

Halliford  
School  
SHEPPERTON

# Health and Safety Manual

## Section E

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## Work Experience: Policy

### 1. Introduction

At Halliford School, we believe that short periods of work experience for students in Years 10/11 can provide an invaluable help for our students in deciding upon the course of study that they wish to take at A Level and university. It enables them to gain an insight into the qualities which are useful to employers and to understand the value of inter-personal and communication skills as well as experiencing team-working in the work place.

### 2. Organising Work Placements

At Halliford School, we believe that it is important for our students to develop the initiative and to make the arrangements for themselves, although we are able to provide a helping hand and encourage the alumni to attend our Careers Fair to give advice, guidance and wherever possible offer placements. Equally, we encourage students to make use of their own, and their families', contacts. Now that work experience is no longer confined to the UK, or even to the EU, and the variety and complexity is so extensive, the school recognises the limits to its contacts and expertise in this field.

### 3. Insurance Cover

#### 3.1. The principal risks, which may arise as a result of work experience and other visits are:

- Injury to the students themselves
- Injury to others on the premises (employees, visitors, customers, etc.)
- Injury to others who are not on the premises (including customers and members of the general public)
- Damage to, or loss of, employers' property; and
- Damage to, or loss of, other property (e.g. the student's or a customer's property)

#### 3.2. Most employers will carry insurance policies that cover most risks arising from work experience and other visits, provided that the work experience is in accordance with the normal business practices of the employer. Employers' Liability insurance covers the employer's liability in respect of work-related injuries to employees. This insurance is compulsory by law. The Health & Safety Executive guidance on employers' liability provides further useful information: [www.hse.gov.uk](http://www.hse.gov.uk).

#### 3.3. Policies must provide cover of at least £5million per occurrence, although most policies cover up to £10million. Policies normally cover all conventional employees, contract, casual and seasonal staff as well as temporary staff, including workplace students. Public Liability insurance provides cover for injuries to the public or damage to, or loss of, their property. The term 'public' means anyone other than an employee, so it includes students on work experience, volunteers, activity participants, spectators and visitors. Typically, policies offer cover of between £2 million and £5 million.

#### 3.4. The Association of British Insurers (ABI), the British Insurance Brokers Association (BIBA), and Lloyds of London have agreed that, as a matter of convention, students of work experience placements should be treated as employees for the purposes of insurance against bodily injury (that is, they will always be covered by the Employers' Liability policy). Such placements must conform to the requirements of the Education Act 1996.

3.5. Student injury arising from other visits would normally be covered by the employer's Public Liability policy. Any injuries caused to employees by students on work experience should normally be covered by the Employers' Liability policy.

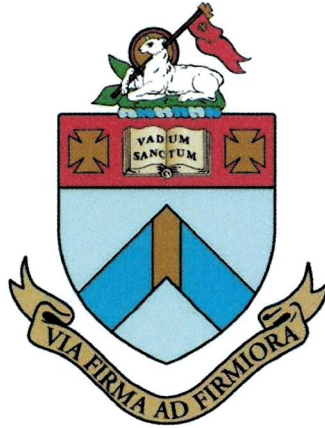
3.6. In summary, any injuries caused to employees or students, provided they arise out of activities undertaken in the employer's name, should normally be covered by the employer's Public Liability policy or Employer's Liability policy.

Halliford School is not expected to check the fine print of employers' insurance policies, but we do check, in broad terms, that relevant cover is in place.

Recommended review period: Annual

Review by: Bursar

Date reviewed: September 2022



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# Supervision of Students Policy

## September 2022

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## Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

## Introduction

Students of compulsory school age must be supervised by a teacher or responsible adult who is available to support and guide students as necessary.

Students of 17 years and older who may be off site during the school day are subject to the expected behaviour standards.

The purpose of this policy is to offer guidance to all staff about the appropriate supervision of all students during the school day.

## Legal Obligations

The Governing Body and the Headmaster have specific obligations to ensure, as far as is practicable, a safe place of work is established for all employees and others that enter the school. The employer is required to ensure that the supervision of students throughout the school day is adequate to ensure their health, safety and welfare. The teacher has a duty of care to the children, which is based on the principle of loco parentis. This can be thought of as the standard of care expected of prudent parents in the care of their children. Guidelines for this can be found in the Safe Student, Safe Staff Policy document

In order for teachers to carry out their duties effectively the Headmaster has certain responsibilities. These include:

- Formulating the overall aims and objectives of the school and policies for their implementation.
- Ensuring that teachers at the school receive information they need in order to carry out their professional duties effectively.
- Ensuring the maintenance of good order and discipline at all times during the school day when students are present on the school premises and whenever the students are engaged in authorised school activities whether on the school premises or elsewhere.
- Making arrangements for the security and effective supervision of the school buildings and their contents and of the school grounds.

Day-to-day responsibility for the smooth running of the School is then delegated to the Deputy Heads and Heads of Houses / Year.

