Plan (5.23)** and the **First Aid, Health Care and Medicines Policy (5.5)**.

5.5 First Aid, Health Care and Medicines Policy

First Aid

Adequate and appropriate first aid provision will be available at all times whenever pupils and/or staff are on school premises and when pupils and staff are engaged in off-site visits and activities.

The policy is intended to ensure that the school complies with relevant first aid legislation and guidance including:

- Health and Safety (First Aid) Regulations 1981
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992
- Guidance on First Aid for Schools 1998

Roles and Responsibilities

The Governing Body has overall responsibility for all health and safety matters, including first aid arrangements, at Yehudi Menuhin School, devolved as follows:

- The Finance Director and the Head are responsible for assessing and managing first aid provision within the school
- The Health and Safety Committee is responsible for monitoring accident statistics and for reviewing the first aid policy

- The School Nurses are responsible for:
 - Dealing with injuries and illness
 - Maintaining records of treatment given
 - Arranging first aid training for staff
 - Maintaining first aid training records
 - Organising provision and replenishment of first aid equipment
- All staff are responsible for the welfare of pupils at all times both in school and during off-site activities and visits. Staff should use their best endeavours at all times, particularly in the event of an accident or emergency, to secure the welfare of pupils

Implementation

First aid arrangements should be based on a comprehensive first aid risk assessment, reviewed on a continual basis with formal review at least once a year.

The school will provide an appropriate number of qualified first aiders who have completed a 3-day First Aid at Work course (updated every 3 years), based on the risk assessment. Qualified First Aiders are Ann Sweeney (Senior School Nurse), Christine Owen (School Nurse) and Brian Harris (Estate Manager). Instruction, information and training will be provided to all staff concerning procedures to be followed in the event of any accident or illness with refresher training as necessary and at least every 3 years (see Appendix 1).

The Senior School Nurse will maintain a record of first aid training undertaken by staff.

Appropriate first aid materials, equipment and facilities will be available at all times when pupils are on site. First aid equipment will be clearly and correctly labelled and easily accessible. The school nurses are responsible for checking and restocking first aid equipment.

Location of First Aid Kits

First Aid kits are located in the following places:

- Staff room
- Main Office
- Science Lab
- Junior Classroom
- Art Room
- Swimming Pool
- Harris House Duty Room
- Housemistress's Flat
- Assistant Housemistress's Flat
- Finance Department
- The Menuhin Hall
- All Mini Buses

Catering Staff are responsible for their own First Aid Kit.

The school nurses will maintain a record of all accidents, illnesses and first aid treatment given and will inform parents of any significant accidents or illnesses occurring to their child.

Serious accidents or illness will be reported to the Health and Safety Executive 0845 300 9923 in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Healthcare

The Role of Staff

The School Doctor

All boarders are registered with the local GP practice at Cobham Health Centre. The school nurse will arrange for pupils to be seen by a doctor at Cobham Health Centre as needed. The GP practice includes several female doctors: if a girl boarder wishes to be seen by a woman, this is easily arranged.

Any boarder requiring more urgent medical attention, including emergency dental or optical treatment, will be taken directly to the Walk-in Centre or Accident and Emergency Department at a local hospital.

The School Nurses

The School employs two registered nurses, Ann Sweeney (Senior School Nurse) and Christine Owen (Assistant School Nurse). The School Nurses provide 24-hour cover and are responsible for the provision of health care within the School. This includes running drop-in clinics for pupils and staff, administering medication, providing first aid and emergency care and treatment and arranging medical appointments for boarders as necessary. The School Nurses liaise closely with the Housemistress and Housemaster who, with their assistants, are trained and authorised to provide basic first aid and health care in the houses out of hours. The School Nurses are the main point of contact for parents on health care matters.

Regular training is provided to staff on the administration of EpiPens and the emergency treatment of asthma and other relevant conditions.

The School Health Centre

The School Health Centre is fully equipped with a treatment room, a bedroom and a dedicated bathroom and toilet which can be isolated for use by sick children only.

Medical Information

On admission to the School parents of all pupils are required to complete a Health and Medical Consent form, giving details of any relevant medical conditions, allergies and dietary needs the child may have. Included on the form is a section for parents/guardians to give consent for simple medications to be dispensed under the **homely remedy protocols** (see below) and for first aid to be administered to their child at school if needed. Parents are asked to inform the nurses of any changes in a child's medical needs that occur after the forms have been sent in.

All medical information about children, both day and boarding pupils, is held in the School Health Centre. If a child has a specific problem about which all members of staff should have knowledge (eg diabetes, asthma, serious allergies which may result in anaphylactic shock, etc), that information is displayed on the relevant boards in the Staff Room, Junior Classroom, Swimming Pool, all First Aid boxes and the Kitchen. Individual Healthcare Plans are drawn up with parents by the Senior School Nurse as needed.

If a child has a specific dietary need or food allergy, photos are taken of the child and copies are placed both in the staff room and in the School kitchen, so that staff can familiarise themselves with each child and their needs.

As far as is possible all routine dental and eye care should be dealt with in the School holidays by the parents. This helps to avoid unnecessary interruption of School or lessons.

If staff require medical information about children (eg when preparing a Risk Assessment for a trip), that information can be gained from the School Health Centre. However, for overnight trips, parents are expected to fill in a medical form and return it to the person responsible for organising the trip.

Confidential medical information may be divulged in staff meetings when it is deemed essential for all members of staff to have that information.

Medicines

Introduction

Many children require medication at some time during their time at school. The aim of this policy is to provide clear guidance and information on the use and storage of medicines in school to ensure the health needs of those requiring medicine are met and the School remains a safe environment for everyone.

The Medicines Policy adheres to guidelines from the Nursing and Midwifery Council (Standards for Medicine Management 2006) and the Department of Health (Managing Medicines in Schools and Early Years Settings 2005).

Consent and Confidentiality

Medicines will not be given without parental consent unless the child is 16 years of age or over or is assessed to be of sufficient maturity and understanding to give their own consent.

A supply of over-the-counter medicines is kept in the School Health Centre and is administered under the **homely remedy protocol** (see below). Parents are asked to indicate their consent for school staff to administer medicines when their child joins the School.

All consultations between the school nurses or school doctor and pupils are confidential and the rights of pupils as patients are appropriately respected at all times. Health information is only shared with other members of staff with the knowledge and consent of the pupil to whom it relates (and his/her parents if the child is not of sufficient maturity to give own consent) unless there are concerns of a child protection nature in which case the need to protect the child from harm outweighs the right to confidentiality.

Emergency Medication

All students who have medical conditions such as asthma, diabetes or serious allergies must have easy access to their medication and are encouraged to carry their own medication in School as soon as they are assessed as being sufficiently responsible to do so.

Spare emergency medication, such as spare Epipens, inhalers and Glucagon gel, are kept in the School Health Centre and/or in the staffroom.

Non-emergency Medication

All non-emergency medicine, whether prescribed by a doctor or not, should be handed to the School Nurses for safe storage. The medicine should be in the original packaging and parents should provide written instructions giving details of dosage, time and whether the medicine is to be taken regularly or as needed. Stocks of everyday homely remedies for common ailments are kept in the School Health Centre and administered to children by the nurses as needed. Children should not carry non-emergency medication in school unless this has been discussed with and specifically authorised by the Senior Nurse. Self-medication is permitted providing the child has been assessed by the School Nurses as being sufficiently mature to understand how, when and why the medicine is to be taken. Regular doses of medication should be given at mealtimes or break times whenever possible to avoid disruption to the school day.

Storage of Medicines

The nurses ensure that all medication is correctly and securely stored in locked cupboards in the School Health Centre. In addition a small supply of homely remedies is kept in a locked cupboard in each boarding house for administration by authorised staff if the nurses are not available. Stock levels are checked at regular intervals and at least three times a year for audit purposes. Any controlled drugs such as Ritalin are stored in a double-locked cupboard in the school health centre and stocks of these are checked daily.

Prescribed medicine should always be kept in the original container with the pharmacy label attached and should only be administered to the person for whom it has been prescribed.

Non-prescription medicines brought from home should also be supplied in the original container and should be clearly labelled with the child's name and dosing instructions.

Record Keeping

Administration of any medicines by the School Nurses is recorded in the child's health record and in a separate medication record book. Parents are notified whenever medicine is given to young children or to day pupils or where there are any continuing concerns about the child's health.

It is occasionally necessary for staff to administer medication on a school trip, whether it be a day outing or a longer trip involving overnight stays. All staff must be familiar, therefore, with this Medicines Policy and with the Homely Remedy Protocol (see below).

On school trips a member of the staff on the trip will take responsibility for the administration of medicines, including EpiPens if applicable (see EpiPen policy below). That member of staff will keep all medication, other than inhalers where a child is deemed responsible to look after his/her own inhaler. Where a child is administering his/her own medication, for example, a child with diabetes, the member of staff responsible for medical matters must monitor the child closely.

Staff will be regularly updated on the use of EpiPens and other emergency treatments.

Homely Remedy Protocol

Definition

A homely remedy is a product that can be obtained without a prescription for the immediate relief of a minor, self-limiting ailment. Prescribed medicines, vitamins, herbal remedies and items of first aid are not homely remedies and are not covered by this protocol.

When to administer a homely remedy

Administration of medicines under the homely remedy protocol may only be undertaken by members of staff who have received appropriate training from the school nurses.

Administration of homely remedies is limited to a documented list of products used for the relief of specific symptoms as drawn up by the Senior Nurse. Only symptoms listed in the protocol may be treated. The maximum duration of treatment may not exceed 48 hours without obtaining advice from the school nurses or school doctor. If symptoms persist or give cause for concern, medical advice must be sought.

Ailments which may be treated using a homely remedy include:

- Indigestion
- Mild pain including headaches and period pains
- Cough
- Hay fever or mild allergy

The homely remedy protocol specifies which product(s) may be used for each ailment and gives clear guidelines for administration including:

- Indication for use
- Name of medicine
- Dose and frequency
- Maximum dose and treatment period
- Cautions or contra-indications to use including other medication taken

If there is any doubt as to whether a homely remedy is suitable, it should not be given and medical advice should be obtained.

Storage of homely remedies

Homely remedies should be stored in a locked cupboard designed or adapted for the purpose.

Recording of administration of homely remedies

An accurate record must be kept of the administration of homely remedies. There is a record book for this purpose beside the locked medicine cupboard in each boarding house. The school nurse should be informed at the earliest opportunity of any medicine administered under the homely remedy protocol. The school nurse will replenish supplies of medication as needed for use in the boarding houses.

Medicines included in the homely remedy policy are:

- 1 Paracetamol
- 2 Calpol Six Plus Fastmelts
- 3 Calpol Six Plus Suspension
- 4 Lemsip
- 5 Cetirizine (long-acting non-drowsy antihistamine)
- 6 Rennie antacid tablets
- 7 Dioralyte rehydrations sachets
- 8 Strepsils throat lozenges
- 9 Germolene New Skin for minor wounds

1 Homely remedy protocol – PARACETAMOL

Indication for use

For relief of occasional mild to moderate pain

Drug

Paracetamol tablets/capsules/caplets/dispersible tablets 500mg

Dosage

Adults & children over 12 years: One or two tablets up to four times a day

Children 6 to 12 years: Half to one tablet up to four times a day

Maximum dose in 24 hours: Four doses with at least four hours between doses

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Do not administer with any other product containing paracetamol (includes many cough and cold preparations as well as other types of pain relief)
- Not suitable for anyone with a history of kidney or liver disease or alcohol abuse

Accidental overdose

Immediate medical advice should be sought in the event of any overdose with paracetamol, even if the patient feels well, because of the risk of serious liver damage.

2 Homely remedy protocol – CALPOL SIX PLUS FASTMELTS**Indication for use**

For relief of occasional mild to moderate pain in children

Drug

Paracetamol 250mg

Dosage

Adults & children over 16 years: Two to four tablets up to four times a day

Children 12 to 16 years: Two to three tablets up to four times a day

Children 9 to 12 years: Two tablets up to four times a day

Children 6 to 9 years: One tablet up to four times a day

Maximum dose in 24 hours: Four doses with at least four hours between doses

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Do not administer with any other product containing paracetamol (includes many cough and cold preparations as well as other types of pain relief)
- Not suitable for anyone with a history of phenylketonuria or kidney or liver disease

Accidental overdose

Immediate medical advice should be sought in the event of any overdose with paracetamol, even if the patient feels well, because of the risk of serious liver damage.

3 Homely remedy protocol – CALPOL SIX PLUS SUSPENSION**Indication for use**

For relief of occasional mild to moderate pain in children

Drug

Paracetamol suspension 250mg in 5mls

Dosage

Adults & children over 16 years: 10-20mls (2-4 x 5ml doses) up to four times a day

Children 12 to 16 years: 10-15mls (2-3 x 5ml doses) up to four times a day

Children 10 to 12 years: 10mls (2 x 5ml doses) up to four times a day

Children 8 to 10 years: 7.5mls (5ml + 2.5ml) up to four times a day

Children 6 to 8 years: 5mls up to four times a day

Maximum dose in 24 hours: Four doses with at least four hours between doses

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Do not administer with any other product containing paracetamol (includes many cough and cold preparations as well as other types of pain relief)
- Not suitable for anyone with a history of phenylketonuria or kidney or liver disease

Accidental overdose

Immediate medical advice should be sought in the event of any overdose with paracetamol, even if the patient feels well, because of the risk of serious liver damage.

4 Homely remedy protocol – LEMSIP

Indication for use

For relief of cold and flu symptoms

Drug

Paracetamol 1g and phenylephrine hydrochloride 10mg per sachet

Dosage

Adults & children over 12 years: One sachet diluted in hot water every 4-6 hours

Children 6 to 12 years: Not suitable for children under 12 years

Maximum dose in 24 hours: Four sachets with at least 4 hours between each dose

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Do not give with any other product containing paracetamol
- Not suitable for anyone with kidney or liver disease or alcohol abuse

Accidental overdose

Immediate medical advice should be sought in the event of any overdose with paracetamol, even if the patient feels well, because of the risk of serious liver damage.

