

Mougins School Health and Safety Policy



Philosophy

"Safety plays an important role in schools and colleges. Ensuring pupil and student safety has been part of the ethical framework for decades. Schools also have legal responsibilities for safety and it is an integral part of the educational framework."
(Managing Safety in Schools and Colleges, ROSPA)

Mougins School is strongly committed to fulfilling its duty of care to staff and pupils and therefore seeks to maintain high standards of health, safety and welfare. The Senior Management Team recognise that such high standards are not achieved by chance: they are only achieved by the effective management of health, safety and welfare at all levels in the School. It is essential that all staff demonstrate an understanding of hazards and risks and competence in managing health, safety and welfare.

The Mougins School Health and Safety Policy is also in place to ensure that the health and safety of visitors to the School and other non-employees who may be affected by its work activities are not endangered. The responsibility for implementing this policy lies directly and personally with line management from the Headteacher, Brian Hickmore, through to every employee.

Aims of Mougins School

Mougins School Health and Safety Policy supports the aims, vision and values of the school to:

Encourage pupils to develop morally, emotionally, culturally, intellectually and physically;

Create a way of life characterised by caring, tolerance, security, praise and high expectations;

Enable pupils to learn best by being encouraged, valued, trusted and respected;

Help pupils develop continuously by providing conditions and experiences that sustain and encourage this development.

Aims of Mougins School Health and Safety Policy

The school is committed to ensuring a high standard of health, safety and welfare for all staff, pupils and visitors, by ensuring the following:

- a) A healthy and safe environment throughout the school
- b) Safe working practices for staff and pupils
- c) Arrangements to ensure that no person is adversely affected by any article, substance or machine used in school
- d) Provision and dissemination of health and safety information which is received from the French Government or other sources
- e) Access to health and safety training
- f) Procedures for emergencies such as fire and first aid
- g) Monitoring of health and safety standards in the school
- h) Access to specialist help with reference to health and safety matters
- i) Encouragement for staff to participate in the promotion of health and safety standards in the school
- j) Open access for handicapped individuals. The Campus is equipped with ramps and a lift to facilitate wheelchair access.
- k) Subject specific Health & Safety regulations for Physical Education and Science (see specific Department Handbooks)

Responsibilities

Overall responsibility for fire safety in the school is shared between the Board and the Headteacher. Between them, these parties must ensure that fire precautions at the school comply with all relevant fire safety legislation. However, general responsibility for Health and Safety at Mougins School extends through the whole School, with specific responsibilities apportioned as below.

The Senior Management Team should ensure that an appropriate Health and Safety Policy is in place in the School and that arrangements, including appropriate risk assessments of any hazardous activities or trips, are made for its effective implementation;

The Headteacher has ultimate responsibility for the implementation and management of this Policy and is supported by the SMT in this respect;

The Headteacher is responsible for the effective implementation of this Policy and for the day-to-day monitoring, evaluation and management of Health and Safety matters.

The Headteacher is the responsible person for Fire Safety Regulations;

Subject Leaders have direct responsibility for ensuring that this Policy is implemented within their Department;

Some teaching staff have additional responsibilities regarding Health and Safety aspects of particular activities (e.g. sports, ICT, Science and school trips).

School Maintenance Staff have various designated responsibilities, including ensuring that:

All equipment under their control is properly maintained and safe to use and any safety devices are fitted properly, adjusted and maintained;

A high standard of housekeeping is maintained

All teaching and support staff have a statutory duty as employees:

To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions;

To co-operate with the School as employer, so far as necessary, to enable Mougins School to meet French statutory requirements;

Ensure that all accidents, fires and incidents are promptly reported and, where appropriate, investigated and action taken to prevent recurrence.

General Medical Information

Mougins School is fortunate to have a fully qualified, full time nurse, Marion Leonard, among its staff who has the use of a Medical Room, situated in the Primary Building. In the absence of the School Nurse, Brian Hickmore, the Headmaster, should be contacted. On entry to the School, each child must hand in a completed Medical Form, signed by their own doctor. Parental agreement is given for the School to:

Check their child's hair for head lice

Call an ambulance in the case of emergency

Administer medication in the case of fever, and to contact the parents

Every two to three years (depending on the age) each child is required to have a full physical examination by their doctor, testing their eyesight, hearing etc. Each child's vaccination records are checked and kept by the School Nurse. At the beginning of each School year an updated list is provided for the staff, concerning any child at school with medical problems and additional information is given as required.

