



LEWESTON

SHERBORNE

BURSARY AND HEALTH & SAFETY POLICIES

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6.1 HEALTH AND SAFETY POLICY OF LEWESTON SCHOOL

PART 1 - GENERAL STATEMENT OF HEALTH AND SAFETY BY THE CHAIRMAN OF GOVERNORS

As Governors and staff of Leweston School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, parents and visitors. In our role as employer, we attach the highest priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The Governors fulfil their responsibility as trustees of Leweston School by appointing a member of the Governing body with responsibility for overseeing health and safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the site and buildings.

Day to day responsibility for the operation of health and safety at the school is vested with the Head and Bursar. However, as Governors, we have specified that that the school should adopt the following framework for managing health and safety:

- A Governor attends the termly meetings of the school's Health and Safety committee, receives copies of all relevant paperwork and reports to the Main Board as necessary.
- A report on health and safety covering items such as statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Board meeting.
- The minutes of the H & S Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the committee chairman wishes to bring to the Board's attention.
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected annually (or as necessary) by qualified professionals.
- Their reports are considered by the Health and Safety Committee and/or the F&GPC and the recommendations (together with other defects) form the basis of the school's routine maintenance programmes.
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, the Head Chef (contract caterers Chartwells) carries out hygiene and safety audits of food storage, meal preparation and food serving areas and arranges for regular external deep cleaning services and reports on all these aspects to the Health and Safety Committee, as necessary.
- The school has fire risk assessments, carried out by a competent person which are reviewed every year for progress on completion of items in the action plan, and which are updated annually or more frequently if significant changes are made to the interior of buildings, or new buildings are bought or



added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Main Board, if necessary.

- The school has a professional risk assessment for legionella periodically and a quarterly water sampling and testing regime in place.
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues which included manual handling and working at height training for relevant staff. Health and safety training that is related to an individual member of staff's functions, such as Science Technician, will be provided in addition to the standard induction training. First Aid training and minibuses driver training are provided to any member of the teaching staff who is involved with trips and visits, and to selected members of the non-teaching staff.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for cooperating with the Head, the Bursar and other members of the SLT in order to enable the governors to comply with health and safety duties. All members of staff are responsible for reporting any significant risks or issues to the Bursar. Members of staff and the Governors are conscious of the requirement to address the issue of violence to staff and of the duty of care to staff to ensure their well-being as far as possible. Staff can raise Health and Safety concerns directly with the Bursar, or through the Health and Safety Policy.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified. In addition, their attention is drawn to the notice entitled "Health and Safety Law" which is displayed in the Staff Room and in the Workshops. Details of the organisation and arrangements for carrying out the policy are to be found in Parts 2 and 3 of this document.

Signed Ian Lucas

Date 4 May 2022

Member of Board of Governors

PART 2 - ORGANISATION AND RESPONSIBILITIES

This part of the Policy deals with the organisation, planning, implementation, operational monitoring and management review of the Policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

Head

The Head will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Head will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy which the Board have approved.

Bursar

The Bursar will have day to day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security
- Fire safety*
- Electrical safety*
- Gas safety*
- Water quality*
- Asbestos*
- Emergencies
- Staff induction

*These are delegated to the Estate Manager on a daily basis and are reviewed periodically by the Bursar and Estate Manager. In the event of an emergency, the Estate Manager, Bursar or Deputy Head should be contacted.

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Advising the Head on maintenance requirements
- Co-ordinating advice from specialist safety advisors and producing associated action plans
- Monitoring health and safety within the school and raising concerns with the Head
- Compliance with the Construction (Design and Management) Regulations



- Chairing the School Health and Safety Committee

ESTATE MANAGER

In addition to the areas listed at 2.3 above, the Estate Manager is also responsible for:

- Building security
- Prevention of unsupervised access by pupils to potentially dangerous areas such as the swimming pool, science labs etc (in co-operation with others such as the Director of Sport and HODs, as appropriate)
- Site traffic movements and car parking
- Maintenance of School vehicles
- Testing arrangements, maintenance and records, including fire, electrical, gas, equipment, water quality, asbestos
- Waste disposal, including the sewage treatment plant
- Good standards of housekeeping, including drains, gutters etc
- Control of hazardous substances for grounds maintenance activities

External Health and Safety Advisors

Leweston School uses external consultants to advise on matters of health and safety within the school as follows:

- Consultant to advise on all aspects of H & S and Fire Safety
- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- Gym and fitness equipment and machinery used in both Design and Technology and in the maintenance department are serviced annually.
- The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department (EHO). In addition, the outsourced catering contract Catering Manager arranges for:
 - the professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
 - appropriate pest control measures to be in place.
 - professional advice from a dietician if and when necessary.

- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated annually, or when significant changes are made to the interior of buildings, or new buildings are bought or added.
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor.
- The school has a suitable and sufficient risk assessment for legionella, periodically and a quarterly water sampling and testing regime in place.
- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Estate Manager is responsible for the maintenance of an asbestos management plan and for making sure that contractors are fully briefed on areas of asbestos before starting work.
- The school's radiation protection supervisor (RPS), [Estate Manager] is responsible for liaison with the radiation protection advisors for ensuring compliance with the Ionising Radiation Regulations 2007, Radioactive Substances Act 1993 and exemption certificates granted under them and HSE guidance.
- The School has current electrical test certificates for all its buildings. It uses NICEIC qualified Electrical Engineers to inspect and maintain its electrical installations, all of which are RCB protected and meet the requirements of BS7671 IEE wiring regulations.
- All work on gas boilers and appliances is carried out by registered Gas Safe Engineers.
- All lightning protection and earthing conforms to BS 6651-1999 or to BS EN 62305. It is tested annually by a specialist contractor.
- A qualified Planning Supervisor is used in order to ensure compliance with the Construction (Design and Management) (CDM) Regulations 1994 whenever major work is undertaken.