## Negligence

If a claim for negligence is brought against a member of staff it is important to be able to show that a structured supervision plan exists, is known and understood by all involved, and that adequate care was being exercised at the time of the incident. High standards of supervision must be maintained at all times.

Any injury to a student would not in itself be grounds for a successful action against a member of staff. It is necessary to show that there has been negligence by the School which has resulted in the injury sustained by the student. The employer is responsible for any negligent acts of their employees committed in the course of their employment. However, if anything happened to a student, the cause of which could be attributed to some lapse in the standard of appropriate care, the member of staff could incur some legal liability.

## Supervision Before School

Students do not arrive simultaneously on the school premises. Time is made available within the agreed directed time for supervision of children before school. Our responsibility begins at 08.00 a.m.

- The school will inform all parents of the starting time of the school day (08.35) and indicate that no arrangements are made for the supervision of the children earlier than 08.00 on a school day.

## Responsibility During the Day

### Unexplained Absence

The responsibility to ensure that a student attends school regularly is that of the parents / guardians. The school will seek to contact parents when children are absent from school without notification. This will be flagged up when the registers are taken by Form Tutors. Parents are asked to contact school by email, before 8.20am, if their child is unable to attend school.

### Leaving the school site

Children will not be allowed off site during school hours unless there is clear evidence of a request (in writing, by email, in person or by telephone) from the parents or guardian. Students in the Upper Sixth Form may leave the school site at lunchtime, however they are required to sign in and out at the School Reception to evidence their whereabouts. Students in the Upper Sixth Form may also sign out on a Wednesday afternoon if involved in a sporting activity outside the school e.g. private gym membership.

## Illness

When children are taken ill during the school day the school Matron will contact the parents or guardian, whether at home or at work. Information about contacts is kept in the School system iSAMS.

## Emergency

No class of students should be left unsupervised for any reason. In the case of an emergency please send a child to Reception or to the Senior Deputy Head. All classrooms have telephones in which can be used to summon assistance.

## Lesson Time

Children must be supervised at all times. Children should not be left in classrooms without supervision. Children attending clubs and co-curricular activities should not be left in school unattended.

## Undesirable People

All visitors to the School are expected to sign in and out at reception. Visitors are required to wear a visitor's badge on a red visitors lanyard if not DBS cleared. Visitors who are DBS cleared by the School e.g. Governors, will be issued with a green lanyard. A Visitors leaflet relating to Safeguarding and the school routines and rules is given to each visitor.

All staff and students should check strangers by politely asking why they are on the premises and report to Reception if there is a concern. Parents are not allowed to approach children from other families to sort out disputes or arguments. Staff should report any concerns to the Senior Deputy Head.

## Supervision during Break and Lunch times

- There must be adequate supervision both indoors (when wet breaks) and outdoors throughout school break and lunch times.
- A duty rota for break time supervision will be displayed in the Staff Room for Staff.
- Duty Teachers will "patrol" around the school.  
Part of the induction of new staff will include explanation of supervisory responsibilities.
- Duty Teachers should begin supervision promptly
- Staff should leave the staff room promptly to supervise the children back into class once the bell has been rung.
- Once the bell has been rung, we expect children to enter school in the appropriate manner to ensure a positive start to the next lesson. Particular attention should be paid to supervising children in the locker rooms, changing rooms, corridors and other congested areas.
- Guidance for supervision of wet break (IN days) times is found in the Duty Areas sheet which accompanies the map of duty areas.
- Staff should support each other in maintaining adequate levels of supervision during wet break times. There will be two members of staff on patrol in each of the areas where tutor rooms are located.



## Wet Break-Times (IN Days)

- All children will stay in their allocated classrooms at the time of their normal break-time and behave sensibly.
- The teachers on duty will patrol until the bell goes whereupon they will make their way to registration.

## Morning Break — 10.55-11:15 am

The members of staff on duty must be in the designated areas from 10.55am and remain there until 11.15 when break ends. It is not possible to supervise a large number of children without vigilance and concentration and, to this end, the members of staff on duty should not indulge in protracted conversation with other members of staff.

A bell will sound at 11.10 to signify time to move to lessons, and a further bell at 11.15. The tuck shop will be managed by the Senior Deputy Head along with a duty member of staff.

## Lunchtime Cover — 12.35-1.35pm

The lunchtime duty rota explains clearly the duty areas for staff for the two halves of the lunch break. The duty areas will be supervised by staff from 12.35 pm until the end of lunch bell at 13.35pm.

Staff will also be responsible for supervision of the lunch queue and the Dining Area. Staff need to ensure that behaviour is appropriate and orderly.

Pastoral care and health and safety issues regarding incidents need to be followed up.

## Lunchtime Supervision

The legal duty of care over students who remain at school during the lunch break still exists.

- The level of supervision provided will ensure the health and safety and welfare of the children.
- Supervision will consist of staff who are on lunchtime duty.
- Where the behaviour of a student during the lunch break threatens the health and safety and welfare of others, the child may be suspended for lunchtimes i.e. receive a restriction of lunchtime privileges.