5 Homely remedy protocol – CETIRIZINE

Indication for use

For relief of symptoms of hay fever and other allergic conditions

Drug

Cetirizine hydrochloride 10mg tablets or syrup (1mg/ml)

Dosage

Adults & children 12 years and over: 10mg (1 tablet or 10ml syrup) per day

Children 6 to 11 years: 5mg (½ tablet or 5ml syrup) per day

Maximum dose in 24 hours: One dose

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Contains lactose – not suitable for anyone with an intolerance to lactose
- Do not give to anyone with severe kidney disease
- Seek medical advice before giving to anyone with epilepsy

7 Homely remedy protocol – RENNIE

Indication for use

For relief of indigestion, heartburn and upset stomach

Drug

Calcium carbonate 680mg and magnesium carbonate 80mg

Dosage

Adults & children over 12 years: Two tablets to be sucked or chewed as required

Children under 12 years: Not recommended

Maximum dose in 24 hours: No more than 10 tablets per day

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

Do not give to anyone who has

- Kidney stones or severe kidney disease
- High calcium or low phosphate levels in the blood

8 Homely remedy protocol – DIORALYTE**Indication for use**

Rehydration for replacement of fluid and salts in the treatment of acute diarrhoea.

Drug

Sodium chloride 0.47g, potassium chloride 0.3g, glucose 3.56g, disodium hydrogen citrate 0.53g per sachet

Dosage

Adults & children over 2 years: One sachet dissolved in a glass of water after each loose bowel movement

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Seek medical advice if the symptoms persist for more than 24 hours
- Do not give to anyone who has liver or kidney disease or diabetes

9 Homely remedy protocol – STREPSILS**Indication for use**

For symptomatic relief of sore throats

Drug

2,4-Dichlorobenzyl alcohol 1.2mg and Amylmetacresol 0.6mg per lozenge

Dosage

Adults & children over 6 years: Dissolve one lozenge in the mouth every 2-3 hours

Maximum dose in 24 hours: No more than 12 lozenges per day

Maximum duration of treatment: Up to 48 hours then seek medical advice

10 Homely remedy protocol – GERMOLINE NEW SKIN

Indication for use

Protection for minor skin damage such as grazes, blisters and other superficial wounds

Active Ingredients

Ethyl acetate, alcohol demat, nitrocellulose, ricinus communis, isopropyl alcohol, amyl acetate, isobutyl alcohol

Dosage

Adults & children over 12 years: Apply a small amount to clean, dry skin

Children under 12 years: Not recommended for use on children

Maximum dose in 24 hours: Reapply as needed

Maximum duration of treatment: Up to 48 hours then seek medical advice

Cautions:

- Do not use near eyes, nose or mouth
- Do not inhale

Minor Ailments

The School Health Centre is open to all pupils during the course of the school day.

- In the event that one of the School Nurses is not in the School Health Centre a notice will be displayed on the door with her whereabouts and instructions for how to get help in an emergency.
- If a child needs to come up to the Health Centre during lesson time they must seek the permission of their teacher.
- During break time a child is free to come up as needed.
- When a child visits the Health Centre, he or she is assessed by the nurse on duty.
- All visits are documented in the log book and the incident and treatment recorded in the child's personal file.
- Parents will not necessarily be informed of all minor visits their child makes to the school health centre.
- Parents will be informed:
 - if the child's condition does not improve within 24 hours
 - if the child is unduly distressed
 - if, in the opinion of the School medical staff, the treatment received at school needs to be followed up with a visit to the doctor
 - if the School medical staff have any other concerns.

Boarders

If a boarder is taken ill during the school day, the pupil must report to the School Health Centre where the nurse on duty will assess the child. If the child recovers within the hour, he or she should be sent back to school. If, however, the child has a temperature and/or continues to feel ill, he or she will remain in the sick bay or in their own room and be checked regularly by the nurse on duty. If the illness is likely to be prolonged, the School may suggest that the child is collected by their parent or guardian and taken home.

Day Pupils

If a day pupil is taken ill during the school day, the pupil must report to the School Health Centre where the nurse on duty will assess the child. If the child recovers within the hour, he/she should be sent back to school. A note should be sent home informing parents of the child's complaint. If, however, the child has a temperature and/or continues to feel ill, the parents should be called and

the child taken home. Parents of day pupils should be informed of anything other than a very minor injury, including head injury.

PROCEDURE FOR A MEDICAL EMERGENCY

- The member of staff first to the scene will stay with the child and call for help.
- The surrounding area will be cleared of children and checked for safety.
- The School Nurse or an appropriately qualified first-aider will assess the situation. A list of qualified first-aiders is kept at the office along with the nurse's emergency contact details.
- The emergency services are to be called if needed.
- The Head or, in his absence another member of the LT, is to be informed of the situation.
- Parents of the child are to be contacted.
- Medical information concerning the child is to be collected from the School Health Centre.
- If the emergency services arrive before the child's parents, a member of staff will escort the child to hospital.
- An accurate record of events is to be kept. Brief details should accompany the child to hospital.
- Details of any reportable accident must be passed to the Head, who will report to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). An HSE Information Sheet on Incident reporting in schools (accidents, diseases and dangerous occurrences) can be found at: hse.gov.uk/pubns/edis1.pdf
- A record of all accidents is made by the Senior School Nurse who passes the records termly to the Health and Safety Committee where they are inspected and any trends identified and acted upon. An annual report is prepared for the Governors' Risk Committee.

POLICIES FOR THE MANAGEMENT OF:

- 1 **Anaphylaxis**
- 2 **Asthma**
- 3 **Diabetes**
- 4 **Epilepsy**
- 5 **Head Injury**
- 6 **Infectious Diseases**
- 7 **Spillage of body fluids**

1 Anaphylaxis

Introduction

Anaphylaxis is a rare and potentially life-threatening allergic reaction requiring urgent medical treatment. This policy provides a basis for ensuring that pupils who are known to have suffered from anaphylaxis previously to receive the proper care and support at school to enable regular school attendance and full participation in school activities.

Responsibility

Parents are responsible for providing the school with sufficient information about their child's medical condition and with details of any treatment or special care needed at school.

The School Nurses should agree with parents exactly what support can be provided in school. Parental agreement should be sought before passing on information about the child's health to other school staff.

Parents are encouraged to discuss details of their child's allergy with the School Nurses so that an individual health care plan can be drawn up identifying day-to-day management, emergency procedures and appropriate safety measures. The School Nurses will provide information and training to staff as appropriate in order to meet the specific health needs of the pupil.

What is Anaphylaxis?

Anaphylaxis is a severe allergic reaction requiring immediate medical attention. The reaction usually occurs within minutes of exposure to the "trigger" substance although in some cases the reaction may be delayed for as much as a few hours. Common trigger substances include peanuts, tree nuts, eggs, shellfish, insect stings and drugs such as penicillin and aspirin.

Symptoms and Signs

The signs and symptoms of anaphylaxis vary from one person to another and may include some or all of the following:

- Itchy urticarial rash anywhere on the body
- Runny nose and watery eyes
- Nausea and vomiting
- Dizziness
- Swelling of lips, tongue and throat
- Cough, wheeze, tightness of chest or shortness of breath
- Sudden collapse or unconsciousness

Treatment

Treatment depends on the severity of the reaction and may require emergency injection of adrenaline. This is usually given via an auto-injector device (such as EpiPen, JEXT or Anapen) into the thigh muscle and may be given through clothing. The adrenaline quickly reverses the effects of the allergic reaction but it is short-acting so the casualty must go to hospital by ambulance if adrenaline has been given.

Management in school

- Parents should inform the school of their child's allergy as soon as possible, and of previous definite or suspected anaphylactic reactions
- The school nurses will discuss with parents specific arrangements for their child
- Parents should teach their child about management of his/her own allergy including avoiding trigger substances and how and when to alert an adult
- The school nurses will develop an individual protocol for the child (see example overleaf)
- The school nurses will inform all members of staff of the child's allergy and of the emergency treatment procedure
- A list of pupils with severe allergies will be displayed in the staffroom with their photographs
- Training will be given to all staff in the recognition and treatment of anaphylaxis including use of EpiPens/JEXT/Anapens and how to summon help in an emergency
- Catering staff will take all reasonable steps to ensure suitable food is available and will advise pupils on ingredients and appropriate food choices as required
- As soon as the child is old enough he/she should carry one EpiPen/JEXT/Anapen with him/her at all times together with any other emergency medication, eg. Asthma inhaler, antihistamine tablets
- One or two spare EpiPens/JEXT/Anapens will be kept in an emergency box in the staff room. the emergency box will be clearly labelled with the child's name and will be accessible to staff

at all times. The box will also contain antihistamine tablets or syrup, any other essential medication and emergency contact details

- Specific arrangements should be made for school trips and visits
- Teaching staff should consult with the school nurses when lessons involving pupils with severe allergies include food-related activities

Emergency procedure

- If a child shows signs of symptoms of a severe allergic reaction the nurse should be informed immediately
- If a nurse is not available for any reason an ambulance should be called without delay, stating "child with anaphylaxis"
- Send a responsible person to get the child's Emergency Box from the staff room
- Contact the child's parents or next of kin (details inside Emergency Box)
- Monitor the child's condition carefully and administer emergency medication as directed (instructions inside Emergency Box)
- It may be necessary for a member of staff to accompany the child to hospital if the parents are not available or until the parents arrive
- Record the incident on an accident report form
- The school nurses will arrange for the medication to be replaced as necessary

Sample Protocol for an individual child

EMERGENCY TREATMENT in the event of SEVERE ALLERGIC REACTION

Child's name: Joe Bloggs Date of Birth: 8.8.88
Parents: Jack and Jill Bloggs
Home address: 1 The Avenue, Somewhere, Surrey
Telephone: Home 01234 456789 Father's work 020 8888 7777
 Mother's mobile 0777 777777 Granny Bloggs 01234 987654
GP: Dr Smith, The Surgery, Somewhere

Joe is highly allergic to EGGS and EGG PRODUCTS. He may experience a severe reaction if he comes into contact with even the tiniest trace of egg. He also has asthma and eczema. In the event of a suspected allergic reaction use this checklist:

- 1 If Joe has stomach ache, vomiting or red itchy rash call the school nurse and give 10ml of cetirizine syrup
- 2 If Joe becomes wheezy give 2 puffs of his Ventolin inhaler
- 3 If Joe becomes pale/bluish colour, is drowsy or has difficulty breathing CALL AN AMBULANCE stating "child with anaphylaxis", give EpiPen in outer thigh and call Joe's parents
- 4 If Joe is conscious keep him sitting upright and reassure him that help is on its way
- 5 If Joe becomes unconscious put him in the recovery position (lying on his side), monitor his airway and breathing and commence cardio-pulmonary resuscitation (CPR) if necessary until the ambulance arrives
- 6 Hand any used medication to the ambulance crew
- 7 Send a member of staff to hospital with Joe to wait with him until his parents arrive

2 Asthma

Introduction

Asthma is a common, sometimes serious but usually easily controllable condition affecting approximately 10% of the school-aged population. This policy provides a basis for ensuring that pupils with asthma receive the proper care and support at school to enable full participation in all aspects of school life.

Responsibility

Parents are responsible for providing the school with sufficient information about their child's medical condition and with details of any treatment or special care needed at school.

The School Nurses should agree with parents exactly what support can be provided in school. An individual health care plan will be drawn up and information and training will be given to staff as appropriate in order to meet the specific health needs of the child.

What is Asthma?

Asthma is a condition in which the airways narrow as a reaction to various triggers. The triggers vary between individuals and include viral infections, cold air, grass pollen, animal fur, house dust mites, aerosol sprays, exercise and stress. Narrowing of the airways causes difficulty in breathing and in most cases can be relieved with prompt medication.

Asthma attacks are characterised by coughing, wheeziness and difficulty in breathing. In severe attacks the person may be unable to speak and the lips and nose may turn blue.

Medication and Management

Asthma medication falls into two main categories: long-term prevention and short-term relief. The medication is usually taken using an inhaler, sometimes via a spacer device. It is good practice to allow children with asthma to take charge of their own inhaler from an early age.

Preventer medication, often containing inhaled steroid, is taken morning and evening at home. These inhalers are typically brown, red or white in colour.

Reliever medication works quickly to relax the walls of the airways in the event of an asthma attack, making breathing easier. These inhalers are usually coloured blue or grey.

Pupils with asthma must have immediate access to their reliever inhalers and should be allowed and encouraged to carry them at all times. It is helpful if parents provide the school with spare inhalers to be stored in the school health centre.

Students whose asthma is triggered by exercise should be encouraged to participate in sports. They may, however, need to take precautionary measures and use their reliever inhaler before any physical exertion. Thorough warm-up is essential especially in cold weather.

All children and young people with asthma should be regularly monitored by their doctor or asthma nurse.

Emergency Treatment

- Keep calm and reassure the casualty
- Encourage the casualty to sit down, leaning slightly forwards
- Prompt them to take one puff of their reliever inhaler every 30-60 seconds, up to a maximum of 10 puffs. Call ambulance if there is no improvement after 10 puffs or if worried at any time
- After a mild asthma attack responding to treatment the pupil can return to normal activities once they feel able to do so. The School Nurse should always be informed.

3 Diabetes

Introduction

Diabetes is a common lifelong condition in which the body does not control its blood sugar levels. It affects approximately one in 700 school-aged children. This policy provides a basis for ensuring

that pupils with diabetes receive the proper care and support at school to enable regular school attendance

Responsibility

Parents are responsible for providing the School with sufficient information about their child's medical condition and details of any treatment or special care needed at school so that an individual health care plan can be drawn up. The School Nurses should agree with parents exactly what support can be provided in school. Parental agreement should be sought before passing on information about the child's health to other school staff.

Parents are encouraged to discuss details of their child's diabetes with the School Nurses so that an individual diabetes care plan can be drawn up identifying appropriate safety measures. The School Nurses will provide information and training to staff as appropriate in order to meet the specific health needs of the child.