Heads of Department

The Heads of Department will ensure, so far as is reasonably practicable, the health and safety of those affected by activities under their control. They are responsible for maintaining up to date Risk Assessments and departmental H&S Self Evaluation forms for areas under their control. Specific risk assessment requirements are:

Support

- Fire – the Fire Officer/Bursar
- Legionella - the Estate Manager
- All rooms, corridors and exits - the Bursar (See also Annex K)
- Catering facilities (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures) – outsourced Catering Manager



- Grounds maintenance (including use of pesticides and COSHH) - the Estate Manager
- Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) - the Estate Manager.
- Asbestos Register- the Estate Manager.
- Reprographics machines and copiers – the School Secretary.

Academic

- Science (including harmful substances and flammable materials) - Head of Science
- Sports activities – Director of Sport
- Drama - Head of English
- Art (including harmful substances and flammable materials) - Head of Art and Design
- Music – Director of Music
- Design & Technology - Head of Art and Design
- Duke of Edinburgh Award – Duke of Edinburgh Co-ordinator
- Trips and visits – Deputy Head (Pastoral)

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

The Senior Nurse

The Senior Nurse will be responsible for:

- Maintaining an accident book and, in conjunction with the Bursar, reporting notifiable accidents to the Health & Safety Executive
- In conjunction with the Bursar, keeping statistics and preparing summary reports for the School Health and Safety Committee
- Escorting pupils to hospital (and informing their parents)
- Checking that all first aid boxes and eye wash stations are replenished

Staff

The co-operation of all staff is essential to the success of the policy and the school requests that staff should notify their Head of Department / School Safety Co-ordinator of any hazards to health and safety which they notice and of any suggestion they wish to make regarding health and safety. Staff are required to:

- Follow the Policy;
- Be familiar with their departmental H&S Self Evaluation form.
- Take reasonable care for the health and safety of themselves and others who may be affected
- Follow requirements imposed on the school or any other person under health and safety law and co-operate fully so as to enable the duties upon them to be performed
- Carry out all reasonable instructions given by managers / senior staff
- Make proper use of anything provided in the interests of their health and safety such as protective equipment. Reckless or intentional interference with such equipment will potentially be regarded as a dismissible offence
- Comply with any reasonable request made by any of the persons named above in relation to the fulfilment of their duties

School Health and Safety Committee

The School Health and Safety Committee meets once a term under the chairmanship of the Bursar; the Governor who is responsible for health and safety attends these meetings. The members of the Committee are:

- Named Governor
- Head
- Head of Prep
- PA to Bursar, who acts as Secretary
- Estate Manager
- Transport Manager
- Representative from contract caterers
- Fire Officer
- Senior Nurse
- IT Network Manager
- Head of Boarding
- Director of Sport
- Head of Swimming and Pentathlon
- Science Technician
- Head of Art and Design
- Home Economics

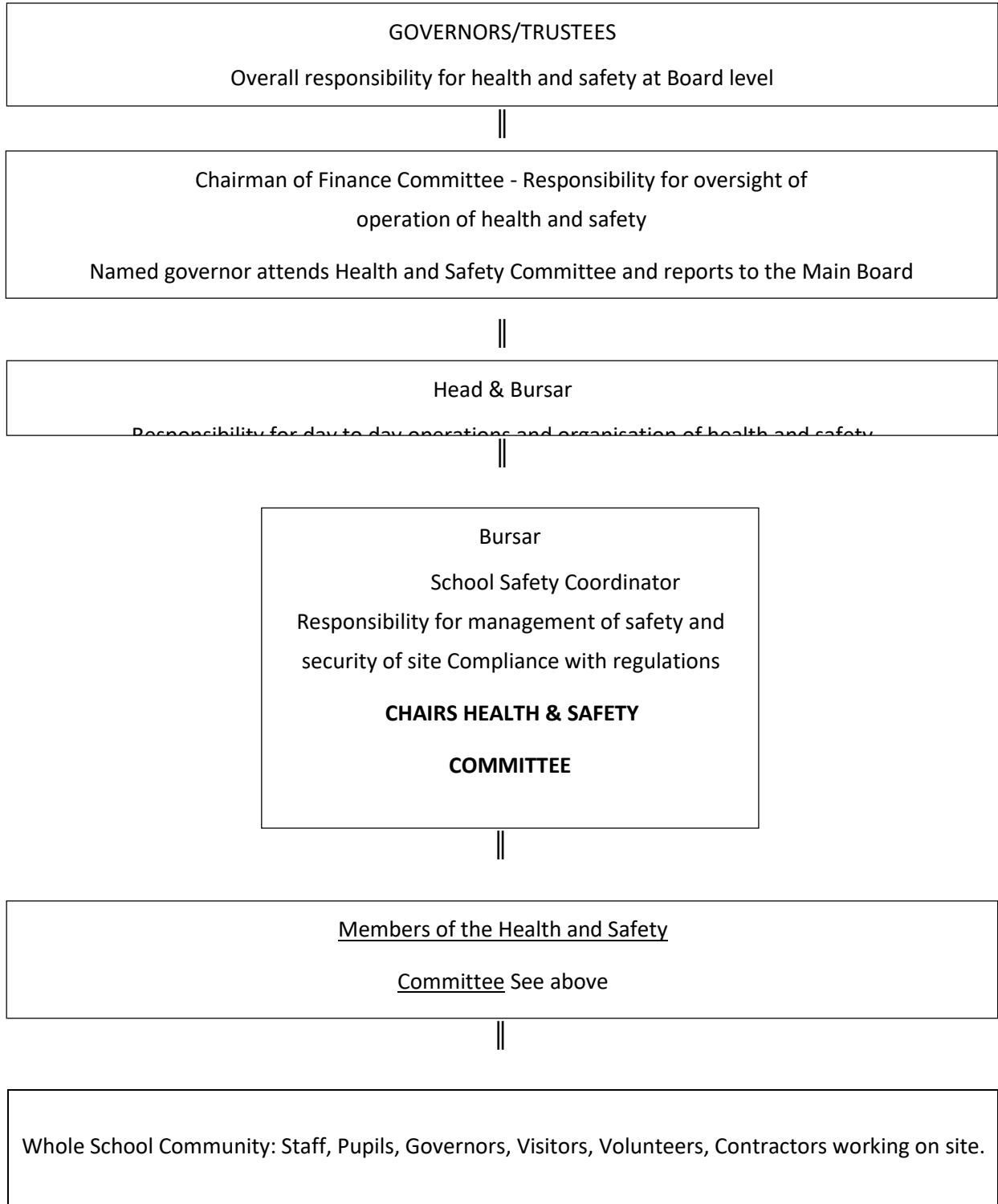
The role of the Committee is to:

- Discuss matters concerning Health and Safety including changes in regulations.
- Monitor the effectiveness of health and safety within the School.
- Review accidents and near misses. Discuss preventative measures.
- Discuss training requirements



- Monitor the implementation of professional advice
- Assist in the development of safety rules and safe systems of work.
- Monitor communication and publicity relating to health and safety in the workplace.
- Encourage suggestions and reporting of defects by all members of staff.