## Supervision after School

Teachers should be satisfied that children have left the school site appropriately. Staff are on duty in the bus areas and one at the pick-up point (school gate) at the end of the school day.

Any child left at school at the end of the school day is the responsibility of the parents. If they neglect to make provision for their safe return home, school would contact the parents, register and note the concerns.

Parents should be given notice of children who will be late home through participation in after school activities or revision lessons. They should be given adequate notice of any changes to arrangements such as cancellations of school clubs and fixtures. Every effort should be made to

contact the parents during the day. If for any reason a parent cannot be contacted, the child must remain at school until the agreed time of collection, at Prep until 5.00PM, and thereafter, if necessary with a member of SMT.

## Supervision of Special Activities

### Physical Education

The same general principles of care apply during PE as to other school activities. It is very important that the teacher should consider factors, such as:

- safety of apparatus being used
- **Swimming Pools** - Students must be supervised at all times while using a swimming pool (including by a school, privately or by the local council). This does not routinely happen at Halliford School.

Attention must be paid to the:

- Condition of the floor
- Suitability of student's clothing
- Whether the exercises and activities are within the capability of the children
- Whether the activity is being taught properly, in particular gymnastics

Please follow the procedures listed below:

- Staff should wear appropriate clothing.
- Children should not be allowed to wear watches or jewelry.
- If valuables are handed in to a member of staff for safe keeping the school is accepting responsibility for them.
- Children should not be allowed in the Sports Hall before the start of a PE lesson without direct supervision.
- Children should not be handling PE equipment without direct supervision.
- Children should be trained to work quietly and to leave the Sports Hall in an orderly way.

Children not taking part in games or PE remain the responsibility of the teacher taking the lesson. In the event of an accident any action for damages would be unlikely to succeed if the teacher could show that he/she had employed reasonable care.

In Changing Rooms, there needs to be an appropriate level of supervision in order to safeguard young people, satisfy health and safety considerations and ensure that bullying or teasing does not occur. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment. Staff therefore need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the students.

This means that adults should:

- Avoid any physical contact when children are in a state of undress.
- Avoid any visually intrusive behaviour

Where there are changing rooms:

- Announce their intention of entering.
- Avoid remaining in the room unless student needs require it.

## Being Alone with a Child

Of all circumstances this is the one which carries the greatest risk. In an environment such as ours, where the levels of trust are so high and taken as the normal course of events, there is a greater statistical opportunity for things to go wrong. These are some of the contexts where it is, at least, sensible to consider the associated risk:

- Running an extra class outside the curriculum, possibly in an isolated or quiet part of the building.
- Running a private detention under similar circumstances.
- Calling a child to an office for disciplinary or administrative reasons.
- Offering a lift home to a stranded child at the end of the day or after an extracurricular activity.
- Visiting the toilets as part of a duty responsibility.

All of these are circumstances that many of us operate in daily and we are rarely concerned about them. Practically, a good degree of the risk can be reduced by having doors open in rooms, giving other colleagues and support staff an easy access to your working environment and informing others of your timing and plans for any given appointment. If anyone has concerns after taking account of the risk, then it is entirely correct to discuss the matter with the Senior Deputy Head, as appropriate.

In addition there are circumstances where individual children may give cause for concern, usually because they have problems of their own; they may have special physical and/or educational needs, be distressed or perhaps violent. Such situations are rare but not unknown.

Staff can reasonably expect to be advised of any special arrangements in this respect. This means adults should:

- Avoid meetings with students in remote, secluded areas of school.
- Ensure there is visual access and/or an open door in one to one situations.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child becomes distressed or angry to a senior colleague.
- Consider the needs and circumstances of the child/children involved.

## Art , Design Technology, Science

Teachers should consider the organisation of the children involved in practical activities. Consideration should be given to the number of children who can be reasonably controlled and supervised when organising practical activities. Teachers should take all necessary precautions including:

- Wearing masks and goggles
- Training in the use of tools
- Carrying glass objects
- Carrying hot substances

Please follow the procedures listed below:

- Children should be supervised carefully when using sharp equipment such as scissors and craft knives.
- All sharp tools, e.g. craft knives should be accounted for at the end of the activity and stored in a safe place.
- Children should not have direct access to craft knives and sharp tools.
- Teachers should make sure that children know how to use tools correctly.
- Teachers should ensure that there is an appropriate level of supervision when using glue guns.
- Children should be supervised directly when handling glass objects.
- Where at all possible the use of glass containers should be avoided.

## After School Clubs

Staff should take particular care when supervising students in the less formal atmosphere of an after-school activity. During school activities that take place off the school site or out of school hours, a more relaxed discipline or dress and language code may be acceptable.

However, staff remain in a position of trust and need to ensure that their behaviour cannot be interpreted as seeking to establish an inappropriate relationship or friendship. Health and Safety arrangements require members of staff to keep colleagues/employers aware of their whereabouts, especially when involved in an out of School activity. Staff must be aware of and follow guidance.