What is Diabetes?

Diabetes is a condition in which the amount of glucose in the blood cannot be controlled because the pancreas does not produce sufficient insulin. Without insulin the levels of glucose in the blood become dangerously high as the body is unable store or use glucose from digested food.

Type 1 (insulin-dependent) diabetes develops if the body cannot produce any insulin at all. This type of diabetes is more common in children and adults under the age of 40. It is treated with insulin given by injection or via a pump.

Type 2 (non-insulin dependent) diabetes develops if the body can still make some, but not enough, insulin. It usually affects adults over the age of 40, but is becoming increasingly common in overweight children and young people. It is treated by careful dietary control, sometimes in combination with tablets.

The aim of treatment of both types of diabetes is to achieve near normal blood sugar levels. This will improve general well-being and help to protect against long-term damage to the eyes, kidneys, nerves, heart and arteries.

Management of Diabetes in School

A child with either Type 1 or Type 2 diabetes needs regular meals and snacks throughout the day, with extra food or glucose tablets before and after strenuous exercise. It may be necessary to eat a snack during lessons and this must be allowed.

Children with Type 1 diabetes will usually keep a blood-sugar testing kit in school. The test involves pricking the finger to obtain a small sample of blood which is then placed on a reagent strip and read by a small electronic meter. Children with diabetes should test their blood sugar levels on a regular basis including before and/or after meals and before and after strenuous exercise. The normal range for blood sugar is 4–8mmol/L.

Low blood sugar (Hypoglycaemia or “hypo”)

If the level is below 4mmol the child becomes increasingly pale, sweaty and irritable. The hypo may be brought on by exercise or by too long an interval between eating. He/she may complain of headache and feeling “low”. Treatment is as detailed in the child's diabetic care plan and may be a sugary snack, eg some jelly sweets, 2 Dextro (glucose) tablets or a sweet drink such as Lucozade. It is important that a hypo is treated quickly as the blood sugar will continue to fall and can lead to unconsciousness. The child should not be left alone during a hypo, nor should they be sent out of the classroom alone to get help or food. With rapidly administered oral glucose, recovery usually occurs over about 10–15 minutes. Failure to do so constitutes a diabetic emergency (see below).

High blood sugar (Hyperglycaemia)

If the blood sugar is above 11mmol/L the child may show signs and symptoms of hyperglycaemia, such as looking flushed and feeling thirsty and lethargic. He/she should be closely observed and given only water to drink with nothing to eat. Gentle exercise can help reduce the blood sugar level. It may be necessary to give an extra dose of insulin in accordance with the child's diabetic care plan.

Diabetic Emergencies

Rarely, the blood sugar levels continue to rise or fall out of control. Either can be fatal, so seek urgent medical assistance at an early stage if the child's condition deteriorates.

School Trips

A day trip should not cause any problems for students with diabetes as the routine is similar to school. The pupil will need to take his/her own blood-sugar testing equipment, medication and extra snacks on the trip. Special arrangements for the day should be discussed and planned with the school nurses, the pupil and his/her parents ahead of the trip.

Residential school trips will require more planning for students with diabetes. It is important that the student is confident in managing their diabetes on a day-to-day basis. A member of staff should have responsibility for monitoring the student and assisting as needed.

4 Epilepsy

Introduction

People with epilepsy have recurrent seizures (epileptic fits), the great majority of which can be controlled by medication. Around one in 130 children in the UK has epilepsy. This policy provides a basis for ensuring that pupils with epilepsy receive the proper care and support at school to enable regular school attendance.

Responsibility

Parents are responsible for providing the school with sufficient information about their child's medical condition and with details of any treatment or special care needed at school.

The School Nurses should agree with parents exactly what support can be provided in school. Parental agreement should be sought before passing on information about the child's health to other school staff.

Parents are sometimes reluctant to disclose their child's epilepsy to the School, but should be encouraged to do so in order that an individual health care plan can be drawn up identifying appropriate safety measures. The School Nurses will provide information and training to staff as appropriate in order to meet the specific health needs of the pupil.

What is Epilepsy?

Epilepsy is characterised by seizures (fits) which may be partial (in which consciousness is transiently impaired but not lost completely) or generalised (in which there is a convulsion and unconsciousness, followed by a period of recovery that may take several hours). Symptoms can range from unusual behaviour, for example plucking at clothes or repetitive movements, strange bodily sensations, déjà vu, periods of staring blankly and mild confusion in partial seizures, to convulsions and unconsciousness in major seizures (grand mal).

In a generalised tonic-clonic seizure the muscles first become rigid and the person falls to the ground (the tonic phase). During the ensuing clonic phase of the seizure there will be rhythmic shaking movements of the body which gradually subside. The person will usually be confused for a few minutes or longer after the seizure and may need to sleep for up to several hours.

Medication and Management in School

For most children and young people with epilepsy the symptoms are well controlled by regular medication with anti-epileptic (anticonvulsant) drugs. There is often no identifiable trigger for a seizure, but excessive tiredness, sleep deprivation, psychological stress, flashing lights, computer graphics, or changing geometric shapes and patterns, particularly when watching television, can sometimes be trigger factors.

Extra care and supervision may be necessary for certain school activities and off-site visits, particularly those involving overnight stays, may need additional planning for students with epilepsy. Staff should consult the school nurses who will provide additional advice and training as appropriate.

Emergency Procedure

In the event of a **partial or absence seizure** no emergency action is needed. The time and duration of the seizure should be noted and reported to the school nurses. The pupil may need to rest quietly for a few minutes after the seizure.

Once a **major seizure** has begun nothing should be done in an attempt to stop it or alter its course. The pupil should only be moved if he or she is in a dangerous place. If possible move any hazards away from the pupil rather than moving the pupil. The pupil should not be held or restrained in any way. Once the convulsing has stopped the pupil should be turned onto his or her side in the recovery position in order to maintain a clear airway. A member of staff should stay with the child until he or she recovers. The School Nurse should be informed immediately. Parents should be informed of the nature, time and duration of the seizure. The School's GP and/or the child's usual GP should be informed of any seizure or suspected seizure.

Major seizures are almost always self-limiting but an ambulance should be called if:

- the seizure lasts longer than five minutes, or
- person does not regain consciousness, or
- one seizure follows another, or
- there are any other concerns

5 Head Injury

Minor head injuries and knocks to the head are common, especially in children. Providing the child is fully conscious after the injury and there is no significant wound it is unlikely there will be any damage to the brain. In rare circumstances a knock to the head can result in bleeding in the brain which is potentially very serious. Symptoms can develop hours or even days after the injury has taken place.

All those sustaining head injuries, however seemingly minor, should be examined by the School Nurse who will make an assessment based on the NICE guideline 56 (2007). House staff or, in the case of a day pupil, parents will be informed so the child can be closely monitored as directed by the nurse.

6 Infectious Diseases

Introduction

Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause coughs and colds and diarrhoea and vomiting. The recommended method is to use liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food and after handling animals. Keep any open wounds covered.

Coughing and sneezing easily spread infections. Children and adults should be encouraged to cover the nose and mouth with a tissue when coughing or sneezing. Wash hands after using a tissue.

Viral infections can spread quickly in a boarding school. Many will be minor and self-limiting, whilst unpleasant for the individual child, if large numbers of children are affected then these viral infections can be disruptive for the whole school community. Staff, as well as pupils, can be affected and vulnerable groups such as immunosuppressed children or pregnant members of staff may be placed at particular risk. Occasionally an outbreak of a more serious viral or bacterial infectious disease may occur which requires specific public health intervention e.g. measles or meningitis.

Spread of Infection

Communicable diseases can be spread in a variety of different ways including:

Droplet, eg coughing, sneezing and during close conversation. Coughs, colds, flu, measles and mumps are spread this way

Direct Contact by skin-to-skin (ringworm, scabies, impetigo) or head-to-head (head lice) contact

Faecal/Oral Route. Some viruses are excreted in the faeces and can be passed on to others through inadequate hand washing (eg viruses causing gastroenteritis, and hepatitis A).

Blood/Body Fluid Transmission Some viral diseases including Hepatitis B and HIV can only be transmitted by direct transfer of body fluids from an infected person.

Managing Infectious Diseases in School

Children who are unwell for a short time can be cared for at School by the nurses, if necessary in the School Health Centre. If the child is likely to be unwell for several days or if he or she has an infectious disease which requires exclusion from School, parents or guardians will be asked to take the child home. The child will be excluded from School for the period of time recommended by the Health Protection Agency (Guidance on Infection Control in Schools, HPA 2010). The same guidelines apply to school staff. School catering staff are required to comply with the Food Safety legislation enforced by the Local Authority. In extreme cases formal exclusion of pupils from school on medical grounds is enforceable by the Head.

Vulnerable Children

Some medical conditions make children very vulnerable to infections that would only rarely be serious to most children. These include those being treated for leukaemia or other cancers, those on high-dose corticosteroids (eg prednisone) and those with conditions which seriously reduce immunity. Chicken pox and measles are especially dangerous for such children and urgent medical advice should be sought in the event of exposure to infection.

Pregnancy in Female Staff

Some infections are potentially harmful during pregnancy. Exposure to chickenpox, measles, German measles or slapped cheek (erythema infectiosum, due to parvovirus B19 infection) should be reported without delay to those undertaking the woman's antenatal care.

Immunisations

Immunisation status will be checked by the school nurses when the child starts at the school and parents are asked to give consent for any missed doses to be given.

7 Spillage of body fluids

The aim of this policy is to prevent the spread of infection in school by ensuring high standards of personal hygiene and practice, especially hand washing, and by maintaining a clean environment.

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures.

Cleaning of the environment should be frequent and thorough. Cleaning staff should have access to and wear appropriate personal protective equipment (PPE).

Blood and body fluid spillages. All spillages of body fluids must be cleaned up immediately using appropriate cleaning materials. Hot soapy water is sufficient to clean a small spill, but where there is a risk of contamination with blood or body fluids a disinfectant which is effective against bacteria and viruses should be used. Disposable gloves and aprons should be worn and hands must be thoroughly washed with soap and water. Goggles should be available if there is a risk of splashing to the face. Spillage kits are kept in the school health centre.

Laundry. Soiled linen and clothing should be bagged and washed separately at the hottest wash the fabric will tolerate.

Contaminated waste should be double-bagged before being disposed of in the rubbish skip.

Clinical sharps are disposed of in a dedicated yellow Sharps bin in the School Health Centre.

Appendix 1

Staff trained in first aid (**in bold** indicates First Aid at Work qualification)

First Name	Surname	Training	Date	Expires
Mark	Armstrong	Emergency First Aid	25/09/2014	Sept 2017
Katie	Brewer	Emergency First Aid	17/06/2016	June 2019
Luke	Brough	Emergency First Aid	18/05/2015	May 2018
John	Cooney	Emergency First Aid	25/09/2014	Sept 2017
Didier	Descamps	Emergency First Aid	01/10/2014	Oct 2017
Fraser	Dewar	First Aid at Work	06/01/2017	Jan 2020
Caroline	Emery	Emergency First Aid	17/10/2014	Oct 2017
Brian	Fifield	Emergency First Aid	04/06/2015	June 2018
Brian	Harris	First Aid at Work SJA	15/01/2014	Jan 2017
Elaine	Hillier	Emergency First Aid	01/10/2014	Oct 2017
Damian	leGassick	Emergency First Aid	17/10/2014	Oct 2017
Karen	Lyle	Emergency First Aid	01/10/2014	Oct 2017
Sarah	Nathan	Emergency First Aid	06/10/2014	Oct 2017
Christine	Owen	First Aid at Work SJA	01/04/2013	Jun 2019
Janet	Poppe	Emergency First Aid	17/10/2014	Oct 2017
Kendra	Shute	First Aid at Work	06/01/2017	Jan 2020
Ann	Sweeney	First Aid at Work SJA	24/02/2015	Feb 2018
Graham	Sweeney	First Aid at Work	06/01/2017	Jan 2020
Richard	Tanner	Emergency First Aid	25/09/2014	Sept 2017
Poppy	Way	First Aid at Work	06/01/2017	Jan 2020
Hannah	Walton	Emergency First Aid	01/10/2014	Oct 2017
Delphine	Wellington	Emergency First Aid	01/10/2014	Oct 2017
Cathy	Whitnall	Emergency First Aid	01/10/2014	Oct 2017
Ben	Wyithe	First Aid at Work	06/01/2017	Jan 2020
Petra	Young	Emergency First Aid	25/09/2014	Sept 2017

5.6 Managing work-related stress

Introduction

- The School is committed to creating a healthy and safe working environment for all its employees and recognises that this includes the mental as well as the physical wellbeing of its employees.
- The School recognises work-related stressors as a potential hazard to health and is committed to managing work related stress in a proactive manner to reduce the personal impact on its employees.
- The School is committed to ensuring that individuals who are identified as particularly at risk of stress are managed proactively and provided with appropriate health-care support whilst recognising the need for confidentiality to be maintained.
- To fulfil its commitment and obligations the School will provide the necessary resources to implement this policy. In particular, it will support managers in fulfilling their obligations under this policy and ensure that the additional support services referred to are adequately resourced.

Policy Objectives

The objectives of this policy are to ensure, so far as reasonably practicable, that:

- areas of work-related stress are identified and assessed as appropriate, and relevant measures are introduced to control the risk to health;
- ways are identified to control and reduce the costs associated with work-related stress, be they financial, organisational or personal;
- roles, responsibilities and accountabilities are clearly defined and understood in order to achieve successful management of work-related stress;
- relevant departments co-operate effectively in the management of work-related stress;
- employees are provided with appropriate information, guidance and training relevant to work related stress.

Application

This policy applies equally to all employees. It is further recognised that work-related stress can affect anyone regardless of his/her position in the organisation.

This policy is supported by and should be read in conjunction with all other School policies, particularly other **Health & Safety Policies (5.0)**, **Dignity at Work Policy (10.5)**, **Equal Opportunities Policy (10.1)**, **Monitoring and Absence Management Policy (10.11)**.