DIAGRAM SHOWING THE ORGANISATION FOR HEALTH AND SAFETY





PART 3 - SPECIFIC ARRANGEMENTS FOR HEALTH AND SAFETY

Health and safety controls are in place at Leweston School in order to enable activities to be undertaken in a reasonable and safe manner.

Advice and Information

Employees may obtain advice and information about Health & Safety through their immediate supervisors, through the School Safety Officer (Bursar), through the Estate Manager or from a member of the Health and Safety Committee. A comprehensive list of School policies is available in the Staff Handbook ("SHB") and on the Senior Staff Data.

Accident or Incident Reporting

When an accident occurs the Head of Department must be informed immediately; for all other incidents, they must be told on the same day. Every accident involving personal injury, whether to employees, pupils or others, must be recorded in the accident book (which is held in the Bursary) and any notifiable accident must also be reported to the Bursar the same day. The Senior Nurse will analyse accident trends and report to the Health & Safety Committee. If a serious accident occurs the School Safety Officer may call for a special meeting of the Health & Safety Committee.

Induction

All new staff are to receive induction in the school's Health and Safety arrangement as soon as possible after joining. Heads of Department are to ensure that induction takes place and that it is recorded on the Induction Checklist, which should be returned to the HR Advisor, if possible within 14 days of joining.

Hazards

Risk assessments are reviewed annually (see 2.6 above). However, all staff must report hazards which they believe are not being adequately managed because accidents can be prevented by timely intervention. In some instances, this may require a revision of the relevant risk assessment.

The following areas/activities present identified and potentially significant risks in Leweston School. As a consequence, pupils are not allowed unsupervised access to:

- Slips and Trips: this is the most common form of hazard on site. Users of the site must be mindful of wet or slippery areas, and report these to the Estate Manager directly and immediately. Any further hazards that arise through wear and tear should, again, be reported to the Estate Manager and/or the Bursar.
- PE: the Director of Sport keeps risk assessments for: all indoor and outdoor games, athletics, gymnastics and dance. Records of training and qualifications in subject specific areas are kept.
- Swimming: the Swimming Pool Manager keeps risk assessments for swimming and records of training and qualifications in life-guarding.

- Science: Risk assessments for experiments are normally provided with the schemes of work. Where this is not the case, risk assessments are undertaken by the teachers involved. Commonly used experiments have risk assessments written and a file containing these is kept in the Prep Room. CLEAPSS Hazards are kept in chemical laboratories and the Prep Room, on the use and safe storage of all chemicals. Chemical Data sheets for all bought chemicals and COSHH assessments for other hazardous substances are kept in the Prep Room. The Science Department keeps records of all subject-specific training by teachers and technicians. The Science Department Health and Safety Policy can be found in the Departmental Office and an electronic copy is logged in the science folder of the Staff Drive.
- Art and Design: the Head of Art keeps risk and COSHH assessments for the ceramic studio, the kiln, the use and safe storage of oil based paint and other flammables. Records of staff training are kept.
- Drama: the Head of Drama keeps a risk assessment for the theatre which includes the lighting box, the safe construction, movement, building and dismantling of scenery, props and staging. When required, the lighting tower is assembled (and subsequently dismantled) by the Maintenance staff and is checked by them for safety before use. Records of staff training are kept.
- The Catering Department: the contracted Head Chef ensures that all HACCAP procedures are in place and adhered to, ready for inspection by the EHO. The Head Chef keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- The Maintenance and Grounds Departments: the Estate Manager keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Educational Visits and Off-Site Activities

All educational visits, field trips and other pupil based activities not on school property are classified as off-site activities. The Deputy Head is responsible for ensuring that all off-site activities are managed in accordance with best practice using DfE, County and National guidance (www.oeapng.info), as well as any Foreign Office advice where appropriate. The school's Educational Visits Policy is available in the Staff Handbook on the Senior Staff Data. Parents can access it via the website.

Medical

Medicines. The safeguarding, dispensing, recording and disposal of medicines is be in accordance with the protocols set down by the school doctors. Day to day control of medicines is the responsibility of the Senior Nurse who will provide guidance to the House Parents, who keep a record of all medication given within the boarding houses. Medical audits of the House medical records are carried out by the Health Centre staff twice a term.

Allergies. All staff receive training from the School Nurses in how to administer an epi-pen annually during INSET, and all staff are notified of pupils with allergies and serious medical conditions.

Infectious Diseases. The Senior Nurse is responsible for alerting the Head to the presence of infectious diseases.



First Aid

First Aid training is co-ordinated and provided by the Swimming Pool Manager who also maintains the training records. Leweston maintains regulatory levels of qualified First Aid support throughout the school and also for events and off-site activities. The First Aid policy is available in the Staff Handbook and on the Senior Staff Drive. Parents can access it via the website.

Personal Protective Clothing and Equipment

Academic. Protective clothing and equipment required for pupil based activities is provided by the relevant department and must comply with current legislation. When such equipment is supplied for School activities it is the responsibility of the teacher in charge to ensure that it is worn/used in accordance with the appropriate instructions.

Support. All Personal Protective Clothing and Equipment (PPE) for support staff should be purchased by the school and, when made available, must be used in accordance with instructions given by line managers who are to give appropriate instruction on the limitations, replacement arrangements, defect reporting and correct use of PPE to individual users. [see separate COVID Policy for COVID specific PPE].

