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# Policy Documents for Parents

## 2020-2021

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## **Our Mission Statement**

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

## **Our Ethos: An All-Round Education**

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

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

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

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

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

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

Yehudi Menuhin

Careful the things you say,  
Children will listen.

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

Children may not obey,  
But children will listen.

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

Careful before you say,  
'Listen to me'.

Children will listen.

Stephen Sondheim

## **1.0 Curriculum Policies – see individual policy P1.1**

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

## **1.6 Personal, Social and Health Education (PSHE) Policy**

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

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

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

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

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

## **1.7 Relationships and Sexuality Education Policy**

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

### **Aims and objectives:**

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

- to promote an awareness of safe sex

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

## **1.8 Spiritual, Moral, Social and Cultural Policy**

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

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

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

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

Please refer to separate Policy Document **P1.9 EAL Policy**.

## **1.10 Policy for Pupils with Special Educational Needs or Disabilities**

### **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 P2.1

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

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

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

### 2.3 Staff Behaviour Policy

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 – see individual policy P3**

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

## **2.7 E-Safety Policy for Staff**

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

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

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

## **Communication**

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

## **Privacy**

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

## **Conduct on social networking sites**

- At all times act in accordance with the School's Information Technology Acceptable Use Policy.
- Do not make disparaging remarks about the School online. This could be construed as bringing the School into disrepute and thus constitute serious misconduct and lead to disciplinary action.
- Do not make disparaging remarks about your colleagues online. Doing this in the 'virtual presence of others' may be deemed as bullying and/or harassment and lead to disciplinary action.
- Other users could post a photo on their profile in which you are named, so think carefully about any photos in which you appear. On Facebook, you can 'untag' yourself from a photo. If you do find inappropriate references to you and/or images of you posted by a 'friend' online, you should contact them and the site to have the material removed.
- Parents and students may access your profile and could, if they find the information and/or images it contains offensive, complain to the School.
- If you have any concerns about information on your social networking site or if you are the victim of cyberbullying, you should contact the Head immediately.
- Ensure that any comments and/or images could not be deemed defamatory or in breach of copyright legislation.

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

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

## **2.9 Procedure If a Pupil Goes Missing**

### **A) If a Pupil Goes Missing on Site**

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

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

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

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

### **C) If a Child Goes Missing Off Site**

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

### **Guidance**

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

## **3.0 Behaviour Management Policies – see individual policy P3**

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

## **4.0 Pastoral Policies**

### **4.1 Statement of Boarding Policy and Practice**

#### **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 P08**

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

### **4.4 Travel and Visa Policy**

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

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

### **4.5 Uniform Policy**

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, minibus, 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 P5.2**

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

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

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

## Risk Assessment

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

## Supervision

- Every school trip must have a nominated leader who takes responsibility for the behaviour of the pupils and organisation of the whole trip.
- A senior member of staff will be involved in the organisation of any tour abroad and will frequently accompany it in person.
- Every school trip must have at least one member of staff trained in First Aid.
- The leader must ensure that the ratio of pupils to staff is adequate and that any accompanying volunteers, who will have unsupervised access to the pupils, have a satisfactory enhanced DBS disclosure. Any adult accompanying an overnight trip must have a satisfactory enhanced DBS disclosure, whether or not they have unsupervised access to the pupils.
- Volunteers who have not received satisfactory DBS clearance may accompany a day-trip, as long as they do not do so more than three times in a month, are not expected to perform supervisory duties, and are not left unsupervised with any children.

- If a trip involves staying overnight with host families in the UK, all resident adults at the address must have satisfactory Barred List checks and enhanced DBS clearance, together with a written declaration from the local organiser that the host families are suitable for the role and that no safeguarding concerns have been expressed about them.
- If a trip involves staying overnight with host families outside the UK, the School should receive a written declaration from the local organiser that they have taken every precaution to ensure that host families are suitable for the role and that no safeguarding concerns have been expressed about them.
- All host families are required to read the School's safeguarding guidelines drawn up for the purpose and return a signed copy to the School.
- Pupils staying with host families will have daily contact with a member of the School's staff, are given staff contact details, and guidance as to what to do if they have any concerns about their own safety.