The School Safety Officer should:

- monitor and report on the School performance on dealing with work related stress.
- ensure that compliance with this policy is included as part of the normal health and safety audits and reviews.
- actively support and promote the policy by providing guidance and advice.
- give guidance and support to managers especially regarding the implementation of the policy.
- support individuals who report work-related stress issues and be actively involved in advising on absence relating to work-related stress.
- arrange appropriate training courses as required.

All staff in positions of responsibility should:

- identify work-related stressors for their area and implement strategies as appropriate
- ensure appropriate communication between managers and staff
- facilitate training for staff (including themselves)
- offer appropriate support for staff

All staff should:

- cooperate with one another in discharge of their duties relating this policy
- raise areas of concern at the earliest opportunity with the appropriate person

5.7 Workplace Safety for Pupils, Staff and Visitors

Introduction

The Yehudi Menuhin School aims to provide a safe, secure and healthy environment for pupils, teaching and non-teaching staff, and visitors. It also aims to ensure that all members of the School community understand their own responsibilities in maintaining a healthy and safe environment.

Responsibilities and Duties: please refer to **Health and Safety Policy (5.1)**

Procedures for ensuring Workplace Safety can be found in the following policies:

Fire Safety and Emergency Evacuations (5.16)

Use and Control of Substances Hazardous to Health (5.13)

First Aid, Health Care and Medicines Policy (5.5)

Crisis Management and Disaster Recovery Plan (5.23)

Supervision of Pupils Policy (4.8)

Policy on Bullying, Racial or Sexual Harassment (2.1)

Policy for staff in case of the need for physical restraint (2.6)

E-safety Policy for Staff (2.7)

Safeguarding and Child Protection Policy (2.2)

On-Site Vehicle Movement Policy (5.11)

Minibus Policy (5.17)

Manual Handling Procedures (5.9)

Working at Heights Policy (5.18)

Slips and Trips Policy (5.10)

Lone Working Policy (5.19)

Display Screen Equipment Policy (5.20)

Policy and Procedures for On-Site Contractors (5.14)

Security Policy (5.8)

Pool Operating Procedure (5.21) (available in the Swimming Pool and the School Office)

Hall Operations Manual (5.22) (available in The Menuhin Hall and School Office)

5.8 Security Policy

Visitors

- All visitors to the School, including Governors, are required to sign in at the School Office and to wear a security visitor's badge at all times.
- Staff and pupils are instructed to challenge politely any visitor without a visitor's identity badge and direct them to the School Office.
- Parents visiting during School Office hours (8.00am to 6.00pm Monday to Friday) should report to the School Office and sign in, like any other visitor. Outside these hours, parents visiting pupils should sign in in the boarding houses.
- Parents of day pupils who are in School to pick up their children need sign in only if they leave their car and walk into the school buildings.

Buildings

- All school buildings must be locked at night and, where fitted, the intruder alarms set.
- All areas of the School are protected by key pad entry which must be operational at all times.
- Doors controlled by keypad must never be propped open.
- All classrooms and offices must be locked when unoccupied.
- Duty Staff in Music House and Harris House have responsibility for securing Music House (including Middle Block) and Harris House each evening at 10.00pm.
- The Estate Manager has responsibility for securing The Menuhin Hall, Brackenbury Block, Bursary, White House and Music Studios at 10.15pm from Sunday to Friday.
- Duty Staff in Harris House are responsible for securing the White House and Music Studios at 10.15pm on Saturdays.
- Security lighting installed around the School must be used in the hours of darkness. Where security lighting is automatic, regular checks that all bulbs light must be undertaken.

Personal belongings

- Every pupil has a secure lockable drawer or cabinet in their room. It is recommended, however, that all valuables are lodged with house staff for safe keeping.
- The serial numbers of all electronic goods such as laptops and mobile phones must be lodged with house staff at the beginning of term.
- The School can take no responsibility for the personal belongings of either staff or pupils. We recommend that all pupils take out a personal insurance policy. Details of a suitable scheme are provided by the Finance Director.

Cars

- Staff are requested to ensure that all private vehicles are locked at all times when parked in the School.

Staff Security

- Staff should ensure that they are familiar with the **Lone Working Policy (5.19)**.

5.9 Manual Handling Procedures

Manual handling of loads is one of the most common causes of injury at work and every effort must be made to prevent this. Over a third of all accidents reported each year to enforcement authorities arise from manual handling.

General guidance

Because of the frequency of injury from manual handling, please consult with the Estate Manager before attempting to move any heavy item.

Moving lighter objects still requires care. The following advice should be followed:

- Bending (flexing) the back can increase the load on the body by as much as two and a half times that exerted when lifting without bending the back (knees bent).
- A load carried at arm's length exerts a five-fold increase in strain as against a load held close to the body.
- Lifting above shoulder height cuts a safe load to three-quarters of that at lower levels.
- Frequent lifting can reduce a safe load to as little as one quarter of that for a single lift.

Picking up an object

- **NEVER** attempt to carry anything too heavy or where the shape inhibits your movement on your own - get help.
- Plan the move. Determine where you are taking the item and whether there is a clear space already available to receive it. If lifting to shoulder height, check that there is somewhere to rest it mid-way, e.g. a bench or shelf. Ensure your vision over the top of the load will not be obstructed.
- Try the object for weight first by lifting one corner slightly. Determine which side is heaviest.
- Stand firmly - feet about 12 to 15 inches apart.
- Stand close to the object with one foot slightly in front of the other and pointing in the direction of the movement.
- Bend the knees.
- Back should be held straight with chin tucked in.
- Grip the object firmly but safely within the bounds of your reach. If this is not possible, get help.
- Use the whole of the hand and not just the fingertips.
- Use mainly your leg muscles not your arms or back.
- Don't use sudden jerky movements as you lift the object, but keep your movements smooth.
- Keep the load close to the body and keep the heaviest side towards your trunk.

Putting down an object

- Keep your back straight and lower the object by bending your knees.
- Keep the movement as smooth as possible.
- Avoid trapping your fingers by putting the load down askew and adjusting afterwards.

Pushing/pulling a heavy object

- Ensure the path you intend to push/pull across is clear and smooth.
- Tuck the chin in.
- Keep the back and arms as straight as possible.
- TO PUSH - Thrust with the front-foot and use the back-foot to maintain balance.
- TO PULL - Thrust with the back-foot and use the front to maintain balance.

Some simple practical guidance

- Stop and think before you lift.
- Check that the area to where you intend to move the load is clear and not obstructed.
- Place your feet carefully.
- Get a firm grip.
- Bend your knees and keep your back as straight as possible.
- Don't jerk as you lift but keep a smooth action.
- Move your feet but don't twist your trunk and keep the load close to your body.
- Put the load down first, then adjust it.
- If in doubt, ask for help.

Ways of reducing risks of manual handling injury

- **The Task**
 - Improving the task layout - improve flow of materials, ensure optimum position for storage. Heaviest items should be stored around waist height.
 - Changes to the layout or sequence of operations can remove the need for twisting, stooping, or stretching.

- Using the body more efficiently - hold the load close to the body, place feet close to the load.
 - Replace lifting by controlled pushing or pulling.
 - Improving the routine - consider changes to the frequency of handling, consider flexible break/rest periods, consider job rotation.
 - Handling while seated - not a recommended practice other than for small, light loads.
 - Team handling - consider using two people, ensure adequate space, access and handholds, use a stretcher or slings where appropriate.
 - Personal protective equipment - use gloves, aprons, overalls, safety footwear etc.
 - Consider alternative methods of handling if there is a risk from the contents. Ensure good maintenance and accessibility of equipment.
 - Ensure an efficient defect reporting system.
- **The Load**
 - Making it lighter - consider putting the load into smaller containers, sort the goods into weight categories, making them smaller.
 - Make easier to grasp - consider handles, hand-grips, indents.
 - Stability - containers holding liquids or powders should be well fitted, alternative means of handling should be considered.
 - Loads should be clean.
 - Sharp corners, jagged edges etc should be avoided, use handling aids or personal protective equipment.
 - Consider risks from hot or very cold surfaces, equipment and products.
- **Working Environment**
 - Removing space constraints - make sure there is enough room. Maintain high standards of housekeeping.
 - Condition and nature of floor - it should be flat, well maintained and properly drained. Slip-resistant surfaces should be considered.
 - Clear away spillage promptly.
 - Working at different levels - transfer from one level to another by gentle slope. Avoid manual handling on steep slopes. Working surfaces should be at a uniform height.
 - Temperature - maintain a comfortable working temperature. Where this is not possible, personal protective equipment will be necessary.
 - Lighting - sufficient lighting is essential.
- **Individual Capability**
 - Personal capacity - consider individuals' concerns regarding their suitability for manual handling duties, including age, sex, strength, pregnancy and any medical 'disability'.
 - Knowledge and training - the handling operation should be designed to suit the individual. Employees should be involved in the development and implementation of manual handling training and the monitoring of its effectiveness.
 - Attention must be given to - recognition of hazardous loads, dealing with familiar loads, use of handling aids.
 - Use of personal protective equipment.
 - Working environment - importance of good housekeeping.

5.10 Slips and Trips Policy

Introduction

Slips and trips are the single most common cause of injuries in workplaces. It is therefore important to put in place management systems to eliminate or minimise risks from such accidents. This risk must also be considered during planning, construction and refurbishment or any changes of use within buildings.

Policy statement

The Yehudi Menuhin School will:

- provide a safe working environment for staff, pupils and visitors which is free from slip and trip hazards, so far as is reasonably practicable
- adequately control or reduce the risk of slips and trips, by a combination of a safe environment and safe behaviour
- ensure that appropriate risk assessments and risk reduction methods are in place and encourage all staff and students to take personal action to reduce the risk of slips and trips as far as possible
- ensure that there is an effective response to changing conditions such as weather and the environment, eg during construction works or refurbishment
- ensure that the School premises are designed and maintained to minimise the risk of slips and trips

Estate Manager responsibilities

- assess and take appropriate action with regard to the potential risks arising from:
 - holes, bumps and uneven or worn out surfaces on paths and roads
 - snow, ice and leaves on external paths and road
 - inadequate drainage systems
 - defective matting and flooring surfaces within common areas of buildings
 - contamination of floors
 - report any arising issues to the Health and Safety Committee who will agree corrective action
- apply good housekeeping standards and make appropriate use of barriers during works carried out in the School and grounds
- ensure that the catering and cleaning contractors have risk assessment and procedures in place to minimise slips and trips, for example:
 - preventing access when wet floors are drying
 - cleaning at appropriate times to minimise any risk to building users from wet floors
 - using the correct cleaning methods for flooring type
 - use of appropriate chemicals
 - safe use of electrical power and extension leads and other equipment that might cause a trip hazard
 - use of appropriate signage (e.g. wet floor signs when mopping floors)
 - use of appropriate footwear.

Staff responsibilities

- To be aware of policies and procedures relating to slips and trips in their work area and to follow them
- To take a proactive role in preventing slips and trips by taking action to remove slip and trip hazards from their work area, for example:
 - reporting spillages, so that they can be cleaned up
 - rerouting trailing cables etc
 - maintaining a tidy office/classroom/work area
 - wearing appropriate footwear
 - reporting any issues that cannot immediately be dealt (eg problems with flooring or lighting) with to the Estate Manager

The Finance Director will investigate major incidents involving slips and trips and make recommendations for improvement.

5.11 On-Site Vehicle Movement Policy

Introduction

The Yehudi Menuhin School wishes to ensure that vehicular movements on site are managed to protect pupils, staff and members of the public. Vehicles moving around in the School grounds pose a potential hazard to pedestrians.

The Yehudi Menuhin School is a single site campus. Although mainly a boarding school, there are still a larger number of vehicle movements at the start and end of the school day and also during the evening if a concert is taking place at the Menuhin Hall.

This policy aims to identify traffic risks and take steps to manage any risks to uses of the school site.

Policy statement

Day-to-day management of vehicular movements is delegated through the Finance Director to the Estates Manager. The School will take all appropriate measures to promote safe vehicular movements to protect its staff, students, visitors and premises. All members of staff have a responsibility for their own safety and the safety of those around them.

The Estates Manager is responsible for carrying out a risk assessment of traffic hazards on site, implementing measures to minimise the risk of injury from traffic and identifying improvements that can be made.

Pedestrians

The School will:

- provide suitable and sufficient pedestrian walkways away from the path of driven vehicles
- maintain adequate lighting on walkways during hours of darkness
- maintain pedestrian walkways adequately, including the management of ice and snow during the winter months
- provide safe areas for the picking up and dropping off of pupils

Roads, Traffic Routes and Parking Areas

The School will:

- take all reasonable steps to keep vehicles and pedestrians safely apart
- ensure that traffic routes, entrances and exits are wide enough, particularly if they are shared with pedestrians
- ensure that congestion is avoided and that the additional top gate is kept open during the busiest hours
- ensure that attendees at Menuhin Hall concerts park in the lower car park
- ensure that roads and parking areas are free from obstructions and other hazards
- maintain roads adequately, including the management of ice and snow during the winter months
- maintain adequate lighting on roads during hours of darkness
- ensure that delivery and loading operations are carried out in a designated area and/or away from passing traffic and pedestrians
- utilise speed bumps, where necessary, to limit speed of vehicles
- maintain road surfaces and signs
- provide suitable parking areas for staff, parents and visitors

- ensure that the speed limit of 5 miles per hour is adhered to at all times

5.12 Management of Asbestos

It is the School's policy to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health owing to the exposure to any Asbestos Containing Materials (ACMs) that may be present within the premises. This includes pupils, teachers, staff, parents, visitors, contractors and others who are reasonably expected to be present on the premises. In order to do this, the School has undertaken a programme to identify and record details of asbestos in its properties, and to manage its retention, remediation and removal.

The School has conducted a survey to identify any ACMs that may be present and has compiled an Asbestos Register for all School buildings. The Asbestos Register is maintained by the Estate Manager, (including regular reviews and updating of records of any treatment and/or removal works undertaken).