Manual Handling

No employee or pupil is to be required to lift or move anything which in so doing they believe is likely to cause them injury. Training in manual handling will be given to those groups of employees identified by their line managers as being at risk.

New and Expectant Mothers

Line Managers must give due consideration to new and expectant mothers by ensuring that their allocated duties are compatible with their condition. A risk assessment will be carried out by the line manager (advice can be obtained from the Bursar) as soon as the employee has made the school aware of her condition: it is the responsibility of the employee to ensure that the School is made aware of their condition so that all appropriate measures can be put into place.

Fire Safety

All staff are to be familiar with the Fire Safety Policy and Fire Risk Assessment which can be found in the Staff Handbook on the Staff Drives. Fire safety refresher training is provided for all staff annually during INSET. No smoking is permitted anywhere on the school site.

Food Hygiene

All food prepared within or for the school shall comply with all relevant aspects of food safety legislation under the Food Safety Act 1990, in particular with regard to training requirements. Advice and assistance can be provided by the school's contract caterers. The Food Safety Policy is available on the Staff Drives and from the contract caterers.

Training

Training required for specific roles is the responsibility of the relevant line manager or Head of Department. It is incumbent on that person to ensure that every member of, or participant in, the department is familiar with the Health and Safety requirements of the department and that relevant training is given as appropriate. Some training is organised centrally, and the responsibility for organising it and maintaining training records is as follows:

- Minibus training – Transport Manager
- Curriculum subject specific training - the respective Head of Department
- Nursery staff – Nursery Manager
- Design and Technology related training – Head of Art
- Health and safety training for the Catering and Cleaning staff – Head of Domestics and the contract caterers.
- Food Safety Training – contract caterers
- Briefing new pupils on emergency fire procedures – Fire Safety Officer
- Briefing new staff on emergency fire procedures - Fire Officer/Bursar
- Inducting new staff in health and safety – Bursar
- Identifying specific health and safety training needs of staff – all Heads of Department and Line Managers or Supervisors.
- First aid training – Swimming Pool Manager.

Contractors

The Health and Safety Executive requires organisations which make use of contractors and subcontractors to ensure that they work safely. Only contractors able to demonstrate adequate and effective mechanisms for the management of health and safety are permitted to work for the School. Where appropriate, contractors must demonstrate that they have a valid risk assessment and safe system of work for all work being carried out on the School's behalf. All contractors must be allocated a point of contact when they are awarded a contract and must sign in to Leweston School before commencing work on the School's behalf. Contractors will be briefed by the Estate Manager or relevant departmental head to ensure that all relevant checks have been carried out and systems for safe working are in place.

Premises

The Workplace Health, Safety and Welfare Regulations 1992 cover the environment within the workplace including ventilation, temperature, cleanliness, workstations, seating and the fabric of the building both internal

and external. Defects should be reported immediately to a supervisor, and then to the Estate Manager. Departmental H&S Self Evaluation forms should be scrutinised/updated annually.

Asbestos. Some buildings within Leweston School have materials within them that contain asbestos. The School holds a register of all of these sites and controls work within these areas to ensure that staff, pupils, contractors and visitors are not put at risk. Further information can be obtained from the Estate Manager.

Dogs

Leweston recognises that dog owners are responsible for the behaviour of their dog. Although staff dogs are welcome on the premises, as are parents' dogs when they are visiting the school for example when watching a match, the school site is not to be used for routine dog walking and at all times the welfare of the children and staff come before that of the dog. Dogs are not allowed in the dining room or dormitories at any time. The dog policy is available in the Staff Handbook on the Staff Drives. Parents can access it via the website.

The following annexes should be read in conjunction with this policy:

Annex A Control of Substances Hazardous to Health

Annex B Corrosive Systemic Poisons Annex C Code of Safe Conduct

Annex D Electrical Equipment

Annex E Plant and Machinery

Annex F Vehicles

Annex G Ionising Radiation

Annex H Occupational Stress Policy Annex I Computer Workstations

Annex J Controls for Legionella and Water Treatment

Annex K List of staff responsible for completing risk assessments of school buildings and facilities.



ANNEX A TO THE HEALTH AND SAFETY POLICY

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The school uses substances which may be hazardous to health if not handled and stored correctly. For all situations where COSHH regulations apply, or it is considered that they may apply, HSE guidance should be consulted, to ensure adherence to latest practices: <http://www.hse.gov.uk/coshh/index.htm> and use of the e-tool at <http://www.hse.gov.uk/coshh/essentials/coshh-tool.htm>

What is a Hazardous Substance?

- Substances classified as harmful, irritant, toxic, very toxic and corrosive, such substances will carry the pictograms detailed below.
- Substances for which the Health and Safety Commission have approved a workplace exposure limit (WEL). Examples would include chlorine, ammonia or wood dusts. These have a legal status and the exposure limits must not be exceeded.
- Biological agents capable of causing ill health effect, i.e. any microorganism, cell, culture, genetically modified organism that may cause infection, allergy, toxicity or any other human health hazard.
- Substantial quantities of dust.
- Any other substance not classified above that may create a comparable health risk.

The only exceptions are those things which are already being controlled by their own specific legislation, for example, asbestos, lead, radioactive substances. In addition, it does not include biological agents that are outside the employer's control e.g. catching an infection from a work colleague. In schools these hazardous substances will generally be found/generated in school laboratories, school practical workshops and print rooms. Cleaners stores are also likely to contain such substances.

There are 8 steps you need to go through for hazardous substances

- 1) Assess the risks
- 2) Decide what precautions are needed
- 3) Prevent or adequately control exposure
- 4) Ensure that control measures are used and maintained
- 5) Monitor the exposure (where necessary)
- 6) Carry out appropriate health surveillance (where necessary)
- 7) Prepare plans to deal with accident incidents, and emergencies
- 8) Ensure employees are properly informed, trained and

Responsibilities

The Head has overall responsibility for compliance with COSHH to prevent ill health and to ensure that assessments have been carried out for substances hazardous to health within the school.