This means that adults should:

- Always have another child present in out of school activities, unless otherwise agreed with senior staff in School.
- Undertake risk assessments.
- Have parental consent to the activity.
- Ensure that their behaviour remains professional at all times.

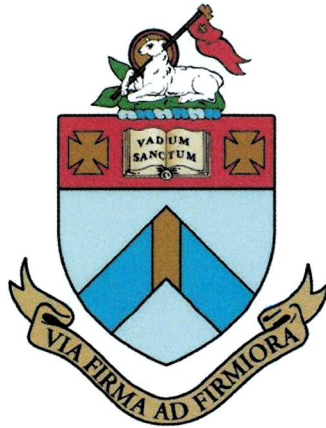
## Off-site Visits

During an offsite visit students may work in groups away from a member of staff or responsible adult but clear instructions are given to the students about what to do and how to contact the Group Leader and other staff in case of emergency.

Senior students are typically only left without direct supervision for short periods of time. However, certain activities such as the Duke of Edinburgh's Award Scheme expeditions may require the students to be independent and unsupervised for longer periods, always within a short distance of supervising staff and they are always supervised overnight.

## Public Examinations

Students studying for public examinations may be expected to work independently during study periods which will be supervised in the Learning Resource Centre.



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# Lost or Missing Children Policy

## September 2022

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## **Mission Statement**

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first-class sporting, cultural and co-curricular opportunities.

## **Purpose**

It is essential that Halliford School ensures that positive steps are taken to safeguard and promote the welfare of children. The safety and welfare of all of our children at school is our paramount responsibility. Any child going missing from education or learning is a potential indicator of abuse or neglect, particularly on repeat occasions.

The procedures outlined in this policy will be followed alongside the Safeguarding and Child Protection Policy and Procedures, Whistleblowing Policy, Staff Disciplinary Procedure and any other relevant school policy or procedure.

The policy is compliant with; ISSR 2014, Keeping Children Safe in Education 2022, The Education (Student registration)(England) Regulations 2006c. Reporting of Injuries, Diseases and Dangerous Occurrences RIDDOR 2013, , Incident Reporting in Schools HSE 10/13.

All staff and volunteers understand what to do in the unlikely event that a child were to be lost or go missing either from the school building, site or during an off-site visit.

It is the Headmaster's responsibility to ensure that this policy is understood and followed.

It is the responsibility of all staff to read the policy and to act at all times accordingly.



## **Introduction**

This policy has been adopted in respect of any child who goes missing from Halliford School, or wanders from our care, even if they remain on site.

This policy will be used in respect of all cases in which it is found that a child is lost or missing. It should be read in conjunction with our policy and procedure for Safeguarding and Child Protection including managing allegations of abuse against staff and other adults.

At all times we will treat very seriously any evidence which shows that any member of staff has behaved in a way that has harmed a child, or may have harmed a child.

Any consequent disciplinary matter against staff will follow our separate disciplinary procedure, in consultation with the Headmaster.

Due consideration will be given by the Headmaster as to whether a referral may be made to children's social care. For example, where the child is in need of protection, early help or in need of other support.

Staff are responsible for completing the attendance registers, including at after school clubs and activities. The register must be completed accurately and promptly. The law requires schools to have an attendance register which is compliant with the regulations.

## Steps to Keep Students Safe

Our procedures will always be managed with common sense and sound judgement. If a member of staff takes a child out of school they are responsible for informing the parents and the school office, this might be a trip, fixture or other organised event.

Parents can be assured that all children remain within a safe environment in our school/other settings, including attendance at any outings. At all times, we ensure that proper precautions are taken to prevent children going missing.

If any child is found to have left the premises without permission of the school and parents, they will be deemed to have broken the school rules and the application of appropriate and proportionate sanctions will be considered by the Deputy Heads accordingly.

It is the responsibility of parents to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child. This also includes two up to date contact telephone numbers and medical information for all students at Halliford School.

A register will be taken of each child's attendance at every after school club or activity. Parents are asked to inform the school in advance if their child will not be attending a club or activity. As a minimum, any unexplained absences at the club or activity will be reported immediately to the school office by the responsible teacher so that swift and immediate action will be taken. In the absence of the Headmaster from the premises at the time, the designated member of the Senior Management team will always assume such responsibility. In the case of incidents occurring while children are learning outside the classroom on school visits, the trip visit leader will assume such responsibility, and liaise with the SMT member acting as the school based contact for that trip.

No child leaves our supervision and care without an appropriate adult. In order to achieve this aim, we operate the following procedures at our school:

- Students arriving after the closing of the School gates of registration must sign in at reception. (see Appendix 2)
- If a child is required to leave the school site during the day, they must be collected by an appropriate adult and sign out at reception. Confirmation of the reasoning must be given by parents or guardians.

Permission from parents is obtained generically at the beginning of each academic year for any educational visits which are deemed as part of the school curriculum, and once again specifically for any other visit.