All staff, children and any voluntary workers (e.g. parent helpers) are insured by the School's Insurance Policy, either while on the School premises or when involved in an organised School outing.

In accordance with French law, all staff have to have a bi-annual medical examination from the 'Medecin de Travail'. The doctor of this organisation may also visit the School to check the health and safety of its employees.

Accidents

Please see Appendix 1, Separate First Aid Policy

Medication

If medication has to be administered at School, a written note from the parents and doctor is required.

All medication is kept under lock and key in the Medical Room.

Tablets are 'on hold' for each student at the local pharmacy in case of radio-active contamination.

First Aid

Mougins School recognises its responsibility to provide First Aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day.

Please see Appendix 1, Separate First Aid Policy

The Control of Substances Hazardous to Health Regulations

The Control of Substances Hazardous to Health Regulations encourages the use of less hazardous substances and materials, and sets down methods for safe use which must be observed with such materials.

These regulations affect a wide range of activities, as they include use of materials such as laboratory chemicals, adhesives, cleaning agents, solvents, pesticides and biological agents. This requires the clear labelling of containers for such substances,

giving information about their safe use; users must read these and the assessment relating to each substance before using it

Special considerations therefore apply in Science Areas, please refer to Science Handbook.

Fire Safety

In accordance with French law the School is required to comply with regulations relating to the buildings and their evacuation. All installations (including fire extinguishers) are checked by a Government organisation annually.

Fire Alarm - the campus is equipped with a loud two-tone siren. Fire Drills take place at least once a term in accordance with French law. On hearing the alarm all staff and children are required to assemble on the synthetic grass area below the rocks, see Fire Evacuation Procedures.

The School is in contact with the French Fire Service to provide fire-fighting training for all staff. Following the recent building completions, the school has a 'Water Wall' installed to assist in the prevention of damage caused by forest fires. All interventions and tests are recorded in a Fire Register, checked by the French Fire Brigade on a regular basis.

Please see Appendix 2 for Fire Safety Policy

Smoking

In accordance with French legislation, no smoking is allowed, either inside or outside, on the School premises, including the slip road. This regulation applies to anyone entering school premises.

Water Safety

The school has a duty to ensure water safety within the premises. The School's specific day to day responsibilities for water safety include identifying any sources of risk and preparing a course of action for preventing or controlling the risk.

Mougins School ensures that the water supply meets requirements by ensuring that the appropriate checks are carried out at appropriate intervals to ensure that:

The school has a wholesome supply of water for domestic purposes including a supply of drinking water.

WCs have an adequate supply of cold water and washbasins, sinks and showers have an adequate supply of hot and cold water.

The temperature of hot water supplies to showers shall not be so excessive as to be deemed dangerous.

School Transport

The Mini Bus (driver & 8 passengers) is insured to be driven by any employee of the School. The Midi Bus (driver & 15 passengers) and the Maxi Bus (driver & 28 passengers) can only be driven by employees holding a current French Public Service Vehicle Licence ("Transports en Commun").

Mougins School staff require prior approval from the Headteacher to use School vehicles. They must ensure that they are aware of all the regulations and their own responsibilities regarding the safe use of vehicles, including use of seat belts, safe distribution and securing of loads.

Out of School Visits (Educational Visits Policy)

As in all schools, students at Mougins School participate in a number of school visits. The Educational Visits Policy can be found in Appendix 3.

Traffic Management

The supervision of the school slip road before school will continue to be operated by the staff.

Site Security

Mougins School ensures that there are adequate security arrangements in place for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance with security arrangements as appropriate; that the school's perimeters are as secure as possible.

The school's security arrangements are based on assessment specific to the school under French legislation and are regularly reviewed by the Headteacher, explicitly taking into account:

the location of the school, the physical layout of the school, the movements needed around the site, arrangements for receiving visitors and any training necessary in security. Any organisation renting the School facilities must provide evidence of insurance for the members of the public it receives.

Visitors

During the day, no parents should be wandering around the Campus. All visitors are required to report to the School Office where they will be issued with a Visitor's Badge with a red ribbon and accompanied by a member of staff to part of the School.

Utilities

All gas and electrical installations are checked annually by a Government approved organisation (Qualiconsult). Any alterations or improvements, as a result of new legislation, are immediately addressed on receipt of the official report.