Individual Heads of Departments/managers will need to ensure that assessments are available for substances within their control and that appropriate controls are in place and being followed.

Heads of Departments e.g. Science and Design and Technology are responsible for developing COSHH assessments within their departments and ensuring that any control measures are effectively implemented. Both must consider hazards in relation to cleaning carried out by other staff/contractors and ensure adequate precautions are implemented. Heads of Departments or managers will ensure that arrangements are made to ensure that any equipment used to control the risk from hazardous substances is adequately maintained in an efficient condition (see maintenance and control of equipment later). Heads of Departments/managers will ensure that “at risk staff” are informed of any risks they may be exposed to and the control measures in place to reduce them.

Heads of Departments/managers will arrange for any health surveillance required to be carried out, including checks for occupational asthma. (See further information under Health Surveillance below), and checks for skin and dermatitis.

The Estate Manager, Head of Boarding and Catering Manager and are responsible for keeping COSHH assessments up to date, obtaining data sheets for any new hazardous substances and for carrying out an assessment for any substances within their control. Also, that any such information be made available to relevant personnel where they may be affected by risks (e.g. contractors, service engineers and own staff).

Domestic staff should be made aware of any implications of the health and safety policy as it affects their work activities e.g. storage, use and disposal arrangements for materials, equipment, substances etc. Domestic staff are responsible for ensuring access doors are locked so that pupils cannot access any hazardous substances.

All employees have a responsibility to inform the Head/Bursar of any defects with equipment used to control exposure to hazardous substances, and of any symptoms they may be experiencing using hazardous substances.

All employees have a duty to co-operate with monitoring and health surveillance that is required of them.

Carrying out a COSHH assessment:

A number of hazardous substances are used within the school, but provided adequate precautions are taken the risks will be adequately controlled. Suppliers can provide Safety Data Sheets for hazardous products. Always check whether there is a safer alternative on the market. A number of generic risk assessments are available to assist in this process. The following generic assessment documents are available in all premises to which they apply.

Science

'Hazards', produced by CLEAPSS, (the Consortium of Local Education Authorities for the Provision of Science Services)

'Topics in Safety', produced by the Association of Science Education (ASE)



Safety in Science Education, produced by the DfES. The above documents contain detailed COSHH assessments for substances and experiments required in the science curriculum. In situations which are not adequately covered by these documents CLEAPSS will, if requested, provide a specific risk assessment.

Design and Technology

Model Risk Assessments for Design and Technology in Secondary Schools have been produced by CLEAPSS, including COSHH assessments. These are available on the CLEAPSS website.

Hardwood and softwood dusts have been assigned a Workplace Exposure Limit of 5mg/m³ (8 hour time weighted average) which must not be exceeded. Hardwood dust can cause cancer – particularly of the nose.

Wood dust is also an asthmagen so exposure must be reduced as low as is reasonably practicable.

In the event however, that you may have a substance not covered by any of the above documents, an individual assessment will be required.

Elimination and disposal

Should you find you can eliminate the use of a substance, safe disposal must be ensured.

Controls

Exposure to hazardous substances must either be prevented or controlled. Where it is reasonably practicable to prevent exposure then this must be ensured. If not, then certain controls must be initiated to reduce exposure. Where the course of action is to control, personal protective equipment (PPE) should always be the last resort.

For example, fume cupboards in science labs, local exhaust ventilation systems on woodworking machinery should always take precedence over masks. However, if practical measures to control the substances are not reasonable or not adequate when used alone, then PPE will need to be provided for use by staff and pupils where appropriate.

Monitoring:

All reasonable steps must be taken to ensure that the control measures put in place are complied with. Reporting procedures for defective equipment will also be required.

Monitoring is not needed if you can show by another method of evaluation that you are preventing or controlling employee's exposure to hazardous substances. Should monitoring the effectiveness of control systems require personal exposure monitoring further advice should be sought.

Health Surveillance

Appropriate health surveillance should be undertaken for exposure to hazardous substances that could give rise to asthma. A higher level of health surveillance, including lung function testing, is required for western red cedar – this should **not** therefore be used in schools.

Appropriate health surveillance should also be undertaken for the effects of dermatitis on the skin.



Employees have a responsibility to co-operate with health surveillance and monitoring. Employees should inform the Bursar of any problems they experience in using hazardous substances.

Maintenance of Control Equipment

Equipment relied on for control measures must be maintained in an efficient working order and in good repair. This will require visual and operational checks on equipment before use. In addition, there is a requirement for testing of local exhaust ventilation systems (LEV) every 14 months under the Provision and Use of Work Equipment Regulations. In schools this practically requires annual testing and certification of local exhaust ventilation systems such as, fume cupboards and extraction for woodworking machinery, welding bays, etc. CLEAPSS provide details of companies that may be able to assist or give advice on the testing and maintenance of such equipment. The HOD must keep records of such maintenance.

Information Training and Supervision

Those undertaking work with hazardous substances must be provided with sufficient information, training and supervision to enable them to undertake their work safely, to know the risks involved in their work and the necessary precautions to be taken.

Additionally, it will be necessary to inform pupils who may be exposed to hazardous substances of the risks, and the measures put in place to control the risk. Please bear in mind language or reading difficulties and ensure important safety messages are fully understood.

Training, information and supervision should include:

- Names of substances they work with or could be exposed to and the risks created by such exposure including access to safety data sheets
- The findings of the risk assessment
- The precautions they should take
- The importance of reporting faults
- Personal protective equipment
- Monitoring of exposure
- Health surveillance
- Emergency procedures which need to be followed.

General advice regarding cleaning products:

- COSHH assessment sheets should be completed for each product.
- New products should not be used until a COSHH assessment has been carried out. Read all product labels carefully before use.
- When purchasing select the least hazardous substance available.
- Never mix chemicals except in accordance with manufacturers' instructions. N.B. Bleach (and other chlorine based products) releases chlorine gas when mixed with acid-based products. Chlorine gas can be lethal.
- Add cleaning product to water NOT the other way around.