The School's policy is to:

- ensure the Estate manager is aware of the risks and is trained in the management of ACMs in the School
- provide information on ACMs to staff, contractors and others who may be living or working in areas with or near ACMs, as identified in surveys or assumed to be present
- ensure that prior to any major refurbishment or demolition work an ACM survey is undertaken in the affected areas
- regularly review the Asbestos Management Policy and Procedures.

5.13 Control of Substances Hazardous to Health

Introduction

The Yehudi Menuhin School attaches considerable importance to ensuring that potentially dangerous chemicals and other substances are used safely and stored safely when not in use so that pupils are not placed at risk. Control is exercised by training staff thoroughly and by ensuring that up to date risk assessments are held.

Part 1: Use of chemicals or hazardous substances covered by COSHH

The law requires us to ensure that we take the necessary measures to control the potential risk to the health of our staff, pupils, contractors and visitors through the inadvertent exposure to hazardous substances. These regulations apply to many substances/materials used in teaching and non-teaching activities. However, the COSHH Regulations do not cover lead, asbestos, radioactive substances, or legionella, which are the subject of separate regulations. Part 2 of this document covers the management of radioactive substances in schools.

Hazardous substances

Many substances are potentially hazardous. When in doubt, members of staff should seek clarification. Hazardous substances used in schools that are covered by COSHH include:

- Chemicals used in Science laboratories and in cleaning and grounds maintenance.
- Biological agents, such as bacteria and other micro-organisms from food waste, dead birds or pests.

- Adhesives, paints, cleaning agents, and acrylics used in Art, Maintenance, Catering and Cleaning.
- Fumes from soldering and welding in Art and Maintenance.
- Wood dust from sawing and sanding in Art, Drama, and Maintenance.
- Natural substances, such as chalk and clay dust.
- Fumes produced by large photocopiers.

Safety Data Sheets

Manufacturers are required to produce COSHH data sheets, which are commonly called Safety Data Sheets. Under the Classification, Labelling and Packaging Regulations updated in June 2015 common standards are now in force throughout the EU. Copies of Safety Data Sheets are readily available from the internet, and follow a common format, covering:

- Identification of the product and company.
- Intended use.
- Composition, information on physical and chemical properties, stability, reactivity.
- Hazardous ingredients - toxicological information, ecological information.
- First Aid measures covering: inhalation, eye contact, skin contact, ingestion and summoning emergency medical help.
- Handling, storage and disposal.
- Control measures to be taken before starting work.
- Carrying out a COSHH assessment. (A model COSHH assessment sheet is at Annex A).
- Consideration of the need for one or more of the following measures:
 - Respiratory protection
 - Alternatives that could be safer
 - Working conditions, such as good ventilation, wearing a respiratory mask
 - Protective equipment - hat, gloves, safety footwear, overalls, masks
 - Eye protection
 - Tying back long hair
 - Removing dangling jewellery that could become stuck in machinery

Effects of Hazardous Substances commonly used in Schools

Some examples of the effects of hazardous substances include:

- Skin irritation or dermatitis as a result of skin contact.
- Asthma as a result of respiratory sensitisation, (developing an allergy through inhalation of airborne substances such as wood dust, glues or resins).
- Rhinitis and conjunctivitis as a result of respiratory sensitisation.
- Losing consciousness as a result of being overcome by toxic fumes.
- Cancer, which may appear long after the exposure to the chemical that caused it.
- Infection from bacterial and other micro-organisms.

The effect will vary, depending upon whether the product is classified as:

- Toxic/Very Toxic, meaning that it may cause serious health risk or, even death, if inhaled, ingested or if it penetrates the skin.
- Corrosive, meaning that it may on contact cause destruction of living tissue or burns.
- Harmful, meaning that it may cause limited health risk if inhaled or ingested or if it penetrates the skin.
- Irritant, meaning that it may cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or inhaled.

Policy on use of hazardous substances in teaching

We do not use or store very toxic chemicals in teaching. We always use the least hazardous product possible. In cases where we use toxic or corrosive chemicals in teaching, they are normally used only by teachers, wearing suitable protective equipment and using fume cupboards for demonstration. Pupils under Years 12 and 13 are never allowed to handle these substances. Pupils in Years 12 and 13 are, on occasion allowed to do so under strict supervision, after receiving a safety briefing, and wearing protective clothing.

Risk assessments: hazardous substances used in teaching

Our policy is that no substance can be used before a full risk assessment has been carried out. We have COSHH manuals for Science and Art, which include CLEAPPS Hazards, technical data sheets and risk assessments for every substance, experiment and activity. The School's Health and Safety Committee receives regular updates and reports on all risk assessments. The Head of Science is responsible for ensuring that risk assessments are carried out on all substances used or generated in school activities in Science. The Head of Art is responsible for ensuring that the Art activities, including the kiln, have up to date risk assessments in place.

These risk assessments cover:

- The identification and labelling of products.
- Arrangements for safe use and storage. Flammables must be stored in locked metal cabinets located away from direct heat. Some products can only be used in fume cupboards. Some products must be separately stored from others to avoid the risk of contamination.
- Protective equipment to be worn. Overalls, gloves, masks and safety goggles are available in the laboratory and the Art Studio. They should be worn as directed. Long hair must be tied back.
- First Aid treatment. Every area of the school is equipped with readily identifiable first aid boxes, and eye washes. The Senior School Nurse can be contacted in an emergency.
- Reporting and investigating accidents or near misses.
- Information (from the Hazards) on dealing with spillage and safe disposal of chemicals.
- Emergency evacuation procedures.
- Air quality monitoring (in certain experiments and areas where fumes are generated).
- Regular checks on fume cupboards, mechanical ventilation, equipment, used in Science, and the kiln in Art.
- Controlling dust in the kiln area.
- Controlling fumes.
- Training new staff and pupils in safe usage. Actively promoting a safety conscious culture.
- Record keeping.
- Restricting pupils' unsupervised access to these areas, and ensuring that they leave their bags and bulky possessions outside the laboratory and studio.

Policy on use of hazardous substances in school catering, cleaning, caretaking, maintenance and grounds

Our policy is to use the least hazardous product possible in the support areas of the school. In order to ensure that our staff are afforded maximum protection, we have adopted the following measures:

Staff Training

- All staff who assist with food preparation must possess a basic food hygiene certificate.

- The Chef Manager is trained in the Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and COSHH procedures in relation to the cleaning products used in the kitchens and dining areas.
- Total Maintenance Solutions Ltd (contract cleaners') staff are trained in COSHH procedures in relation to cleaning products used throughout the school.
- All Maintenance staff are trained in COSHH procedures in relation to chemicals used in the swimming pool, spraying etc. and swimming pool maintenance is only carried out by trained staff.
- We maintain records of training and do not allow untrained staff to work with chemicals.
- All new staff are advised that failure to adhere to the school's policies and procedures, especially if their actions result in exposing pupils to potential harm (for example, by failing to lock up chemical cleaning products), can be treated as a disciplinary offence under the disciplinary provisions of their contracts of employment.
- We train all new staff in emergency procedures and relevant staff are trained in shut-off of gas/electricity.

Risk assessments: hazardous substances in school catering, cleaning, caretaking, maintenance and grounds

Our policy is that no substance can be used before a full risk assessment has been carried out. Our Catering Team hold comprehensive COSHH manuals for the catering, and our contract cleaners hold these for cleaning. The Estate Manager holds these for all estate activities and is responsible for ensuring that risk assessments are carried out on all substances used or generated in school activities and on all equipment and machinery used.

Risk Assessments cover:

- The identification and labelling of products.
- Arrangements for safe use and storage. Flammables must be stored in locked metal cabinets located away from direct heat. Some products can only be used in fume cupboards. Some products must be separately stored from others to avoid the risk of contamination.
- Arrangements for the safe storage of diesel fuel in separate 10 litre capacity metal containers [the legal maximum] that are kept by the Estate Manager in an outdoor locked metal store, which is physically separate from the school buildings, and is clearly labelled, in accordance with the recommendations of the UK Petroleum Industry Association (UKPIA) for the safe storage and use of fuel.
- The occasions when protective equipment is to be worn.
- Safety equipment varies with the occupation; but overalls, gloves, masks, safety goggles, ear defenders and safety boots are issued to staff that are assessed as requiring them. Safety equipment should be worn at all times.
- Suitable footwear should be worn for catering and cleaning, as flip-flops and open-toed or high-heeled sandals can cause accidents. Long hair must be tied back. "Dangling" jewellery must be removed.
- First Aid treatment. Relevant areas of the school are all equipped with readily identifiable first aid boxes, and eye washes. Names of first aiders are displayed in standard notices. The Senior School Nurse's number is displayed so that she can be contacted in an emergency.
- Reporting and investigating accidents or near misses to the Finance Director.
- Information (from the Hazards) on dealing with chemical and biological spillages and the safe disposal of chemicals.
- Emergency evacuation procedures, including the procedures for shutting off gas electricity and water.
- Regular, documented checks on fume cupboards, the kiln and all mechanical ventilation.
- Regular, documented checks on plant, machinery, lifts and hoists.
- The safe use of all equipment and machinery.

- The safe operation of the boilers and air conditioning plant.
- The safe control of wood dust and ceramic dust (involving wet cleaning of surfaces and the use of a specialist (type H) vacuum cleaner to clean overhead in the DT and ceramic studios.
- Training new staff and pupils in safe usage. Actively promoting a safety conscious culture.
- Record keeping.
- Reporting faults and defects.
- The safe maintenance of the swimming pool and the monitoring of water quality.

Reviews and monitoring

Reviews of procedures take place regularly, and records are updated, especially as buildings are refurbished. We have an established procedure for monitoring accidents and near misses. Any accident that involves a pupil, member of staff or visitor having contact with, or being exposed to a substance linked to a particular disease or adverse health effect, is:

- Reported to the Finance Director.
- Reported to the HSE, if appropriate, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Formally recorded, with a note placed on the cover of the individual's file to the effect that the record must be retained for 40 years.
- Reported to the school's insurers, in case there is a subsequent claim.

A record of all accidents is made by the Senior School Nurse who passes the records termly to the Health and Safety Committee where they are inspected and any trends identified and acted upon. An annual report is prepared for the Governors' Risk Committee.

Policy on radioactive substances

No radioactive substances are used or stored within the School.

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 improvement 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

The School recognises its responsibilities to maintain the general workplace and its equipment in an efficient and safe state.

The Estate Manager undertakes regular inspections of the School's property, plant and equipment with a view to ensuring that actual and potential hazards are identified and the equipment is appropriately serviced and maintained.

The Estate Manager checks the safety implications of new plant and equipment before it is purchased and, where appropriate, obtains operating and maintenance instructions and any available assessment of safety implications. He ensures that no machine is operated without all safety guards and devices properly fitted and operating, except for adjustment repairs and testing purposes by qualified members of staff or contractors, and that appropriate staff are trained in the use of the equipment. In collaboration with the Hall Technical Manager, he identifies all premises, plant and equipment needing maintenance, ensures effective maintenance procedures are drawn up, and that all appropriate maintenance is implemented.

Staff co-operate by:

- Attending relevant training and following usage instructions issued to them
- Using recommended procedures designed for their safety
- Using approved work equipment for its proper purpose, in the appropriate place and in accordance with any training received and instructions issued including any that is provided for their safety
- Reporting any loss or defect of work equipment
- Not tampering with or altering work equipment in any way which may inhibit its effectiveness
- Not introducing into the workplace, or use, any unauthorised equipment or spare parts
- Helping to keep work equipment clean and in good condition by treating it with respect and care

Maintenance

A key aspect of providing safe work equipment for staff to use is the arrangement of suitable maintenance. This is organised by the Estate Manager. Staff must not carry out even simple maintenance tasks without adequate and proper training and young or inexperienced workers are not permitted to carry out routine maintenance tasks on any dangerous parts of a machine (e.g. cutting blades) without full supervision.

Some items of work equipment are maintained by the Estate Manager and the Hall Technical Manager, others have regular (e.g. annual) maintenance contracts with manufacturers/suppliers in place, and others are maintained by contractors (e.g. catering equipment):

Automatic Doors: The Hall Technical Manager will ensure that the automatic doors installed in the Menuhin Hall in June 2013 are serviced every six months and tested annually by an independent, competent person. A test certificate will be completed and retained for inspection.

Passenger Lift: The Hall Technical Manager ensures that the passenger lift in The Menuhin Hall is inspected every six months and necessary maintenance carried out. Statutory notices are displayed.

Hall Lighting Rigging: The Hall Technical Manager ensures that all equipment used in rigging is examined annually by a competent person and records maintained.

Pressure Systems (boilers, hot water systems, refrigerator plant etc.): The school's pressure systems are maintained under service contracts with suitable and competent contractors.

Kiln: The kiln in the Art Room will be regularly maintained. This includes regular inspection (see electrical equipment below) and regular servicing, particularly to ensure door safety.

Fume Cupboards: The Fume Cupboard in the Science Laboratory and Preparation Room will be inspected by an independent, competent person, the results recorded and a date label clearly affixed. In addition, a visual inspection should be carried out at least once per term by the Estate Manager.

Kitchen Extractor Systems: Kitchen canopy and extractor systems will be inspected, maintained and cleaned at six monthly intervals by a competent contractor.

Ladders: The Estate Manager will regularly inspect access steps and ladders.

Water Systems: The School has reviewed the risks to pupils, staff and visitors of contracting Legionnaires' disease (due to Legionella bacterial infection). Water tanks were inspected and treated in 2015 and will be repeated every four years, with water samples taken annually by a competent contractor. The Estate Manager de-scales shower heads every six months.

Outdoor Play Equipment: The Estate Manager inspects and maintains the swings on a regular basis.

Ponds: Warning signs, safety features and fencing to the lake are inspected at least once a term by the Estate Manager.

Swimming Pool: The Estate Manager regularly monitors the equipment and water quality. The pool equipment is inspected and serviced annually by a competent contractor.