Access and Review

The Mougins School Board and Headmaster are fully aware of their responsibilities regarding Health and Safety legislation relevant to the School's operation. In order to meet these responsibilities, they regard the Health and Safety Policy to be of paramount importance. The Policy will be reviewed annually, prior to the start of the new academic year, or where necessary, following any significant changes to legal statutes. The SMT will ensure that any outcome of review is rectified in the Staff Handbook, which will be distributed and explained to staff following the review. All staff will be made aware of this policy during staff induction and relevant training. It is accessible in school and in the main office, Staff Handbook on the School's Staff Only Intranet Files.

Appendix 1

Mougins School First-Aid Policy

Purpose of the Policy

Mougins School recognises its responsibility to provide first-aid and will ensure that staff, pupils and any visitors while on site, have access to adequate facilities and materials at all times during the working day.

Role of First-Aiders

Mougins School identifies the need for trained first-aiders in sufficient numbers and at suitable locations to enable first-aid to be administered without delay. The Physical Education department for example is an area where first-aid assistance is readily available at all times.

The school is fortunate to have a qualified Nurse on site at all times and there are currently 7 members of staff who hold the Red Cross Qualification in First Aid: Brian Hickmore, Jerome Hebant, Louise Holmes, Hilary Lecoy, Marion Leonard, Alice Miller, and Elisabeth Ward.

A certified First Aid course is provided by a qualified Red Cross team for the Staff and senior students every other year. Basic First Aid instruction is given to the Primary School in Forms 5 and 6.

Classrooms and Offices have a First Aid kit, which is given out at the beginning of the year. It is important to keep the first aid boxes fully stocked. If an item is used it should be replaced immediately from the Medical Room by the School Nurse. If staff find that supplies are running low it is their responsibility to inform the School Nurse, who will replace missing items.

In the event of an accident, a First Aid qualified person may be the first on the scene, but should then call a more qualified person unless the injury is minor. In the first instance an injury will be assessed as to how serious it is. This does not have to be done by a first aider. If the injury is as a result of a fall from height, a knock to the head, a wound which bleeds or an abnormal swelling, then a first-aider should be called.

If in any doubt, staff are urged to call a first-aider. The majority of playground incidents involving pupils are merely grazes and minor bumps requiring only time for the child to get over the shock. In these cases no formal record taking is necessary. If a first-aider is summoned and attends to a pupil then a record must be made. Parents will be contacted by Elisabeth in the Office.

Accidents

If an accident or incident does happen in the School, or outside the School during an activity or event organised by the School, it is the duty of every employee to report such accidents, both to ensure that the person(s) involved receives appropriate treatment and/or advice, and so that steps can be taken to prevent any repetition of the incident.

In the case of an accident Nurse Marion (or in her absence, Brian Hickmore) should be contacted. In the mornings she is with Foundation Stage and in the afternoons in the Medical Room in the Primary Building.

In the case of an accident, where a child is referred to a Doctor or Hospital, an Insurance Declaration is made in writing (see Corinne, the accountant). Parents will also be contacted by Elisabeth in the Main Office.

All accidents or medical problems are recorded in a book, which is kept in the Medical Room. Accidents concerning Staff are also recorded and a special accident form is filled in (Declaration d'accident de travail).

The Clinics 'Plein Ciel' and 'Tzanck', next to the School have a 24 hour emergency service, Tel: 04 92 92 53 00.

If you need an ambulance dial 18 to be connected with the French fire brigade, dial 15 for the SAMU (emergency doctor) or 112 (international emergencies).

Travelling First-Aid Kits

There are first-aid kits available for the School minibus or to take to outdoor activity/events. A list of contents is to be found with each kit.

Any first-aid items used should be replaced on return from the trip.

Any medicines should be checked before departure and replaced or replenished as necessary.

Some departments hold their own mobile kits and these should be checked as detailed above.

Attention should be paid not just to the actual contents but also as to whether items are still within date.

Students with Specific Needs

Staff must make sure they are aware of any pupils in their teaching groups with anaphylaxis or diabetes. Please check the Medical Board. We currently have students with Anaphylaxis and Diabetes (Type 1).