- Ensure there is adequate ventilation at all times during cleaning.
- Before using substances like floor strippers, floor sealers, and products containing solvents check the ventilation requirements and ensure there is adequate ventilation.
- For all products consider what steps are necessary to protect others (especially pupils) e.g. keeping pupils away from an area being treated. Cover any cuts and abrasions with suitable medical dressings. Some products (e.g. polish strippers, concentrated disinfectants) can be irritating to the skin and cause chemical burns. Ensure the correct protective clothing is used.
- A number of products can lead to dermatitis; protective gloves should be worn and any problems reported to the Head Teacher.
- Wear any Personal Protective Equipment (PPE) identified by the COSHH assessment.
- Eye protection to relevant British Standards or European standard should be worn whenever there is a risk of a chemical hazard to the eyes (e.g. splashing). Check the safety data sheets for information. Assess when splashing could occur (e.g. when decanting or pouring concentrated solutions – reduce the hazard where possible by having a less concentrated product).
- Ensure PPE is well maintained and replace as necessary.
- After treating floors etc. continue to provide ventilation until the floor is dry.
- Display all warning signs correctly.
- Replace the cap after use.
- Clean all equipment after use.
- Premises Managers/cleaners should be aware of first aid procedures (before use).
- Ensure there is a correctly stocked first aid kit available.
- Report any accidents promptly.
- Staff should report any symptoms such as dermatitis etc. to the Health Centre
- All containers of hazardous substances must be properly labelled (this includes the small hand sprays used for cleaning products – suitable labels are available from most suppliers). Food containers should not be used.
- When storing chemicals ensure those that could react are kept away from each other (e.g. keep bleach away from acid cleaners).
- Store products safely and neatly at all times.
- Cleaning cupboards etc. must be locked at all times pupils are present in the school.
- A signing in/out procedure should be set up to keep track of chemicals and ensure they have been safely returned to the store.
- Ensure staff are given relevant information, training, instruction and supervision.

YOU SHOULD NEVER

- **Mix different chemicals (unless in accordance with manufacturers' instructions)**
- **Return unused products to their original containers**
- **Use unmarked containers for dispensing cleaning solutions** **General advice for cleaning wood dust:**
- Regular cleaning should be carried out using a dustless method e.g. an industrial vacuum cleaner with high efficiency filters (HEPA) or a vacuum pipe attached to the extract system.
- Dispose of waste carefully and immediately into refuse bins.
- Work in a well ventilated environment.



- Wear appropriate PPE if necessary (face mask and eye protection).
- Keep wood dust away from sources of ignition.

YOU SHOULD NOT

- **Use compressed airlines for cleaning down machines, work pieces or clothing**
- **Use brushes to sweep up – they create dust clouds - This can cause high peaks of dust exposure and simply spread the dust around.**

Weil's Disease:

Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. It can enter the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water.

Cleaners, premises managers or staff may be at risk if cleaning drains/ponds/contaminated water etc.

How to prevent Weil's disease

- Get rid of rats. Don't touch them with unprotected hands
- Cover all cuts and broken skin with waterproof plasters before and during work
- Wear protective clothing
- Wash your hands after handling any animal or contaminated clothing or other materials and always before eating and drinking.

If staff suffer from flu-like symptoms, persistent and severe headaches they should inform their GP and provide information to the GP about Weil's disease and their work.



ANNEX B TO THE HEALTH AND SAFETY POLICY

CORROSIVE SYSTEMIC POISONS

These chemicals act in two major ways:

- Corrosive - cause severe skin burns which leave major scarring
- Systemic toxicity - have a toxic effect remote from the site of contact, are readily absorbed through the skin into the body, and affect organs adversely.

All cases of contamination with these substances require urgent vigorous first aid followed by transfer to the Accident and Emergency Department.

The two most important corrosive systemic poisons used within schools are:-

- Hydrofluoric acid ("HF" also some fluorides and native fluorine).
- Phenol (also including picrates and phenol derivatives).

Action

Immediate flooding of the affected area with flowing water for at least 10 minutes, which will wash most of the chemical off the skin, but will do nothing to prevent absorption of that already on the skin prior to first aid.

Follow the first aid advice contained in the enclosed documents:-

- Phenols and picrates (39).
- Fluorine, fluorides and hydrofluoric acid (44).

These are reprinted from the Croner Emergency First Aid Guide and are considered to be national guidelines on first aid and subsequent disposal.

Emergency Water Supply

It is mandatory for departments using these substances to have appropriate water flushing arrangements available. Ideally this should include a step-on shower and emergency high pressure eye bath. In the absence of these a flexible hose attached to a tap permanently near where the usage occurs is required.

There is no time to waste, water must be directed on to the area contaminated immediately. Do not wait for the first aider.



ANNEX C TO THE HEALTH AND SAFETY POLICY

CODE OF SAFE CONDUCT

All staff are to:

- Ensure that they understand and follow the safe operation of their duties; ask if you do not understand any aspect of these;
- Conform to the health and safety at work policy, all health and safety rules and signs, fire precautions and emergency procedures;
- Report all accidents, near misses, potential hazards and damage immediately to the Bursary, including any slips and trips on existing or new hazards;
- In the event that personal protective equipment or clothing is provided, it must be used and properly looked after;
- Do not interfere with or misuse anything provided for the health and safety of employees;
- Do not act in a way that could endanger yourself or others; do not play practical jokes;
- Do not run, especially on stairs or steps. Use handrails; never read while walking;
- Keep your work area tidy and clear of obstructions; do not leave things lying around;
- Clean up any spilt liquids, tracked in rain etc. immediately;
- In the event of your being called upon to handle bulky or heavy objects, only lift or move what you can easily manage; always bend your knees and keep your back straight – take the stress in your legs, not your back. GET ASSISTANCE if in doubt. Do not overreach; do not climb on anything not meant for the purpose; use a ladder, ensuring that it is good condition;

Smoking

This is a **no smoking site** and the rule applies equally to e-cigarettes.

Smoking on the site is against the code of conduct and therefore an offender will be subject to disciplinary procedures. Employees discovered smoking in an area where there is a particular fire risk will be liable to dismissal without notice.