## Information

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

## 5.4 Dealing with Health and Safety Emergencies – see individual policy P5.5

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

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

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

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

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

## **5.7 Workplace Safety for Pupils, Staff and Visitors**

### **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 (P5.5)**

**Crisis Management and Disaster Recovery Plan (5.23)**

**Supervision of Pupils Policy (4.8)**

**Policy on Bullying, Racial or Sexual Harassment (P2.1)**

**Behaviour Management Policy (P3)**

**E-safety Policy for Staff (2.7)**

**Safeguarding and Child Protection Policy (P2.2)**

**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 – See individual policy P5.3**

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

## **5.13 Control of Substances Hazardous to Health**

### **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.

<b>FIRE PROTECTION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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.			
<b>PRECAUTIONS WITHIN 5 METRES (MINIMUM) OF THE WORK</b>			
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.			
<b>EQUIPMENT</b>			
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:

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

## 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**

### **Contents**

- 1 Introduction
- 2 General Principles
- 3 Emergency Numbers
- 4 Action in the Event of a Fire
- 5 Procedure in the Event of a Fire
- 6 Procedure for Exceptional Weather Conditions
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- 8 Procedure Following an Allegation of Bullying
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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:**

		<b>School</b>	<b>Home</b>	<b>Mobile</b>
<b>Head</b>	Kate Clanchy	01932 864739	01932 588902	07824 396280
<b>Director of Music</b>	Oscar Colomina i Bosch	01932 584402		
<b>Director of Studies</b>	Richard Tanner	01932 584799	01903 212239	07971 225897
<b>Finance Director</b>	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

<b>Ambulance</b>	999	
<b>Fire Brigade</b>	999	
<b>Police - emergency</b>	999	
<b>Police - non-emergency</b>	Call centre	101
<b>Gas</b>	Calor Gas	03457 444 999
<b>Electricity - supply failure</b>	GDF Suez Energy	0800 783 8866
	EDF Energy (UK Power Networks)	0800 316 3105
<b>Electrician</b>	J.C. Electrics	0776540364
<b>Water - supply failure on school site</b>	Estate Manager	07961 400272
<b>Water - supply failure to school site</b>	Sutton & East Surrey Water	01737 772000 (24 hrs)
<b>Fire Alarm Monitoring</b>	Estate Manager	07961 400272
<b>Fire Alarm Maintenance</b>	CFS Systems	07934425959
<b>Boilers</b>	IMHS Ltd	07786 345286/ 0771 751 5321
<b>Swimming Pool</b>	Estate Manager	07961 400272
<b>Fallen Small Trees</b>	Estate Manager	07961 400272
<b>Larger Trees -- which require heavier equipment</b>	George Mowivated	07976 455654
<b>Pest Control</b>	Rentokil	0800 3457563
<b>Kitchen Equipment Failure</b>	Serviceline	01438 363000
<b>Locksmith</b>	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 – see individual policy P3**

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

## **7.0 Complaints and Appeal Procedures**

### **7.1 Complaints Procedure – See individual Policy P7**

Please refer to separate Policy Document **P7 (ISI 33a) Complaints Procedure**.

### **7.2 Appeal Procedure – See individual Policy P7.1**

Please refer to separate Policy Document **P7.1 (ISI 33a) Appeal Procedure**.

## **7.3 Examinations Appeals Policies**

### **7.3.1 Appeals against Internal Assessment of Work for External Qualifications**

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

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. Note that appeals may only be made against the process that led to the

assessment and not against the mark or grade submitted by the school for moderation by the awarding body:

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

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

### **7.3.2 Appeals against External Assessment Marks and Public Examination Results**

#### **Appeal by candidates, parents or guardians**

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

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

#### **Appeal by teaching staff**

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

The following procedure applies:

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

## 8.0 Digital Media Policies

### 8.1 Information Technology Acceptable Use Policy (Pupils)

*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.

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## 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.