Anaphylaxis:

Jext pens (formerly Epi-pens) - the following are recommendations: The Medical Room and Office will keep spare Jext pen. There should be written notes from parents as to guidelines. Other children in class/group should be made aware of the condition; Staff should be trained in the administration of the emergency treatment by the School Nurse. Copies of guidelines should be issued to all staff, using the board;

Signs of Anaphylaxis

Symptoms:

Apprehension

Sweating

Feeling of Faintness

There may be a burning sensation around the mouth

A sensation of lump in the throat which may progress to hoarseness

indicating swelling of vocal cords. Airways may be obstructed

Headache

Dizziness

Immediate Treatment is required

Stay calm - get help - contact a trained member of staff

Place child on floor in sitting position to help relieve any breathing

difficulties

Call an ambulance

Requires Adrenalin Injection (to be administered by a trained member of staff)

Storage, administration and disposal of Adrenalin

Parents to ensure supplies are maintained. Dosage as specified by GP.

Stored in the Medical Room and the School Office. Dispose of syringe in jar or sealed container. Nurse or other designated (i.e. First Aider) will collect.

Record date, time and action taken

Hypo-glycaemia - relevant to pupils with Diabetes

Hypo-glycaemia occurs suddenly when the blood glucose levels fall below 4mmol.

Common signs and symptoms are:

Pale or ashen skin

Dizziness

Confusion

Feeling weak

Feeling hungry

Sweaty

Shaky/trembling

Nausea

This can occur because of the following:

Too much insulin

Not enough food to fuel an activity

Cold weather/hot weather

Missed meals or snacks

A missed or delayed meal/snack

Vomiting

What to do if hypo-glycaemia occurs:

Pupil may be able to self-administer. If not, immediately give the pupil something sugary e.g. Glucose tablets x 3, Lucozade, fresh fruit juice, or sugary pop (about 100 ml).

Follow this with some starchy food to prevent the blood glucose from dropping again

e.g. sandwich or cereal bar, or fruit, or two biscuits. If still hypo after 15 minutes, give

some more sugary food. If the pupil is unconscious, do not give them anything to eat or drink and CALL for an ambulance.

Also contact parents/carers on contact numbers immediately.

Hygiene regarding Bodily Fluids

The HPA in the UK recommends the following; • Spills of body fluids: blood, faeces, nasal and eye discharges, saliva and vomit must be cleaned up immediately. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have. Clean and disinfect any surfaces on which body fluids have been spilled. Use a product which combines both a detergent and a disinfectant. Do not use mops to clean up blood and body fluid spillages. Use paper towels instead. Ensure contaminated clothing is laundered at the hottest wash the fabric will tolerate.

Procedure for Calling an Ambulance

Call a first-aider by contacting the School Office on 101: use internal telephone or send a pupil or member of staff.

First-aider decides if emergency services should be called. If so, call directly or instruct reception.

The School Office must be informed.

School Office:

Ring for ambulance if first-aider has not done so;

Send message back to first-aider that ambulance is on its way;

Inform Headteacher

Deputy Head to arrange cover if necessary and inform relevant Head of Department to set work if necessary;

Inform parents;

Appropriate member of staff accompanies the pupil to hospital and waits until parents arrive. When they arrive, come back to School. If an ambulance is not required, a suitable member of staff should drive the pupil to hospital.

Once the parents have arrived, the member of staff is no longer required and may return to School.

At all stages there must be no delay.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Whilst French Legal requirements are not restrictive, Mougins School acts under the requirements of a British school to record or report to the relevant enforcing authority by the quickest practicable method any serious injury or dangerous occurrence if:

Any person dies as a result of an accident arising out of or in connection with work;

Any person at work suffers a 'major injury' (see below) as a result of an accident arising out of or in connection with work;

Any accident which prevents an employee from undertaking their normal work activities for more than seven consecutive days (not including the day it occurred);

Major injuries are defined as follows:

Any fracture, other than to the fingers, thumbs or toes;

Any amputation;

Dislocation of the shoulder, hip, knee or spine;

Loss of sight (whether temporary or permanent);

A chemical or hot metal burn to the eye or any penetrating injury to the eye;

Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation

Any other injury - leading to hypothermia, heat-induced illness, or -to unconsciousness, or - requiring resuscitation.

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;

Either of the following conditions which result from absorption of any substance by inhalation, ingestion or through the skin: acute illness requiring medical treatment, or loss of consciousness;

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Appendix 2

Mougins School Fire Safety Policy

Introduction

Mougins School will ensure, so far as reasonably practicable, that all staff, pupils, contractors and visitors are protected from the risks of fire whilst on the premises.