School mobile phones are taken on every school visit and the contact numbers are left at the school office. Students are instructed to contact the responsible teacher in the event of any unexpected incident or undesirable behaviour in the first instance before contacting their parents directly. This is because it is the school's responsibility to safeguard the student's health, safety and well-being while they are in the care of the school staff.

## **Procedures following a Reported Missing or Lost Student**

If a teacher suspects that a child is missing from a lesson or activity, they will contact the nearest member of SMT and the school office immediately.

All remaining children will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.

A full headcount will be taken by the teacher-in-charge and matched against the register.

A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of exits will be made; reasonable efforts will be made to secure exits. Doors are secured and the risk of a student leaving the site is minimised. If something is discovered, the SMT member must be immediately informed. CCTV footage will also be used if appropriate.

The following list held in the school office will be checked:

- attendance register
- off site records
- attendance registers for other school clubs

If the child is not found after this initial search and/or approximately 10 minutes from the initial report of them deemed missing, the school office will inform the Headmaster, including where a child is found wandering or at risk of being lost or missing.

The designated safeguarding lead in school will be notified immediately and they will ensure that the parents have been informed by a responsible teacher. The Headmaster, or SMT member in the absence of the Headmaster, will decide at which point the police will be called – this will however, fall within the 'golden hour' period.

All relevant emergency contacts for children will be used to inform parent/carer(s) accordingly. However, until such time as the child is safely returned to the care of the parent/carer(s), the Headmaster remains responsible for the care and welfare of the child, including off-site.

Near misses will also be recorded and reported to the Designated Safeguarding Lead and details fully provided in writing to the school's safeguarding governor. This Report must outline the steps being taken to avoid any repeat incident, communication with parents and actions to be taken following the risk assessment process to mitigate future risk.

If a missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.

A thorough search of the premises should continue until the child is found.

## **Following the Incident**

It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.

The written findings of the investigation must be reported by the Headmaster within 48 hours of the occurrence of the incident.

All relevant policies and procedures will immediately be reviewed and revisions presented formally to the governing body for approval within 5 working days.

The parent / guardians will be involved and communicated with at all times.

Following receipt of our investigative report, the governing body will report their conclusions as to the next steps to further safeguard and promote the welfare of children in the care of the school.

Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.

## **Procedure following a Child Missing from an Off-site Location**

The visit leader must ensure the safety of remaining students. At least two adults must stay with them.

One or more adults should immediately start to search for the child.

If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).

The visit leader should alert the school office, or in the case of out-of-hours, the nominated school SMT contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly. The remaining procedures outlined above will then be followed.

## **Appendix 1 – School Transport between Home and Halliford School**

The following procedure will occur on a daily basis to ensure the safety of students using school transport.

### **Morning Journey**

1. Reasons for any morning absence will immediately be followed up by reception using the parental contact details provided.
2. If no reason can be attributed for the absence the Headmaster and DSL will be informed, who will then make a decision about appropriate next steps.

### **Afternoon Journey**

1. A register of those students expected to take the outward journey for each coach will be issued by the school office.
2. The final register for each bus will be printed and issued to the duty member of staff responsible that day.
3. They will call a register on each bus and only allow that vehicle to depart at the given time, no earlier than 4.00pm, unless all students are on board prior to that time.

## **Appendix 2 – Registration of Students**

This procedure will occur on a daily basis and acts to safeguard students against the potential for being missing.

### **Morning**

1. The school gates open at 8.00am, with registration at 8.35am.
2. All students always register in tutor rooms with tutors, even on assembly mornings.
3. Registers will be completed and saved on iSAMS by 8.55. In the event of electric or connectivity issues – paper registers will be completed and returned to the school office.
4. An absence report is collated by the school office and authorisation for absence immediately sought, using the parental contact telephone numbers issued by parents.
5. A list of absences that remain unexplained will be sent via email to the Headmaster and DSL. In the event that both are absent, this will be sent to another member of SMT.
6. Lesson registers will then be checked on iSAMS by Reception. The classrooms where missing students should be, according to their timetable will be contacted or visited, if they remain unaccounted for, a search of the school site will occur.
7. If a student/students absence remains unauthorised – the Headmaster and DSL must be informed immediately, who will then make a decision about the appropriate next steps.

### **Afternoon**

1. Students attend afternoon registration at 1.40pm in their tutor rooms.
2. An absence report is collated by the school office
3. If an unauthorised absence is noted, without parental or school explanation, lesson registers will be checked on iSAMS. The classrooms where missing students should be, according to their timetable will be contacted or visited, if they remain unaccounted for, a search of the school site will occur. the Headmaster and DSL will be informed immediately.
4. If the student is not found the Headmaster and DSL will then make a decision about the appropriate next steps.

# Security, Access Control Workplace Safety and Lone Working: Policy

## INTRODUCTION

Our policy for the security and workplace safety at Halliford School is primarily to provide a safe and secure environment in which our students can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the School and the personal possessions of everyone in our community.