Fixed Electrical Equipment: All fixed electrical installations are inspected and tested every five years. The School holds current electrical test certificates for all of its buildings, provided by NICEIC accredited, qualified Electrical Engineers. The Estate Manager and Estate Assistant have been trained in isolating the fuse boxes in the School and shutting off the School's boilers and one or other is always either on duty or on-call.

Portable Electrical Equipment: is regularly inspected and is tested annually. The basic inspection is designed to identify defects, caused through wear and tear before the equipment can cause a shock or burn, or cause a fire, and all staff are encouraged to ensure that:

- Plug sockets are not over-loaded by multi-way adaptors
- Cables do not cause a trip hazard
- Unprotected cables do not run under carpets
- Equipment is not positioned in such a way as to cause strain on the cable
- Equipment is not operated with its cover removed
- There is no visible damage to the equipment, cable or the plug
- There are no non-standard joints (such as taped joints)
- Plug covers are in place
- Correct fuses are fitted
- There is no sign of over-heating
- There is no sign of damage to the wall socket.
- Ventilation is adequate to prevent over-heating
- All appliances can be easily switched off

Some faults cannot be detected by visual inspection, particularly lack of continuous earths. The Estate Manager has been trained to conduct Portable Appliance Tests which are done annually. All equipment is tagged with the date of the test. Overseas pupils and their parents are regularly reminded not to bring to School electrical items which are incompatible with UK regulations.

Fire Safety Equipment: See **Fire Safety and Emergency Evacuation Policy (5.16)**

5.16 Fire Safety and Emergency Evacuation Policy

The School must ensure the safety of all staff, pupils, contractors, visitors etc. In order to do this the School:

- Undertakes **fire safety risk assessments**.
- **Has appointed a person with** sufficient training, experience and knowledge to undertake the preventive and protective measures required by legislation. This person is the Estate Manager (Brian Harris).
- **Acts promptly on any recommendations** from the Fire and Rescue Service.
- **Provides employees with information** on:
 - the risks identified by the fire risk assessment
 - the measures that have been taken to prevent fires, and
 - how these measures will protect them if a fire breaks out.
- **Informs non-employees**, e.g. students and temporary or contract workers, of:
 - the risks fire poses to them
 - the nominated competent persons
 - fire safety procedures for the premises.
- Considers the presence of any **dangerous substances**, e.g. highly flammable substances such as LPG and petrol, or radioactive substances, and the fire safety risks they present.
- Has established a suitable means of **contacting the emergency services** and providing them with any relevant information about dangerous substances.
- Provides appropriate **information, instruction and training for employees** about the fire precautions in the workplace, when they start work, and regularly thereafter.
- Ensures that the **premises and any equipment** provided in connection with fire fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance, and are maintained by a competent person in an efficient state of working order and in good repair.
- Tests fire alarm system weekly

Fire Safety Risk Assessments

The School carries out (or arranges to have carried out) fire safety risk assessments. These focus on the safety of all 'relevant persons' (any person lawfully on the premises and any person in the immediate vicinity, but not fire-fighters carrying out fire-fighting duties). The risk assessment will help ensure that the School's fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, or identify any issues that need attention.

The fire risk assessments take the whole of the premises into account, including outdoor locations and any rooms and areas that are rarely used. The premises are divided into a series of assessment areas using natural boundaries, e.g. administrative areas, academic departments, boarding houses, laboratories and workshops, kitchens and dining areas etc.

Fire Risk Assessments of current buildings were initially prepared by an approved contractor and are reviewed annually by the Estate Manager. The approved contractor is asked to prepare FRA for new buildings and when major modifications to existing buildings take place.

Fire Detection and Warning Systems

The School has a fire detection and alarm system consisting of sounders (bells/sirens), manually operated call points (break-glass boxes), and smoke and heat detectors so that we can:

- Detect fires promptly and reliably
- Give warning to the buildings' occupants so that they can evacuate safely
- Alert the fire brigade
- Minimise damage to buildings and their contents.

The Estate Manager is responsible for the installation, maintenance and checking of all equipment and warning systems and for maintaining accurate up to date written records of such. The alarm system is checked weekly by the Estate Manager to ensure it is working and serviced twice a year by an approved contractor (CFS Systems Ltd).

Emergency lighting is regularly checked (monthly) by the Estate Manager and a record kept. There is an annual check by an approved contractor (JC Electrics).

Contacting the Emergency Services in Case of Fire

Following an evacuation, the Estate Manager or Deputy Estate Manager will usually carry out the normal checks to determine if there **is** a fire. In their absence, this role is taken by the Head or Finance Director (or outside of school hours the Housemaster or Housemistress). If it is clear that there is cause to call the emergency services, the Estate Manager (or member of staff listed above) will call them and notify the Head and Finance Director as soon as possible.

Fire Fighting Equipment and Facilities

The School has various pieces of fire fighting equipment located in key locations around the School. People who have not been trained to use fire extinguishers should not be expected to use them to attempt to extinguish a fire. However, all staff should be familiar with their location and basic operating procedures in case they need to use one to escape from a fire.

Staff should only consider fighting a fire after they have evacuated any people in their charge, raised the alarm, and if they have been trained. They should inform other members of staff of their intention to fight the fire and they must be certain that their actions will not place themselves or others in danger. They should not fight the fire if they are in the slightest doubt.

The fire extinguishers and other fire-fighting equipment are checked and serviced once a year (February) by an approved contractor (Ocean Fire Protection)

Fire Training

All staff receive fire training – the purpose of the training is to ensure that:

- Everyone is aware of the importance of fire safety and takes reasonable care in carrying out their duties.
- The evacuation procedures can be carried out competently.
- Appropriate staff have a basic knowledge of fire-fighting.
- Every new member of staff is given a booklet on Fire Safety and asked to read it and sign that they have done so.
- Basic training on fire safety is given at the start of their first day of work and fuller training at the next available opportunity. By the end of the training staff should be able to protect themselves and other people on the premises. Refresher training is carried out regularly and a record is kept.

Fire Drills

The effectiveness of the fire training should be tested by regular fire drills. These are arranged three times every term. Fire drills are carried out at various times, including late evenings/early mornings for boarding houses. At least one of these drills each term will be during the school day and one during boarding time. Drills are also held during the holidays if the school premises are used for 'holiday lets'.

Details of all fire drills and evacuations are recorded by the Estate Manager who records all actions arising and monitors that actions are completed. The Finance Director regularly reviews the reports.

Evacuation procedure

Should the fire alarms sound, the **place of assembly** is the **Car Park**. The Fire Officer (the Estates Manager) will check the alarm panel to locate the source of the fire and summon the Fire Service by ringing 999. In 'school hours' the Fire Officer's deputy will be the Deputy Estates Manager, the Head or Finance Director (in that order). In the absence of all three, the role of Fire Officer will be assumed by another member of the Leadership Team. Outside 'school hours' the Fire Officer's deputy will be the Housemaster, Housemistress or Senior School Nurse.

All pupils and staff are requested to line up in a quiet and orderly fashion for the Duty Staff to ensure that all buildings have been fully evacuated. A roll call must be taken in order to identify immediately any missing pupils or staff. Pupils and staff will not be allowed back in to the buildings until the cause of the alarm is established. In the case of a false alarm, the alarm will not be silenced until after the buildings have been fully evacuated.

If the alarm sounds outside 'school hours' and the Fire Officer is not present, House staff should give priority to ensuring that the buildings have been evacuated. Only then should the deputizing member of staff check the alarm panel to ascertain the cause of the alarm.

The fire bells are tested every Monday at 10.25am. This is purely a test of the systems and no action is required. At all other times staff and pupils must react immediately to the fire bells/sirens.

Staff who leave the school premises during teaching hours should 'sign out' in the log in the Office in case there is a fire while they are absent.

Events and Public Performances

Occasionally the School puts on special events such as plays or social evenings and will nominate fire marshals for such events. They should:

- Be trained in their duties.
- Be familiar with all relevant fire exit routes.
- Be identifiable to the audience.
- Carry a torch whenever part of the public areas is in darkness.
- Ensure there are no areas of overcrowding.
- Keep exits and gangways clear.

Visitors/Contractors

All visitors/contractors, including groups who may hire part of the premises, are given information outlining the procedures to follow in the event of the alarm being raised and the location of the relevant assembly points.

All visitors/contractors (other than parents/guardians collecting students) arriving at the School should sign-in at the main reception. The visitors'/contractors' registration book is both a safety and security document. Therefore it is necessary for all non-employees having access to the School to register both their arrival and departure times.

Members of staff, at whatever level, will be responsible for the safety of their visitors at all times.

Appendix: Hot Work Code of Practice

This Code of Practice will apply to school employees and to contractors who carry out 'hot work' tasks on site; 'hot work' is classed as temporary operations capable of providing a source of ignition, for example welding, cutting, burning, or heating. It does not include routine laboratory or workshop operations in designated areas.

In addition to any injuries, fires caused by 'hot work' could have a significant adverse effect on the staff, pupils and the school's operations. This could include damage to the buildings and ultimately, loss of life. Implementation of this Code will minimise the risk of these adverse effects. Failure to follow the Code's requirements may lead to the termination of the work and disciplinary action taken against employees or removal of contractors from the school.

General arrangements for Hot Work

The Estate Manager is responsible for all hot work undertaken on site. He will liaise with any contractors planning to carry out hot work before commencement of the work.

If there is a practical method to carry out a task without involving 'hot work', this method will be used.

Where specific fire fighting equipment is included in the precautions for the work, this equipment will be provided by the school unless otherwise agreed.

All equipment used for hot work must be in good order and fit for the intended purpose. Employees and contractors must not use any equipment that is below standard or in need of repair. Any equipment found to be unsafe must be immediately withdrawn from service and disposed of or repaired.

A **Hot Work Permit** is required for any temporary hot work operation involving open flame or producing heat and/or sparks. This includes but is not limited to welding (gas or electric arc), cutting (gas or electric arc), brazing and grinding. The requirement for a permit applies equally to school employees and to contractors. For details of arrangements, see the 'Hot Work Permit' section below.

If hot work is subject to a 'hot work permit', the area where the work is to be carried out will be examined by the Estate Manager before commencement of the work to ensure arrangements are in place to minimise the risk of fire.

If unsafe conditions are noted during the work, all hot work will cease until the conditions are made safe.

If an employee or contractor is discovered performing any hot work without obtaining a permit other than in designated areas, the work will be stopped until a permit is obtained.

Any contractors' hot work equipment left on the premises overnight or other periods where the contractor is not on Site must be properly secured in an area designated by the Estate Manager or deputy.

Hot Work Permits

If a **Hot Work Permit** is required, this will be issued by the Estate Manager.

The permit will be valid for a maximum of twelve hours. After this period a further permit must be obtained before continuing with the work.

Fire watcher attendance will cover all work breaks, monitor the area for sixty minutes after completion of the work and any further regular fire watch inspections as necessary.

Hot Work Guidance

General precautions

- Hot work should only be authorised where a safer method of carrying out the work is not possible or practical. For example using blow-lamps could be avoided where surfaces are being prepared for painting.
- Work involving open flame or grinding/cutting wheels should only be carried out by suitably competent personnel.
- Wherever possible, hot work should be carried out in an area designated for that purpose. It may be appropriate to move the items to be worked on to an existing designated area.
- In areas protected by a sprinkler system, hot work operations should not be carried out when the sprinkler system is isolated.
- When hot work is being undertaken in premises fitted with an automatic fire detection system only the zone or detector(s) where the work is being carried out should be isolated if required to prevent false alarms. The zone should be reinstated as soon as the task has been completed.
- A nominated person should provide a continuous fire watch during and for at least one hour following each period of work. The individual should monitor and detect any smouldering or fire in the work area and adjoining areas to which sparks and heat may have spread. These areas include floors below and above the work area and areas on the other sides of walls to where the work is being carried out.
- Liaison should be established in multiple occupancy buildings before work commences to ensure all occupants are aware of the work being undertaken and to arrange alternative access if required to areas adjacent to where work is to be undertaken.
- Contractors must be made aware of fire safety procedures in place at the premises, including the hot work permit system. The contractor's responsible person must sign the hot work permit prior to the commencement of the work.

Precautions for using hot work equipment

- **Gas welding and cutting apparatus**
 - Gas welding and cutting procedures must only be carried out by trained personnel using equipment and hoses in good condition and set up in accordance with the manufacturers' instructions. Gas cylinders should always be safely transported and supported, preferably by the use of purpose-built trolleys.
- **Blowlamps and blowtorches**

- LPG blowlamps and blowtorches should be extinguished and allowed to cool before changing cylinders. Paraffin or petrol blowlamps must not be used; paraffin or petrol blowtorches should be filled and lit in the open and should not be refilled when hot.
 - Blowlamps and blowtorches should be lit as short a time as possible before work commences and extinguished immediately the work ceases.
 - Lighting up should only be carried out in accordance with manufacturer's instructions. Blowlamps/blowtorches should not be left unattended when alight.
 - Electrically-powered hot air blowers are a particular risk due to there being no visible flame. When using these appliances ensure they are switched off when not in use and unplugged and allowed to cool before storing.
- **Bitumen/tar boilers**
 - Bitumen and tar boilers, lead (metal) heaters and similar equipment should only be taken onto roofs in exceptional circumstances. If located on a flat roof, a non-combustible heat insulating base must be provided to prevent possible ignition of the roof structure.
 - The equipment must always be supervised by an experienced operator and be sited on a firm and level surface where spilled material can easily be controlled.
 - Gas cylinders must be located at least three metres from the burner. Gas hoses must be in good condition and properly fitted. Cylinders not in use should be stored away from the working area.
 - The bitumen level and its temperature should be monitored and the lid normally be kept on the boiler.
 - The burner should be turned off before transporting the boiler on a lorry or trailer.
- **Grinding wheels and cutting discs**
 - The correct grade of wheel or disc should be used for the task in hand. Where possible, wet cutting should be undertaken.