Aims of the Fire Safety Policy

To safeguard all persons from death or injury in the event of fire by the effective management of fire safety;

To minimise the risk of fire and to limit fire spread;

To minimise the potential for fire to disrupt services, damage buildings and equipment, or harm the environment.

Fire Prevention

The School is inspected on a regular basis by the Pompiers (Fire Brigade) and Commission de Securite, French Authorities. From these visits they instruct the school on how best to prevent fire and eliminate or reduce risks from dangerous substances. As part of their recommendations, the maintenance staff carry out regular clearing of excess vegetation and trees from the surrounding forest. The school has also had a Water Wall installed along the perimeter of the school. In the case of forest fires, this can be activated.

Responsibilities

The School Fire Safety Policy forms part of the School's Health and Safety Policy and in common with that policy extends through the whole school, with specific responsibilities as below:

The Board, Headteacher and SMT ensure that an appropriate policy is in place in the school and that arrangements are made for its effective implementation;

The Headteacher has ultimate responsibility for the implementation and management of this policy and will support the school in this respect;

The Headteacher is responsible for the effective implementation of this Policy and its role within the School's Health and Safety Policy:

All employees have the responsibility to cooperate and to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Managing Fire Safety

The school has delegated day to day responsibility for managing fire safety to the Headteacher, Brian Hickmore. He will:

Ensure that all means of escape are properly maintained by maintenance staff, kept free from obstruction and available for safe and effective use at all times; and that the means of escape have adequate emergency lighting;

Provide and maintain in working order all firefighting appliances and devices including:

- a) Fire detection and alarm systems;
- b) Emergency lighting systems;
- c) Firefighting equipment;
- d) Notices and signage relating to fire procedures;
- e) Means of escape, taking into account the needs of any disabled users.
- f) Carry out a fire safety risk assessment by the Pompiers on each of the school buildings to ensure that the school's facilities are compliant;
- g) Reduce the risk of fire incidences by carrying out appropriate task risk assessments;
- h) Provide appropriate instruction for all school staff on all fire safety procedures, including the action to be taken to protect people and property including regular fire evacuation practices for all the school;
- i) Ensure that all staff, students, contractors, visitors and third-party hirers are made aware of and comply with the school's fire procedures;
- j) Identify any special risks, e.g. the storage of hazardous materials, and put in place appropriate procedures to minimise the risks;
- k) Liaise with third parties including the emergency services, and the school's insurers to ensure that best practice for fire prevention and procedures is in place;
- l) The Board will monitor and review this policy on an annual basis so as to ensure that any new risk or alteration to regulations is addressed.

Monitoring

The school utilises the services of various outside personnel to carry out effective monitoring of its duties.

The school fire detection and alarm system is maintained and checked by the Headteacher and Electricians regularly.

The fire alarm sounders are tested on a regular basis;

The school emergency lighting is checked regularly by the school electrician;

Notices and Signage are updated as and when required and checked on a regular basis.

The Fire Brigade and Commission de Securite carry out regular checks to assess the suitability of the premises and advise on policy and procedures that are required.

Specific Fire Evacuation Procedure

The person discovering the fire should break glass of nearest alarm and, from a safe location, contact Elisabeth in the Main Office to confirm that there is actually a fire.

Then Elisabeth rings the Pompiers on hearing alarm after seeking confirmation that there is actually a fire.

In any event, the relevant staff will check the source of the alarm to establish the cause of the activation.

In all cases when the fire alarm sounds, an orderly evacuation will take place and procedures below will be followed.

On hearing the fire alarm, ALL PERSONS PROCEED TO ASSEMBLY POINT ensuring that all windows and doors are closed.

Staff assemble pupils quietly and instruct them to proceed to the Assembly Point as quickly and quietly as possible, walking rapidly NOT running.

The classroom door should be closed behind the last person to leave.

Use the directed route -unless a blockage makes this impossible. Be prepared to find an alternative route if necessary.

Should the alarm ring during Break or Lunchtime pupils should be instructed to leave the building by the nearest safe fire exit and proceed to the Assembly Point.

Staff should assist this process where possible without putting themselves at risk.

Under no circumstances should staff or pupils return to their rooms.