## RESPONSIBILITIES

### 1. The Headmaster

The Headmaster has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

### 2. The Bursar/Premise Manager

The Bursar/Premise Manager are responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). Reception manages the CCTV system from the monitors in Reception. The Bursar/Premise Manager ensure that a member of staff is on duty or on call 24 hours a day, 7 days a week, and 365 days a year, including public holidays. The Premise Manager or his deputy always remains on duty (as opposed to on call) until they have checked that the buildings are locked and empty. The Premise Manager or his deputy carry a School mobile phone whilst working or on call. That number is made available to all members of staff to use if they need assistance.

There are alarm control panels in each of the buildings and these are all maintained by ADT.

The Premise Manager will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed, (unless he is pre-warned of a planned fire practice).

### 3. The Bursar and IT Technician

The Bursar, IT Technician and the external IT company, Sensible IT Solutions, are responsible for maintaining a safe IT technical infrastructure at the School. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware. All School computers, printers belonging to the school, copiers belonging to the school, scanners, projectors, screens and other electronic equipment are marked with the school's logo, and a register is maintained of all equipment showing: make, date of purchase, cost and location in the School. The asset register is audited and updated annually by the Bursar for the annual accounts and by the IT Technician when assets are disposed of or replaced.

#### 4. Teaching Staff on Duty

At least one member of the teaching staff is always present on duty in order to supervise students whenever they are in the School outside normal school hours. Students are not allowed to be unsupervised on site and are expected to go home as soon as their supervised activity has finished. Arrangements are made to ensure students are supervised during play and concert rehearsals, or other events that bring small groups into School out of hours.

#### RISK ASSESSMENTS

The Bursar and Premise Manager have conducted risk assessments on the security and safety of the grounds and all the buildings.

#### VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at Reception, where they are issued with a visitor's badge, which should be worn at all times. On the back of the badge are fire evacuation instructions.

They are shown the School's emergency evacuation notice and the way to the assembly point. Visitors are also shown the Safeguarding Instructions which are displayed in Reception. Visitors and contractors wait in the Reception Lobby and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the School and to ensure that they sign out and return their badges on leaving.

When large numbers of visitors are at the School for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding.

#### ACCESS CONTROL

There are electronic vehicle gates at both our vehicle entrances, and an electronic pedestrian gate which is linked to our School Reception at the front of the school. Visitors have to contact the School Reception in order to gain access.

##### 1. Parking Facilities and Deliveries

There are limited facilities for visitors to park on site.

There are warning signs restricting speed to 5mph, and speed humps to restrict speed. There is a No Access Beyond this Point sign installed on the end of the building. We require all delivery lorries to be fitted with audible reversing alarms, and our Head Chef has instructed our regular suppliers to make all food deliveries before 8.00am. Deliveries are not permitted on site and drivers call Reception for a member of the Premise team to meet them at the gate.

##### 2. Reception

The School Reception is manned between 8.00am and 5.00pm during weekdays in term-time and between 9.00am and 4.00pm during half terms and holidays apart from the Christmas and Easter closedowns. The master fire alarm panel, showing the location of all



alarm call points is located outside the Staff Common Room. The staff are given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services.

Small monitors covering the CCTVs located at the vehicle/pedestrian entrance are on the reception desk and are only visible to the Receptionist on duty; but not to passers-by.

### 3. Training

All staff receive a briefing on security and workplace safety once they have joined the School and this includes advice on:

- Supervising students, where new members of the teaching staff are given training in registration, in the arrangements for supervising students.
- Safeguarding their personal possessions. All staff are provided with a lockable pedestal to secure their belongings.
- Safeguarding the School's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late working.

The briefing also covers:

- The location of the School's CCTV cameras in the high-risk areas of the School, together with the School's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.

More detailed and specific training is given to the Premise Team and Reception staff.

### 4. Lone Working

Staff are not permitted to work after 7.00pm, the normal School closure time when there is no functions / events on. The Evening Caretaker works on site after 7pm till 10pm and has been provided with a mobile phone and briefed on lone working. He is aware of the specific tasks he is able to do in these evening hours. A text is sent to the Premise Manager once he leaves each evening.

### 5. Students

We use PSHE and house/tutor discussions to promote awareness of safety amongst all age groups. External speakers and our own staff are involved in safety discussions for students, which covers:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions

We encourage students not to bring large amounts of money or valuables to School. We have cashless dining as the cost of lunches is included on the School invoice. All students can purchase tuck or lunch (Sixth Formers only) using biometric fingerprint technology linked to their ParentPay account. All students have a locker available for them.

#### 6. Use of School Facilities by Members of the Local Community

Local community groups use our sports hall and theatre outside School hours. We regulate their use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security. The Premise Manager or his deputy are always on site when outside groups are present.

### PHYSICAL SECURITY MEASURES

#### 1. External doors and windows

All external doors are fitted with locks.

#### 2. Security Alarms

External doors are linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. A new security alarm was installed in Summer 2021 and links to the Police.

#### 3. Gates

There are electronic gates at both vehicle and main pedestrian entrances (see above). The other side gates are 3m in height and are secured by padlocks at night.