Alcohol and Drugs

It is the aim of Leweston to provide an environment which promotes the health & wellbeing of employees and to minimise the problems at work associated with drugs and alcohol use. Where an employee has been identified as having such a problem, the school will offer appropriate levels of support on a case by case basis directed through line management and SLT as required.



Staff members and contractors, suppliers, volunteers or visitors under the influence of or in possession of drugs or alcohol will be asked to leave the site and the Police will be informed as appropriate. Disciplinary action may be taken.

Access and Egress

Ensuring that safe movement can be achieved in, around & through the workplace is the responsibility of all members of staff. Emergency routes in particular should be observed & maintained clear. The Estate Manager will ensure that signage meets regulatory requirements at all times and will make arrangements for temporary access when required (see latest HSE guidance at: <http://www.hse.gov.uk/pubns/indg244.htm>)

Any concerns about safe access should be reported to the Bursar who will address the issue and raise it at the H&S committee.

Visitor access to the site is covered in the Visitor Policy, and access to buildings is controlled by code entry. The staff code of conduct should be referred to in this instance.

CCTV is in operation, and the separate policy should be referred to.

Access to the site and workplace safety is covered in more detail in the 'Security and

Workplace Safety' policy available in the Bursary section of the Staff Handbook.



ANNEX D TO THE HEALTH AND SAFETY POLICY

ELECTRICAL EQUIPMENT

Staff are to maintain a list of all electrical equipment located in the rooms for which they are responsible.

Staff are to routinely inspect plugs and cables for loose connections and faults and to report any issues to the Maintenance Team for repair or replacement.

All staff should exercise care when using electrical equipment. Maintenance staff working on electrical equipment should follow specific risk assessments available in the Maintenance Shed e.g for changing a plug.

All school portable electrical equipment will be PAT tested once a year.

Any pupil-owned portable electrical equipment brought into School is to be PAT tested before it is used.

A complete check of the electrical installation is to be carried out every five years by a suitably qualified contractor. All new electrical installations are certificated with records of records of checks available for inspection from the Estate Manager.

Electrical equipment is regularly checked and is normally safe when properly used, BUT:

- never touch electrical equipment with wet hands
- always disconnect electrical equipment before moving it
- never attempt electrical repairs unless authorised
- always keep electrical supply cables and wires away from wet areas or from where they could be walked over etc.
- always switch off equipment if not in use; disconnect from the mains outside normal working hours unless instructed otherwise

Relevant legislation can be found at; <http://www.hse.gov.uk/electricity/standards.htm>

ANNEX E TO THE HEALTH AND SAFETY POLICY

PLANT and MACHINERY

Machinery may only be used by authorised members of staff who are trained in its specific use or under the supervision of an authorised member or staff. Equipment is serviced or checked as follows:

Equipment	Who Checks	How Often
Boilers/Heating	Contractor	6 monthly
Workshop	Estate Manager	6 monthly
Grounds Machinery	Contractor	Annually
Kitchen	Contractor	Annually
D & T	Contractor	Termly

Staff with responsibility for specific areas of work and machinery are responsible for setting and enforcing safety rules, and are to ensure that personal protective equipment (PPE) and safety guards are available for all users, that maintenance schedules are strictly followed and that risk assessments are up to date.

Risk assessments should consider and include the following:

- How the machines sits within its environment, identification of safe & dangerous zones for mechanical, noise and temperature considerations.
- The machine's controls, the visibility and exposure of any moving parts and accessibility for
- any parts that form a part of the routine maintenance process.
- The condition and suitability of any guards and interlocks.
- The chemicals which may be involved in the machine's operation or cleaning (compliance with COSHH).
- Position, condition & accessibility of safety switches & isolators.
- Skills levels required of any operators

All machine users must:

- Use the machine safely in accordance with the risk assessment, manufacturer's instructions
- and training.
- Ensure that all guards, interlocks & PPE are used.
- Control the area of the machine and ensure safe access around it for others. See also; <http://www.hse.gov.uk/work-equipment-machinery>

ANNEX F TO THE HEALTH AND SAFETY POLICY

VEHICLES and SITE MOVEMENT

In the morning and evening, the site welcomes parents to drop off and pick up Day pupils across the School. The area in front of the main Reception is at its busiest between 08.00 and 08.20, and 16.00 and 17.00, with minibuses leaving at 17.45 from the rear of the School. Those on site should move across the car park with care and areas where cars are not stationary with extra care, and staff should help visitors and pupils as necessary. The minibuses should not complicate the business of the site, as they depart and drop-off in another part of the site. All staff should park in the designated staff parking areas and not on the School Quad in front of the Manor House.

The road to the Nursery and the Prep School is also busy during the times above, which require parents, pupils and staff to move with extra caution to the School buildings.

The school owns one minibus and hires a further 10 minibuses from Falcon Vehicle Solutions, for regular school use. Safety checks are carried out as follows:

- By the driver carrying out a journey; check for damage and faults before moving off and ensuring that all passengers wear seat belts while the vehicle is in motion.
- By the school Transport Manager ensuring that they are examined, cleaned and topped up with oil, petrol and water every week and serviced according to schedule.

In addition, MOT tests of all vehicles are carried out annually, vehicles are serviced according to the manufactures recommendations and all vehicles are to carry approved First Aid kit.

Drivers must be authorised by the Head or Bursar to drive the vehicle. Minibus drivers must have completed the school sponsored additional minibus driving training or be otherwise be authorised by the Governors.

Drivers must be 25 years of age and under 65 years; they must have held a full driving licence for at least 3 years and must have no conviction for a motoring offence.

If drivers have a medical condition they must have already advised the Bursary who will refer it to the insurers before the driver is authorised to drive the minibus.

Drivers must be licensed to drive the type of vehicle in question.

It is the drivers' responsibility to satisfy themselves that they are fit and capable to drive the vehicle.

No member of Staff may drive more than 30 miles at the end of a full working day.

If there is to be a journey of 100 miles or more in any one working day, there must be two drivers.

Drivers must take a rest break of at least 20 minutes every two hours.