Elisabeth in the Main Office should collect registers, pupil and staff signing in/out books, visitors' book and off-site lists from staff before proceeding to the Assembly Point.

Forms line up in alphabetical order at Assembly Point.

Form Teachers supervise roll call.

Once roll call is completed, report absences to Elisabeth.

Absences to be checked against the pupil signing in/out book, absences identified and appropriate action taken.

No-one may leave the Assembly Point without the permission of the Headteacher.

Events Taking Place Out of School Hours Such as School Plays or External Lettings

Where events are organised outside normal school hours, or by outside organisations, it is the responsibility of the member of staff organising the event or arranging the letting to ensure that the Headteacher is consulted and appropriate precautions including arrangements for evacuation and calling the fire brigade are put in place.

It is the duty of the member of staff organising the event/activity to lead the hirer/user through Fire Safety Policy.

Appendix 3

Mougins School Educational Visits Policy

Introduction

Mougins School greatly values the opportunities that educational visits and activities outside the classroom provide for children and acknowledges their great value in broadening and enhancing both the learning and social experience of students.

Staff Ratio

The French guidelines in this area are difficult to interpret and vary depending on the age of the children going out. We will use the following:

For activities that occur on a regular basis (Athletics at Mandelieu for a six-week period) - one teacher to one class (which for the "Education Nationale" can be up to 40 students).

Visits for Early Years, Reception and Form 1 ("Maternelle") - 1 : 8

Cultural visits for one class of Primary children - class teacher plus another adult.

Cultural visits for Secondary pupils such as the Local Studies programme - subject teacher.

Activities that do not require a qualified specialist (i.e. rounders at the Etang) - 1 : 22

Activities that involve water - 1: 8

Residential activities at centres where the students are under the control of qualified instructors - between 1: 10 and 1: 15

If you are able to take more adults on your trips - reliable parents etc. - so much the better.

The safety of the children is of paramount importance. The better the supervision, the more we also ensure good behaviour from the students. This enhances the reputation of our school and makes return trips with other students possible in the future.

All staff are either CRB checked or have been issued with the French equivalent, Casier Judiciaire, stating their suitability to work with children both in school and on educational visits.

Types of Visit:

Currently Mougins School offers a large number educational visits in the course of an academic year. This number includes Local Studies expeditions and sporting fixtures to other schools. All departments organise educational visits and these are offered to all pupils throughout the whole school. Pupils from every year group will participate in a number of educational visits per academic year as either a compulsory part of the teaching and learning programme or as an optional extra. The aim is to make educational visits as accessible to as many pupils as possible within the constraints imposed by time, cost and acceptable risk.

The types of visits include whole year group visits organised by departments or class teachers. There are also, for example:

Tours, both domestic and overseas

Science A-level visits to CERN

Field and Coursework Trips for Sixth Form Students

Music outings to a Recording Studio

Outings to the Theatre, Concerts, Museums, Sporting events, etc.

Foreign exchange trips

Overseas cultural visits

Geography Day Trip to Italy to explore Coastlines

Annual Skiing trip

Form 4 Residential Outdoor Activity Week

Form 9 Roman Trip

Educational Visits Organised by School Staff for Students

Staff who wish to organise a trip should seek permission from the relevant member of the Senior Management Team. The person organising the trip should have overall responsibility for the planning, supervision and conduct of the visit and should have regard to the health and safety of the group. Wherever possible, students in Forms 11, 12 & 13 should not undertake residential trips in the second half of the academic year.

In general, all group leaders should:

Obtain the Headteacher's/SMT prior agreement before any off-site visit takes place;

Clearly define the roles of each teacher/supervisor, ensure all tasks have been assigned and that all staff have agreed to operate a common supervision policy;

Be able to control and lead pupils of the relevant age range;

Be aware of child protection issues, as outlined in the Mougins School Child Protection Policy, and prepare an appropriate risk assessment;

Ensure that adequate first-aid provision will be available;

Undertake and complete the planning and preparation of the visit, including the briefing of group members and parents for all residential visits;

Review regularly undertaken visits/activities and advise Headteacher where adjustments may be necessary;

Ensure that teachers and other supervisors are fully aware of what the proposed visit involves;

Have enough information on the pupils proposed for the visit to assess their suitability or be satisfied that their suitability has been assessed and conformed;

Ensure the ratio of supervisors to pupils meets the guidelines set out in the Staff Handbook;

Consider stopping the visit if the risk to health and safety of the pupils is unacceptable and have in place procedures for such an eventuality;

Ensure that group supervisors have details of the school emergency contact;

Ensure that the group's teachers and other supervisors have the details of pupil's special educational or medical needs which will be necessary for them to carry out their tasks effectively;

Ensure staff have received any completed medical forms and that these are taken with the party.