#### 4. Unsupervised Access by Students

We ensure that students do not have unsupervised access to potentially dangerous areas, such as the Science Laboratories, DT and the IT Suites. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Students do not have access to the Maintenance, Catering and Caretaking areas of the School. (See our separate policy on the supervision of students).

#### 5. Security of Electronic Property

Notices are displayed in the ICT suites advising that all computers, projectors and language laboratory equipment are password protected and cannot be activated without a recognised login and password.

#### 6. Marking Property

All valuable and electronic property is marked clearly with the School's name as a deterrent to theft. The ICT Support Team maintains the register of electronic equipment in conjunction with the Bursar.

#### 7. Security Lights

We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building and connecting with the pedestrian entrance and the car parks.

## CCTV

We have CCTV cameras covering the main vehicle/pedestrian entrance used by visitors. CCTVs are also placed in the following areas

Front of Main House

Cottage, Theatre, Baker Building, Sports Hall, PC Centre, Sixth Form Study Area and Sixth Form Café

Wadham Close Gate, External bag rack, rear staff car park, Garden,

All cameras are equipped with IR night vision and are vandal and weatherproof.

We have notified the Information Commissioner that Halliford School operates a CCTV system for the prevention and detection of crime and for the protection of students, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Monitors covering the pedestrian and vehicle gates only are in Reception, facing the Receptionist. Please refer to the school CCTV Policy.

The ICT Support Team are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals. Please refer the CCTV Policy.

Our CCTV system is serviced annually, and cameras are checked regularly to ensure that they continue to provide clear images.

Recommended review period: Annual

Review by: Bursar

Date reviewed: Sept 22

## Traffic Movements on Site: Policy

### 1. Scope

This guidance applies to all traffic movements undertaken on the School premises.

### 2. Objectives

- 2.1. To ensure that the site is organised so that pedestrians and vehicles can circulate in a safe manner.
- 2.2. That vehicles and traffic routes are separated wherever possible.
- 2.3. That traffic routes are suitably signed and controlled.

### 3. Guidance

- 3.1. The Bursar will have responsibility for the implementation of this guidance with support from the Premises Manager and his team as appropriate.
- 3.2. The following areas will be addressed:
  - School Minibuses
  - Vehicles on site
  - Parking and deliveries
  - Access control and security
  - School buses
  - School travel plan
- 3.3. Signage will be put in place to designate speed limits, access areas, prohibited areas and parking facilities. This can be found at the critical points in the school.
- 3.4. There are two parking areas in school, one accessed via the Front Gate on Russell Road and the other via Wadham Close. Both gates are automatic and maintained under a contract.
- 3.5. The Bursar will be responsible for liaison with the police, highways authority, insurers / security advisers etc. with regard to the School Travel Plan.
- 3.6. Parking arrangements will be specified for:
  - Staff – all staff can park onsite with parking allocated to certain staff at the front (20 spaces) and the remainder can park accessing the site via Wadham Close Gates. Priority is given to SMT and part time staff at the front of the school.
  - Visitors – there are two designated spaces at the front of the school
  - Major events – for Open Days etc a parking system is put in place with the Premise Manager overseeing the operation with the support of Sixth Formers.
  - Contractors – all contractors during term time are asked to park in the visitor spaces at the front of the school and report to Reception.
- 3.7. Deliveries will only be permitted during the hours specified and vehicles are not allowed to proceed on site during school hours. A secure storage box is located at the front of the school for specific / regular delivery / Royal Mail drivers to use. Kitchen deliveries are

arranged to come before school and if they do come during school hours they are advised to park outside the gates and bring in the delivery on a trolley.

- 3.8. School buses transport pupils to and from the School at agreed times. This is operated via Falcon Coaches. The Senior Deputy Head arranges a rota of staff to the arrival and departure of the buses. This can be found in Appendix 1 of this policy.
- 3.9. If staff wish to use a school minibus this must be arranged via the Bursary and booked on the sheets outside the Bursary. This will include the departure and return times of the vehicle so that suitable arrangements can be made with regard to the overlapping with any other vehicle movements. If minibuses are required during the school day, the person responsible will drive the bus round to the front car park when lessons are in place. The minibus which departs at 5:15pm will depart from the basketball court at the back exit of the Sports hall.
- 3.10. Pedestrian routes have been identified and separated wherever possible from vehicles by physical measures such as bollards. Lighting is provided as appropriate.
- 3.11. A pedestrian gate is located off Russell Road and access is via a code for limited users. It has a release mechanism from the inside. Students do not have access to this code.
- 3.12. All students in Years 7 - 11 enter and leave the site via the student pedestrian gate on Wadham Close.
- 3.13. Cyclists should dismount once they arrive on site and use pedestrian walkways. Parking for cycles is provided at the side of the Baker Building. This is available to both staff and pupils.