Before hot work commences

- All personnel involved with the hot work should be familiar with the method of raising the fire alarm, means of escape from the premises and summoning assistance and/or the fire brigade.
- Before hot work begins, an area within 5 metres of the work should be cleared of combustible materials and flammable liquids if possible. All elements of combustible construction and surface finishes should be protected, as should any openings, holes or gaps in walls, floors and ceilings through which sparks could pass. In some circumstances the distance may need to be greater than 5 metres, for example where overhead hot work is to be undertaken. If the clearing of combustible materials and flammable liquids is not possible then extra protection such as covering with flame proof sheeting must be provided. Protection, except where indicated otherwise, should be by the use of non-combustible or purpose-made blankets, drapes or screens.
- Any services such as gas pipes and electric cables should be identified, isolated and protected where possible.
- All floors should be swept clean and combustible floors in the hot work area covered with overlapping sheets of non-combustible material or wetted and liberally covered with sand. Particular care should be taken to ensure that any gaps in the flooring are adequately covered.
- Hot work should never be carried out in an atmosphere containing flammable/explosive vapours, gas or combustible dust. Where a hazardous atmosphere is suspected, gas/vapour monitoring should be undertaken and work only commenced when the atmosphere has been certified to be non-hazardous. If there is a risk that the flammable

atmosphere may recur, further periodic or continuous testing of the atmosphere will be necessary.

- Flammable solvents should not be used to clean surfaces immediately before work commences.
- Before carrying out work on one side of a wall or partition, an examination of the area on the other side of the wall or partition should be carried out to ensure that any combustible materials are not at risk of ignition by direct or conducted heat. Heat may be conducted where walls or partitions are metal or metal items such as beams or bolts penetrate to the other side.
- Where hot work is to be undertaken on composite building panels or similar construction, the type of insulation or other materials behind metal cladding or other non-combustible surfaces should be assessed. If combustible materials are identified or suspected, alternative methods of carrying out the work should be employed.
- Good ventilation should be maintained in all areas where hot work is to be carried out as the work may produce copious volumes of smoke and fumes.
- At least two fire extinguishers appropriate to the environment and a water hose reel if available should be provided at the location where the hot work is to be undertaken.

Following completion of hot work

- When the work is complete, stub ends of welding rods and all waste materials should be removed and disposed of safely.
- All equipment, including gas cylinders, should be removed to a secure area at the end of the working period or when the task is completed, if this is sooner. Where bitumen/tar boilers are involved, only the gas cylinders need to be removed.
- A fire watch should be maintained for at least one hour after work is completed - see 'General Precautions'.

HOT WORK PERMIT CHECKLIST

Applicable to all operations involving flame, sparks, hot air or arc welding and cutting equipment, brazing and soldering equipment, blow lamps, bitumen boilers and other equipment producing heat of having naked flames.

FIRE PROTECTION	Yes	No	N/A
1. If fire detection needs to be disabled or covered the Estate Manager has been informed.			
2. A person, not directly involved with the work, will provide a continuous fire watch during the period of hot work and for at least one hour after it ceases, in the work area and those adjoining areas to which sparks and heat may spread.			
3. At least two suitable extinguishers or a hose reel are immediately available. Personnel undertaking the work and providing the fire watch are trained in their use.			
4. Personnel involved with the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the fire brigade.			
PRECAUTIONS WITHIN 5 METRES (MINIMUM) OF THE WORK			
5. Combustible materials have been cleared from the area. Where materials cannot be removed, protection has been provided by non-combustible or purpose made blankets, drapes or screens.			
6. Flammable liquids have been removed from the area.			
7. Floors have been swept clean.			
8. Combustible floors have been covered with over-lapping sheets of non-combustible material or wetted and liberally covered with sand. All openings, and gaps (combustible floors or otherwise) are adequately covered.			
9. Protection (non-combustible or purpose made blankets, drapes or screens) has been provided for:			
Walls, partitions, and ceilings of combustible construction or surface finish. All holes and other openings in walls, partitions, and ceilings through which sparks could pass.			
10. Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal.			
11. Enclosed equipment and spaces (e.g. tanks, containers or dust collectors) have been emptied and tested for, or are known to be free of, flammable /explosive concentrations of vapour, gas or dust.			
EQUIPMENT			
12. Equipment for hot work has been checked and examined and found in good repair.			
13. Gas cylinders have been properly secured.			

Checklist completed by:

Name:	Signature:
Date:	Position:

YEHUDI MENUHIN SCHOOL		PERMIT NO.
A) PROPOSAL (to be completed by the person responsible for carrying out the work)		
Building:		
Exact Location of Proposed Work:		
Nature of Hot Work to be undertaken:		
The above location has been examined and the precautions listed overleaf have been complied with as indicated.		
Name	Signature	
Date	Position	
Contractor (where applicable)		
B) AGREEMENT (to be completed by the Estate Manager)		
This Hot Work Permit is issued subject to the following conditions:		
Time of issue of permit:		
Time of expiry of permit:		
A final fire check of the work area shall be made at : (allow at least one hour post completion of work)		
Additional conditions required:		
Name	Signature	
Date	Position	
Contractor name (where applicable)		
Contractor signature		
C) FIRE WATCH (to be completed by Estate Manager or contractor responsible for the work BEFORE returning this permit to the issuer)		
This work area and all adjacent areas to which sparks and heat may have spread (such as floors below and above and areas on other sides of walls) have been inspected and found to be clear of fire risk following completion of the work.		
Time inspection completed		(this must be at least 1 hour after work was completed)
Name	Signature	
Date	Position	
Contractor name (where applicable)		
D) CHECKED BY ESTATE MANAGER		
Name	Signature	
Date	Position	

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:

- (a) have a licence which was issued before 1 January 1997; or
- (b) 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

It is recognised that there are hazards associated with working at heights, e.g. using ladders and tower scaffolds and working on raised platforms, such as the back of a lorry, mobile elevated working platforms, a roof or a mezzanine floor. On average 60 people die and 4000 are seriously injured each year as a result of falls from height whilst they are at work (the most common cause of death at work).

Working at heights is covered by specific legislation (the Work at Heights Regulations 2005). Risk assessments for working at heights should be used before commencing any work at height.

The regulations apply to **all** work at height, regardless of duration, where there is a risk that a fall could cause injury. Examples include:-

- Using a ladder/stepladder or kick-stool for putting up displays, window cleaning or maintenance tasks (e.g. changing a light bulb)
- Painting, pasting or erecting displays at height
- Work on staging or trestles, for example at a concert
- Working on a scaffold or from a mobile elevated work-platform
- Working on roofs or mezzanine floors
- Arboriculture and forestry work performed in trees
- Using cradles or ropes to gain access to parts of a building
- Climbing permanent structures, such as gantries, and
- Working close to an excavation area or a cellar opening, where someone could fall into it and injure themselves or others.

Regulations came into force in April 2007 to bring those paid to lead and train climbing and caving activities in the adventure activity sector within scope of the Work at Height Regulations 2005.

- **Specific Advice for Teachers and School Support staff**

- Avoid or minimise work at height where possible, e.g. use lightly weighted strings to pull display items up over beams, prepare displays as far as possible before putting them up.
- Always use suitable equipment for working at height, e.g. 'kick-step' type stools, properly designed and maintained low steps, poles for opening high windows etc. If you still can't reach without over-stretching, ask for help.
- Always think of your personal safety and assess the risk from what you propose to do.
- Remember that school furniture was not designed for you to stand on.
- Be aware of obstructions at all times.
- Wear suitable footwear.
- Report poor maintenance, such as damaged window mechanisms, which could create hazards.
- Be aware of slippery surfaces, particularly stairs.
- Reduce accidents on stairs by encouraging people not to run or push.

Wherever possible **ladders and stepladders should NOT be used for work at height**, as they do not provide any means for preventing falls or minimising the consequences. Before using a ladder, please seek advice from the Estate Manager.

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

1 General Statement

The law relating to the use of DSE equipment, such as computers, is covered by the Health and Safety (Display Screen Equipment) Regulations 1992 (the DSE Regulations). These Regulations set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. We have also incorporated the amendments made to these Regulations in 2002.

2 Definition of 'user'

The Guidance to the DSE Regulations defines a 'user' as someone who uses a computer for 'continuous spells of an hour or more at a time' on a 'more or less daily' basis.

3 Procedures

In order to comply with the DSE Regulations:

- All new employees who are required to use computers as a significant part of their job will be given a self-assessment DSE questionnaire to complete within six months of starting work with us. It is the duty of the School Safety Officer to provide this.
- Should a member of staff change workstations then another questionnaire should be completed shortly after the change in location or job role. While care has been taken to ensure that the questionnaire is self-explanatory, any queries can be referred to the School Safety Officer.

- Where the questionnaire identifies problems, such as glare, it is the responsibility of the employee to work with the School Safety Officer to minimise impact.
- Staff are actively encouraged to try and rotate their job tasks in order to spend a few minutes an hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that his or her workload does not permit adequate breaks, this should be brought to the attention of the individual's manager. Where possible, this situation will be rectified.
- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly.

4 Employees' duties

Employees are expected to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their line manager as soon as possible.

5 Eye Tests

Any employee who has been designated as a DSE user has the right to request an eye test. This will be organised through an optician of the employee's choice - it is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician. We do not offer the taking of paid leave for eye tests and wherever possible employees are expected to arrange for them to take place in their own time.

6 Supply of Glasses

Where the optician has confirmed in writing that glasses/lenses are needed exclusively for DSE use, we will contribute a set amount towards the cost. This figure is reviewed periodically and will be set to reflect the cost of a basic pair of glasses – details are available from the Finance Director. Should employees wish to purchase a more expensive pair, the set amount only will be made available towards the cost and the balance will need to be funded by the employee.

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

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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	0800 783 8866
	EDF Energy (UK Power Networks)	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 Policy (5.5)**

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

Entry to the School is by rigorous selection following a series of auditions, interviews and observation.

The **first stage** of the admissions process is the submission of a recording of a candidate's performance on their chosen instrument or a ten-minute preliminary audition at the School. A Registration Form and Registration fee should be accompanied by the recording. This recording enables the Director of Music to assess the suitability of any candidate for a full audition at the School. All people who enquire about the School are automatically invited to the next available Open Day to find out more about the School and the performance standards expected of any pupil of the School.

An invitation to a **Full Audition** will be sent to any candidate thought suitable. The Full Audition involves performing to a panel comprising the Director of Music, the Head, and the relevant instrumental teacher. Interviews with House staff, Senior School Nurse and Head assess motivation and suitability for a specialised course of study. During the interview the Head will ascertain the financial situation of a candidate but this plays little part in the selection process itself. Aural tests will be conducted and written reports of all interviews placed on file.

As the **Final Stage** of the process we feel that it is important that any candidate for a place at the School is given the opportunity to experience a three-day stay. All candidates who pass the Full Audition stage are invited to stay at the School and to join in the usual activities of the School. Every stay will include at least one lesson with an instrumental teacher.

Deletions from the Admissions Register

Before deleting a name from the Admissions Register, the School will report to the relevant Local Authority any occasion when a child **(a)** has been removed from school to be home educated or his/her next school is unknown; **(b)** has been certified as medically unfit to attend; **(c)** is in custody for more than four months; **(d)** has been permanently excluded.

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

Exclusion from the School is only used in response to a major breach of the School Rules and where the safety of the pupils and staff or the good name of the School might be compromised.

If a pupil is in breach of such a rule, a case conference with House staff and the Leadership Team is convened to ascertain the facts and a record made. The Head will then telephone parents and arrange for parents or guardians to collect the pupil as soon as possible. The pupil meanwhile will be isolated from the pupil body and escorted from the premises.

An exclusion may be for two or three days or longer. The Head should telephone or contact the Chairman of Governors as soon as possible if such an action is taken.

For a permanent exclusion or expulsion the Chairman of Governors must be contacted by the Head prior to the exclusion being made, and a full justification for a permanent exclusion must be made.

In all cases a written record of the facts must be made in case of an appeal against the decision. The Chairman of the Education and Pastoral Care Committee should also be informed.

7.0 Complaints and Appeal Procedures

7.1 Complaints Procedure

It is hoped that the School will continue to maintain excellent relationships with the parents and guardians of pupils attending the Yehudi Menuhin School. There are however occasions when a parent or pupil may wish to lodge a complaint about the School or a member of staff. The following (which is available to parents on the School website under **Policies** or from the School Reception) explains the procedure which parents must follow.

- We aim to explain the systems we have put in place and to give parents confidence in the School's willingness to listen and determination to be open, honest and fair in the School's dealings with parents.
- Any complaint or concern will enable the School to modify and improve its procedures.
- It should be as easy as possible for a parent to submit a complaint.
- The School will treat each complaint as a constructive expression of dissatisfaction with an aspect of school life which deserves a response.
- The School will treat each complaint seriously however it is made, whether in person or in writing.
- The School will respond appropriately with any complaint promptly and politely.
- The School will make and keep a record of any complaints so that they are available for consultation in the future.
- Being subject to the National Minimum Standards for Boarding Schools, the School takes its response to complaints by boarders or their parents extremely seriously and follows the procedure outlined below.
- All complaints are taken extremely seriously and will be resolved within the timescale set out below.

Stage 1 – Informal Resolution

- The School hopes to resolve all complaints and concerns quickly and informally.
- If parents have a complaint or concern they should normally discuss it with the member of staff concerned who will deal with the complaint personally. In most cases the matter will be resolved immediately by this means to the parents' satisfaction. If the member of staff cannot resolve the matter alone, it may be necessary for him or her to consult the Head or another member of the Leadership Team.
- Complaints may be made either orally or in writing. A written record will be kept of all concerns and complaints and the date on which they were received. Should the matter not be resolved within 14 days, parents will be advised to proceed with their complaint in accordance with Stage 2 of this Procedure.

Stage 2 – Formal Resolution

- If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.
- In most cases, the Head will make himself available to meet with the parents concerned, within 14 days of receiving the complaint, to discuss the matter. If possible, a resolution will be reached at this stage. If it is necessary to carry out further investigation, the Head will explain what is being done and when a full reply can be expected.
- The Head will keep written records of all meetings and interviews held in relation to the complaint.

- Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing. The Head will also give reasons for his decision.
- If parents are still not satisfied with the decision or believe that the complaint has not been dealt with properly, they should proceed to Stage 3 of this procedure.

Stage 3 – Panel Hearing

- If parents seek to invoke Stage 3 (following a failure to reach an earlier resolution), they will be referred to the Clerk to the Governors (the Finance Director), who has been appointed by the Governors to call hearings of the Complaints Panel.
- The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the School. The Clerk to the Governors, on behalf the Panel, will then acknowledge the complaint and schedule a hearing to take place as soon as practicable and within 28 days.
- If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 14 days prior to the hearing.
- The parents may attend the hearing and be accompanied by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- If the parents decide not to attend the hearing, the Panel should still convene and the parents' complaint be considered. Only if the parents withdraw their complaint and declare that they are satisfied with the decision made at the previous stage should the Panel hearing be cancelled.
- If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out.
- After due consideration of all the facts they consider relevant, the Panel will reach a decision and make recommendations.
- The Panel will provide a copy of its findings and recommendations to the complainant and, where relevant, the person complained about within 14 days of the hearing. The Panel's decision will be final.
- The Panel's findings and recommendations will be made available for inspection at the School by the Chairman of Governors and Head.
- A written record will be kept of all complaints and of whether they are resolved at a preliminary stage or proceed to a Panel Hearing.
- A copy of the Complaints Procedure, together with the number of complaints which reached Stage 2 of the Procedure in the previous academic year, is available for parents to consult in the School Office.

Timescales

The timescales set out in this policy refer to complaints made during term time. When a complaint is made during a holiday, the timescales indicated above will commence from the first day of the next term or half-term. Similarly, if a complaint is made just before a holiday, the timescales will be suspended for the duration of the holiday and continue on the first day following the intervening holiday. In all cases, however, the School will endeavour to resolve the complaint as quickly as possible.

Confidentiality

Parents can be assured that concerns and complaints will be treated seriously and confidentially. Correspondence, statements and records relating to individual complaints are to be kept confidential except where the Secretary of State or a body conducting an inspection under Section 162A of the Education Act 2002 requests access to them.

All correspondence for the Chairman of Governors should be addressed to the Clerk to the Governors at the School and marked 'private and confidential'.

A written record is kept of all complaints which reach Stage 2 of the Complaints Procedure and is reviewed regularly. They are also available for inspection at the School by the Chairman of Governors and Head. The complaints log is also monitored twice a year by the Chairman of the Governors' Education Committee and by the Governor who has particular oversight of matters pertaining to Health and Safety within the School.

Boarders

Boarding parents concerned about the welfare of their child may contact ISI as follows:

Independent Schools Inspectorate, Ground Floor, CAP House, 9-12 Long Lane, London EC14 9HA.
020 7600 0100

7.2 Appeal Procedure

Introduction

Parents may request a review following a decision to expel or to require removal of a pupil. The appeal hearing is concerned with the fairness of the preceding investigation and of the sanctions taken. It is not a rehearing of the case and is limited in scope. The main task of the hearing is to consider whether the Head took all relevant matters into account when making his decision, and whether the sanction imposed is fair and proportionate.

The possible outcomes of the appeal hearing are:

- The upholding of the Head's decision
- The referral of the matter back to the Head for further consideration of the issues which have been raised during the appeal
- The upholding of the appeal

The Procedure

- If parents seek to appeal against a decision to expel or to require removal of a pupil, they must do so within 7 days of formally being made aware of the removal or expulsion.
- Appeals must be made to the Clerk to the Governors (the Finance Director), who has been appointed by the Governors to call hearings of the Review Panel.
- The matter will then be referred to the Review Panel for consideration. The Review Panel, chosen by the Chairman of Governors, will consist of three people: two Governors not directly involved in the matters detailed in the appeal and one person who shall be independent of the management and running of the School. The Clerk to the Governors, on behalf the Review Panel, will then acknowledge the appeal and schedule a hearing to take place as soon as practicable and within 28 days.

- If the Review Panel deems it necessary, it may require that further particulars of the appeal or any related matter be supplied in advance of the hearing. Copies of such particulars shall be to members of the Review Panel not later than 14 days prior to the hearing. The parents will be entitled to receive copies of all these documents except any which in the opinion of the Head should not be disclosed.
- The parents may attend the hearing and be accompanied by one other person if they wish. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.
- Those attending the hearing are expected to show courtesy, restraint and good manners, otherwise the Chairman may adjourn or terminate the review hearing. If the hearing is terminated the original decision will stand.
- If possible, the Review Panel will respond to the parents' appeal immediately without the need for further investigation. Where further investigation is required, the Review Panel will decide how it should be carried out.
- After due consideration of all the facts they consider relevant, the Review Panel will reach a decision.
- The Review Panel will provide a copy of its decision to the parents within 7 days of the hearing. The Review Panel's decision will be final and cannot be the subject of any further appeal under the terms of the School's general complaints procedure.
- A written record will be kept of all appeals.

Timescales

The timescales set out in this policy for the School's response refer to appeals made during term time. When a complaint is made during, or just before, a holiday, although the School will endeavour to respond to the complaint as quickly as possible, the timescales indicated above will commence from the first day of the next term or half-term.

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)

This Acceptable Use Policy is intended to ensure:

- that pupils will act responsibly and stay safe while using the internet and other digital technologies (including 3G and 4G) for educational, personal and recreational purposes
- that the School's systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that pupils are protected from potential risk when using technology

Wherever possible the School will ensure that pupils have good access to digital technologies to enhance their learning. In return the School expects pupils to agree to be responsible users.

Responsibilities

- The Finance Director is responsible for the School's technical provision and infrastructure and works with the School's IT providers, STG Infotech, to ensure that safeguards are in place to filter and monitor inappropriate content and alert the school to safeguarding issues. The Finance Director, as Data Protection Officer, is responsible for ensuring that personal data is managed in line with statutory requirements.
- The Head is responsible for ensuring that staff are trained in e-safety, through regular INSET and induction in this policy, as part of the School's wider safeguarding strategy.
- The Director of Studies is responsible for ensuring that the curriculum includes education and guidance for pupils on the safe use of technology and the provision and restrictions that apply to the use of technology in School.
- The Head of Pastoral Care (and Designated Safeguarding Lead) will ensure that pupils receive age-appropriate guidance in the PHSE programme (and any such other occasional training sessions as may be deemed appropriate) about the dangers of grooming, the accessing of inappropriate material, and the sharing of personal information or photographs, particularly on social networking sites. This will also include education on the dangers of extremism, in line with the School's commitment to the requirements of the Prevent duty (see **Prevent Duty Policy 2.7**).
- The House staff will ensure that younger pupils have limited access to their mobile devices (and thus 3G and 4G provision).
- Staff will keep parents informed about any such guidance which is provided to pupils and seek their cooperation in helping the pupils to avoid putting themselves at risk whilst using such technology, particularly when online.

Reporting

- If concerns about e-safety arise which involve Child Protection issues they should be reported to the Designated Safeguarding Lead immediately.
- Other e-safety issues should be reported to the Head who will involve the Leadership Team, as necessary, to manage the issues.
- If pupils raise issues concerning e-safety to pastoral or other staff, this should be raised at the weekly residential staff meetings which are chaired by the Head.

ICT Acceptable Use Policy Agreement

I understand that I must use the School's systems in a responsible way to ensure there is no risk to my safety or to the safety and security of the School's systems or of other users.

For my own personal safety:

- I will keep my password safe and secure: I will not share it, nor will I try to use anyone else's username or password. I understand that I should not write down or store a password where someone else might see it
- I will not disclose or share personal information about myself or others when on-line (includes names, addresses, email addresses, telephone numbers, financial details, etc)
- I will report to the Designated Safeguarding Lead (Ann Sweeney) or to any member of staff any unpleasant or inappropriate material or messages or anything that makes me feel worried or upset when I see it online

I will act as I expect others to act towards me:

- I will not log on as another person or use another person's email address
- I will respect other peoples' work and property and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission
- I will not engage in plagiarism by copying other people's ideas or writings and presenting them as my own
- I will be polite and responsible when I communicate with others and not use strong, aggressive or inappropriate language
- In particular, I will not use language which is obscene, offensive or threatening in any way
- I will not engage in personal attacks on anyone or knowingly act in a way which might cause distress
- I will not post or send malicious information about any pupil, member of staff or the School
- I will not take or distribute images of anyone without their permission
- In particular, I will not engage in any form of 'sexting'
- I recognise that any kind of 'sexting' or cyberbullying is not only against the School's rules but may well be against the law and will be treated very seriously

I recognise that the School has a responsibility to maintain the security and integrity of the technology it offers me to ensure the smooth running of the School:

- I will only use my personal devices in School if I have permission
- I will follow the rules set out in this agreement whenever I use school equipment or my own personal devices
- I will not try to upload, download or access any materials which are illegal or inappropriate or which may cause harm or distress to others
- I will consult a senior member of staff first before attempting to access any information which might break this Acceptable Use Policy (for example, research into extremism for a legitimate essay or project)
- I will not attempt to use any programmes or software to bypass the filtering or security systems in place
- I will not knowingly install spyware or any kind of hacking software
- I will not deliberately attempt to disrupt the system in any way, for example by knowingly distributing a virus
- I will not remove, tamper with, or cause damage to equipment belonging to the School or to others

- I will report any damage or faults involving equipment or software
- I will not attempt to install or store programmes of any type on any school device
- I will only use social media sites appropriate to my age
- I will use only the email address provided to me by the School when communicating with members of staff

I understand that I am responsible for my actions both in School and out of School:

- I understand that the School has the right to take action against me if I am involved in incidents of inappropriate behaviour
- I understand that if I fail to comply with this Acceptable Use Policy Agreement I will be subject to disciplinary action: this could range from a warning or withdrawal of internet access to temporary or permanent exclusion from the School. Any breach of the law is likely to lead to the involvement of the police.

Information Technology Acceptable Use Agreement (Pupils)

I have read and understand the rules included in the Yehudi Menuhin School Acceptable Use Policy (Pupils).

I agree to follow these rules whenever:

- I use school systems and devices both in and out of School, whether on the School network or whilst accessing 3G or 4G
- I use my own devices in School (mobile phones, cameras, USB, gaming equipment, etc)
- I use my own equipment out of School in a way that is related to me being a member of this School, eg communicating with other members of the School, accessing school email and website, etc

Name of Pupil

Signature of Pupil

Date

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

Reports on the academic, musical and social progress of the pupils are sent to parents at the end of each term. These consist of a summary of the progress of each child in every subject studied and include a grade for effort **and** achievement and results of examinations, where applicable. While a report may include a very brief summary of the repertoire or syllabus material studied during the term, the chief purpose of the report is to indicate the areas in which a student is doing well, where he or she could do better, and how that improvement might be achieved. The final report will be signed by the Head before being sent to parents. Electronic copies of the report will be retained by the School.

9.2 Half Term Pupil Profiles

Pupil Profiles are written every half term and record the targets set by staff and the pupils for the second half of term. These targets are discussed by the pupils with their Tutor and recorded in the Pupil Profile. These are internal documents for the eyes of staff and pupils only and intended for the guidance of pupils.

9.3 Marking Policy

It is school policy that all work set and completed should be marked and returned to the pupils with a suitable comment and correction. A record of all marks/grades awarded must be kept ready for reference at any time and to assist in the setting of 'differentiated' work for each pupil. A mixture of methods may usefully be adopted. The teacher should mark most work but peer marking and self-marking can be very effective and 'Comment only' marking is encouraged in order to provide feedback without the distraction of a grade.

9.4 Controlled Assessment Policy

This Policy lists the responsibilities of the relevant staff in terms of organising, administering and overseeing controlled assessments.

1 Director of Studies

- Be accountable for the safe and secure conduct of controlled assessments.
- Ensure assessments comply with Joint Council for Qualifications (JCQ) guidelines and awarding bodies' subject-specific instructions
<http://www.jcq.org.uk/exams-office/controlled-assessments>
- Coordinate with teachers to schedule controlled assessments and resource requirements. (It is advisable that controlled assessments be spread throughout the academic Years of Key Stage 4 or as appropriate for GCSE courses studied in other Years).
- Resolve:
 - clashes/ problems over the timing or operation of controlled assessments;
 - issues arising from the need for particular facilities
- Ensure that all staff involved have a calendar of events (See **Controlled Assessment Appendix A**)

- Create, publish and update an internal appeals policy for controlled assessments (See **Policy 7.3.1 Procedure for Appeals against Internal Assessment of Work for External Qualifications**)

2 Teaching Staff

- Decide on the awarding body and specification for a particular GCSE.
- Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Supply to the Examinations Officer details of all unit codes for controlled assessments.
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
<http://www.jcq.org.uk/exams-office/controlled-assessments>
- Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- Supervise assessments (at the specified level of control); undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the examinations officer to the awarding body when required, keeping a record of the marks awarded.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Retain candidates' work securely between assessment sessions (if more than one).
- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the Director of Studies for any assistance required for the administration and management of access arrangements.

3 Examinations Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
- Enter students' 'cash-in' codes for the terminal examination series.
- Where confidential materials are directly received by the examinations officer, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.

4 Re-working and re-sitting

Candidates who wish to **re-do** their submission of a controlled assessment before the marks have been sent to the awarding body may do so under the following conditions:

- Where the work has to be carried out under ‘*formal supervision*’*, any candidate re-doing this work must undertake a different task. Candidates must not be allowed to make another attempt at the original task. However, candidates may re-use the research carried out for the original task.
- Where the work has to be carried out under ‘*informal supervision*’*, candidates may make amendments to it in the light of feedback from the teacher provided this feedback is in line with the requirements of the specification.
- Candidates must not be allowed to make amendments after the work has been submitted for final assessment by the teacher.

**different terms may be used in different specifications*

Controlled Assessment Appendix A

A list of the subjects for which GCSE Controlled Assessments, together with a calendar of their scheduling during the school year, will be added in due course.

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.