During the planning stage the group leader must also consider:

The type of activity and the level at which it is being undertaken;

The location;

The competence, experience and qualifications of supervisory staff;

The group members' age, competence, fitness and temperament;

Pupils with special educational or medical needs;

The quality and suitability of available equipment;

Seasonal conditions, weather and timing. The facilities and equipment needed for the visit.

Who will administer the trip.

Transport arrangements.

Insurance arrangements.

Communication arrangements.

Supervision arrangements.

Contingency plans for changed plans and late returns.

Information to parents.

Preparing pupils.

Emergency arrangements.

Meal arrangements and whether the Kitchen Manager should be informed that children will miss school lunch.

In general, Accompanying Teachers should:

At all times represent the standards expected by Mougins School, whether the visit takes place within normal hours or outside those hours,

Teachers must do their best to ensure the health and safety of the group and act as any reasonable parent would do in the same circumstances.

Teachers should perform their assigned duties responsibly, follow the instructions of the group leader and help with control and discipline;

Preparing Pupils

Pupils should clearly understand what is expected of them and what the visit will entail. Pupils must understand what standard of behaviour is expected of them. Any potential dangers involved in the visit should also be relayed to pupils.

The group leader must ensure that pupils are provided with, and understand, information regarding:

The aims and objectives of the visit;

Background information about the place to be visited;

What standard of behaviour is expected from pupils;

The code of conduct for the visit;

Who is responsible for the group and how this may change during particular activities;

Rendezvous procedures and what to do if separated from the group.

It is the responsibility of the group leader to ensure that pupils are informed in these matters. Responsibilities of pupils also involve the group leader making it clear to pupils that they must:

Not take unnecessary risks;

Follow the instructions of the leader and supervisors, including those at the venue of the visit;

Dress and behave sensibly;

Be sensitive to local codes and customs;

Look out for anything threatening the health and safety of the group and tell the group leader or supervisors about it.

Any pupil whose behaviour may be considered to be a danger to themselves or to the group may be stopped from going on the visit, or if they are already on the trip may be removed from the party and returned.

Pupils should always be instructed not to go off on their own.

Prior Information to Parents/Participants

In the period leading up to any visit all members of any group must be provided with complete details of the proposed activity, both adult helpers and student participants must be properly prepared to play their part in the activity. For some visits this information may consist of a single printed page but for longer visits it may be necessary to hold a briefing with Parents and Students involved.

Clear written information must be given to parents and their written consent obtained. This information should set out the following, requiring a signed response:

Nature of activity and accommodation if residential

Where and when it is to occur

Equipment, kit required, travel arrangements

Cost (including non-refundable portion as deposit)

Any special higher risk activity to be offered in programme requiring special consent

Request for dietary and medical details and inclusion of written consent for emergency treatment

Commitment to provide balance of fee by stated date on reply slip

Date for return of reply slips with deposits if required

Any disciplinary or conduct points or special regulations specific for the purpose of the trip

It is most important that party leaders have the written consent of parents/carers before any activity takes place. This consent should also certify that the parent/carers have been provided with full information about the activity and that they are satisfied with all the arrangements that have been made. Parents, alongside providing emergency contact details, contact details of the child's GP, any medical conditions, special dietary requirements and sign to consent that staff may act in loco parentis where necessary.

If the trip is Residential, Parents should also be provided with;

Times and place of departure and return - parents must have agreed to meet their child on return

Modes and duration of travel including the name of any travel company

Details of accommodation with security and supervisory arrangements

Details of provision for medical needs and procedures for pupils who become ill, arrangements for medication their child is taking and what is required if staff are to administer their medication

Details of the activities planned

Standards of behaviour expected and discipline, including prohibited items

Information on clothing and equipment to be taken, spending money to be taken

The trip's policy on the use of mobile phones

Contact phone numbers in case of emergencies

Assessment of Risk

Risk assessment is a careful examination of what could cause harm to pupils, staff or others, together with an identification of the control measures necessary in order to reduce risks to a level which, in the professional judgement of the assessor is deemed to be acceptable (i.e. low). In considering risk, there are three levels of which visit leaders should be mindful:

Generic risks - normal risks attached to any activity outside of school

Event specific risks - any significant hazard or risk relating to the specific activity and outside the scope of generic risks

Ongoing risk - the monitoring of risks throughout the actual risk as circumstances change.