## **Legal Requirements & Education Standards**

### **References:**

- A. Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 ([www.isi.net](http://www.isi.net))
- B. Health and Safety Executive, homepage workplace transport ([www.hse.gov.uk](http://www.hse.gov.uk))
- C. Guidelines for Environmental Design in Schools" DCSF Guidance

Recommended review period: Annual

Review by: Bursar

Date reviewed: Sept 22

**BUS DEPARTURES SEPTEMBER 2022**

**COACH ROUTE A – MINIBUS – BASKETBALL COURT**

**COACH ROUTE B1 – 53 SEATER – COMES FIRST ON RUSSELL ROAD**

**COACH ROUTE B2 – 53 SEATER – COMES SECOND ON RUSSELL ROAD**

**COACH ROUTE B3 – 16 SEATER – BACK CAR PARK AM & PM COMES THIRD ON RUSSELL ROAD**

**COACH ROUTE C1 – DOUBLE DECKER – COMES FOURTH ON RUSSELL ROAD (MAYBE A 53 SEATER OR CHANGES WITH B2)**

**COACH ROUTE C2 – 29 SEATER – PAVEMENT AT THE FRONT**

**COACH ROUTE D – 29 SEATER – REVERSES INTO FRONT CAR PARK**

**COACH ROUTE E – MINIBUS – BACK CAR PARK**

Elspeth Sanders  
Sept 2022

## Appendix 2: Traffic Checklist

### Design and Layout:

- are the traffic routes wide enough for the movement of vehicles?
- has consideration been given to the need for vehicles to pass each other?
- can you use a one way system?
- does the layout allow safe movement of pedestrians close to vehicles?
- are pedestrian walkways protected by physical barriers?
- are storage tanks/sources of power which are close to traffic routes protected against impact?

### Reversing

- are arrangements in place for dealing with reversing vehicles?
- are pedestrians separated from reversing activities?
- have designated individuals been trained to assist with reversing activities where appropriate?
- do such individuals have high visibility clothing?
- have vehicle drivers been informed to stop if they lose site of the reversing assistant?

### Risk Control

- can arrangements be made for vehicles to be parked off site?
- can you provide separate pedestrian access?
- can you organise buses to be loaded/off loaded so that reversing is not required?
- can you arrange deliveries/contractors activities so that they do not coincide with School start/finish times and breaks during the day?
- can you improve on site lighting?
- have you communicated traffic arrangements to pupils and parents?
- can drop off zones be provided for parents?
- can you enforce speed restrictions on site?
- can you provide increased supervision during peak vehicle/pedestrian movement times?

## Lifting Equipment and Lifting Operations: Policy

The school's activities involve the use of lifting equipment including.

Passenger Lifts – Theatre, Baker Building, Peter Jones Centre, the PC Centre and the Woodward Building

Trolleys (4)

The health and safety arrangements for our lifting equipment and lifting operations are covered in this section including arrangements for the safety of passenger lifts.

All lifting equipment including lifting accessories is identified on a schedule which is used to ensure that each item has received the maintenance and inspection required.

Equipment is clearly marked with its 'safe working load' (SWL). As appropriate, equipment is also signed to indicate its prohibition for the carriage of persons or, where applicable is marked to indicate the maximum number of persons which it is designed to carry.

Suitable storage is provided for lifting accessories to prevent accidental damage or corrosion.

Equipment is subject to a maintenance regime in accordance with good practice and taking into account manufacturers' instructions. Equipment is also subject to periodic Thorough Examination and Testing to a schedule meeting the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and an inspection report is issued.

Defective equipment is taken out of service whilst awaiting repair or replacement.

The schedule of equipment and records of maintenance and inspection are held in the Certificates File.

### Passenger Lifts

Passenger lifts under our control are subject to a maintenance contract with a specialist contractor (PIP Lifts) and also receive a Thorough Examination and Test by a competent person every 6 months. Improvements identified through inspections are undertaken and any defects repaired as required.

Where defects in the lift's operation become apparent, we will take immediate action to take the lift out of service and call our specialist maintenance contractors. Should there be any concern that a defect recurs despite this expert attention or in the event of any doubt whatsoever over the ongoing safety of the lift, we will arrange for an additional Thorough Examination prior to allowing the lift back into service.

We monitor to ensure so far as is reasonably practicable that our lift maintenance contractors operate safe systems of work for the protection of building users including the use of barriers at lift landings when the doors are open to the shaft, warning signs when lifts are out of use. We also expect contractors to operate safe systems of work for their own protection and periodic monitoring takes



place to check that they appear to be working safely including use of props or other safety devices when working beneath the lift car and work at height controls when working above.

Lift cars clearly display safe working loads and the maximum number of passengers and we ensure that when building works take place, that the lift is not used inappropriately and that safe load limits are adhered to.

Lift cars are also equipped with emergency lighting and with a passenger alarm. Lift release procedures are in place involving a manual lift crank and/or the maintenance contractor's emergency helpdesk]. The correct operation of the lift alarm/emergency telephone is tested by the Premise Manager.

Records of maintenance and inspection are held in the Certificates File.

Review – Annually

By Bursar

Reviewed September 2022