As it is legislated by French regulations, Mougins School does not have a formal Risk Assessment Proforma. Each Risk Assessment is specific to the Tour Company that has been used, for example, ARISTA for the Form 9 Roman Trip. The visit leader and other accompanying staff are expected to complete these assessments, in line with the regulations given by the company used.

Financial Planning

It is the responsibility of the group leader to complete the charging policy in accordance with school guidelines, and a copy given to the Accountant. This will:

Break down the costs of the visit.

Establish a charge for parents to pay.

Provide a date for payment[s].

Insurance

All members of any group must be properly insured in a manner that takes account of potential risks. It is the responsibility of the party leader to ensure that such cover is provided for all staff, helpers and student participants. The school Accountant, Corinne, will organise the school Insurance Company to cover trips, provided that she is given accurate information by the staff organising the trip.

Transport

The group leader must take all reasonable steps to ensure that the proposed method of transport is safe and reliable. If public transport is to be used, all students and staff

are to be fully briefed as to procedures on platforms, at bus stops, on busy streets etc. If travel is by coach or minibus all students must wear a seatbelt. French Legislation requires the teacher or adult accompanying the children in the bus to ensure they have their seat belts fastened. It is not the driver's responsibility.

First Aid

The level of first aid provision should be based on the Mougins School Health and Safety Policy. On all visits there should be a named member of staff who has a good working knowledge of first aid. First aid kits are available from the School Nurse. If the visit involves the party splitting up by any distance, a kit should be taken for each group.

Child Protection

The School's child protection policy and procedures will apply during School trips and visits. Any incident amounting to an allegation or suspicion of abuse which occurs whilst on the trip or visit must be reported to the Designated Senior Person, Brian Hickmore.

Disability and Special Education Needs

Mougins School will make every effort to include disabled pupils and pupils with special educational or medical needs on educational visits, whilst maintaining the safety of everyone in the group. Special needs of any kind will be taken into consideration in the planning undertaken in advance of the visit and appropriate measures will be implemented.

Role of Emergency Contact

An emergency contact should be appointed for all trips. This will normally be a Senior Member of Staff. It is important that the appointed person is locally based during the relevant period, and can stay within contact via landline or mobile phone throughout the relevant period. The contact should ideally not be a relative of any member of the travelling party.

Before departure the contact should be given all details relating to the itinerary, accommodation, names of trip participants, together with essential medical details and home contact details.

During the trip the contact should be informed of any significant issues which might cause concern among parents. This would include significant injury or illness, problems with accommodation, or major travel delays. If there is a major disciplinary issue they should also be contacted. However in all such cases the Headteacher must also be kept

informed, either directly or through the emergency contact. If necessary the emergency contact will make direct contact with parents of pupils, leaving the trip leader free to deal with the actual situation.

In cases where parents cannot be contacted in an emergency, permission should have already been given on the consent form for staff to act in loco parentis if necessary.

Procedures to be Followed in the Case of a Major Incident

A major incident is a disaster in which serious or fatal injuries are sustained by one or more members of the school party.

Immediate action should be taken to safeguard all pupils and staff.

Members of staff should ensure that help has been summoned from the Medical and Emergency Services and/or other appropriate agencies

The group leader should keep pupils informed as appropriate and ask pupils not to make contact with people at home until staff have contacted parents directly.

The Headteacher should be informed of the incident and of the action taken as soon as possible. If the Head is unavailable then the Deputy Head should be informed.

The Headteacher or the person acting in the Head's absence will contact the Parents, Persons with responsibility or Relatives of:

- a. Pupils who have been involved in the incident
- b. Teachers and all other members of the party who have been involved with the incident
- c. Pupils, teachers and all those who have been of the party but who have not been injured or directly affected to inform them about the incident and of the action taken.

The Head and Senior members of staff will endeavour to protect both pupils and staff.

If considered necessary, support and counselling of pupils, staff and all other members of the party should be arranged.