Drivers should satisfy themselves that they are within the legal limit for alcohol in their blood before driving but, in any event, no driver should drink alcohol in the 8 hours prior to driving the minibus.



The driver must check that all passengers wear correctly adjustable seatbelts at all times throughout the journey and that any luggage is safely positioned and doors safely closed but not locked.

The number of passengers must never exceed the number of seats available

Speed limits must be complied with at all times.

If a pupil is a passenger is taken ill during the journey the driver should be prepared to stop but only where it is safe to do so, for example in a lay-by.

Before setting out on the journey the driver should undertake the following;

- Carry out a basics check of fuel levels, lights, breaks, and horn and dashboard information.
- Carry out a visual check of the bodywork to ensure that there is no damage which would affect the proposed journey.
- Ensure that the driver's seat and mirrors are adjusted properly.
- Check the First Aid kit, fire extinguisher and mobile phone ensuring that each is fully functional.

Upon completion of the journey, the driver is responsible for:

- Completing the record book,
- Checking the vehicle for damage and, if any, reporting it to the Bursary,
- Ensuring that the vehicle is left clean and tidy and any litter is removed.

Note

To be read in conjunction with the Risk Assessment for Travel by Minibus.

ANNEX G TO THE HEALTH AND SAFETY POLICY

IONISING RADIATIONS

These are Leweston School's local rules for using closed radioactive sources and rock sets.

Radiation Protection Supervisor is Mrs. A Valentine.

The Radiation Protection Adviser is Dr Bowker at Oxford Radiation Protection Consultants, who can be contacted on **01235 538238**.

The name of staff authorised to use the source are: Mr P Ainsworth and Mrs A Valentine.

The normal location of the sources together with names of key holders are: Location: In locked passageway by Prep Room in Longford Science building

Key holders: The Senior Technician and the Bursar

Sources should only be used in Longford Physics or the Longford Project Room.

Persons using the source should record the date of removal and return of each source from and to the store in the record book provided.

All sources should be handled with tweezers/tongs and the area where the sources are to be used should be delineated using signs and warning tape.

Wherever possible, only one source should be used at any one time in any one experiment. Sources not in use should remain in their containers.

The RPS is responsible for keeping suitable records.

All sources must be inspected on return by the person in charge, and it should be made sure that they are all there.

Any loss or theft of a source must be reported to the Radiation Protection Supervisor who in turn must inform the Radiation Protection Adviser (RPA) immediately. (24 hours are allowed to find the source). The RPS, in consultation with the RPA will be responsible for necessary notification to the Health and Safety Executive and the Department for Education and Skills, the Environment Agency and the Police.

Leakage testing will be carried out by the School at twenty-four month intervals. A record of these tests will be kept for five years from date of test.

Pupils under the age of sixteen years of age are not permitted to handle the sources, i.e. demonstration practical classes only are permitted.

Any trainee teachers or temporary staff must be supervised.

All teachers and technical staff handling sources must be fully aware of the appropriate risk assessments. Any female employee handling the sources is requested to notify the RPS if she becomes pregnant. Risks to that



member of the staff will then be reviewed by the RPS. (There is usually no reason to stop using the sources, but may feel happier to do so).

ANNEX H TO THE HEALTH AND SAFETY POLICY

OCCUPATIONAL STRESS POLICY

Introduction

Leweston is committed to protecting, so far as is reasonably possible, the health, safety and welfare of all its employees. We recognise that workplace stress is an issue that can have an adverse impact on those affected and acknowledge the importance of identifying and reducing workplace stress factors.

This policy applies to all those employed by the School. Line Managers are responsible for its implementation and the School is responsible for providing the necessary resources.

Definition and Symptoms of Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can have a positive effect when managed correctly and stress which can be detrimental to health.

All staff should be alert to possible symptoms of stress in others which may include:

- Increase in sickness related absence, particularly short-term absence.
- Decrease in work performance.
- Decrease in decision making ability.
- Changes in work relationships, e.g. conflict between colleagues.
- Decrease in staff motivation/commitment.
- Working longer hours but with diminishing effectiveness.
- Lack of enthusiasm.

Symptoms to be alert for in recognising stress in yourself include:

- Fatigue, disturbed sleep, aching muscles.
- Loss of appetite, indigestion.
- Dependence on alcohol or drugs.
- Headaches.
- Inability to relax.
- Sense of not being in control.
- Difficulty in retaining information.
- Poor concentration and indecisiveness.
- Increased irritability.
- Change in attitude to work/colleagues.



- Anxiety/depression.

Each member of staff should be alert to these symptoms either in themselves or in colleagues and to take appropriate action to address the issue in accordance with the steps set out in this policy.

Policy

The School will seek to maintain a well-managed work environment, in which all reasonably practicable steps will be made to keep work related stress to a minimum. Where stress factors are identified, the School aims to work with employees to ensure that appropriate steps are taken to reduce and manage stress. In order to achieve these policy goals, the School will seek to give effect to the following:

- The School will take reasonable steps to identify all workplace stress factors and conduct risk assessments to eliminate stress or control the risks from stress.
- The School will consult with staff/safety representatives on all proposed action relating to the prevention of workplace stress.
- The School will provide adequate resources to enable Line Managers to implement this policy.
- The School will communicate to all staff the content of this policy.
- The School will encourage Line Managers, wherever possible, to remedy institutional features which create stress. Where this is not possible, such issues should be identified and reported.
- The School will operate reporting procedures with proper safeguard for confidentiality.

Responsibilities of Line Managers

- Conduct and implement recommendations of risk assessments within their area.
- Ensure good communication between staff particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff have opportunity for career progression as appropriate.
- Monitor workloads to ensure a fair distribution of work.
- Monitor working hours to ensure that staff are not working to excess.
- Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested on good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their department.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work, e.g. bereavement or separation.
- Meet regularly with staff to listen to any concerns.
- Create a culture in which staff know they can raise concerns and that their concerns will be treated sympathetically and seriously.

Responsibilities of Staff

- Raise issues of concern (including concern relating to colleagues) with Line Managers. Do not wait until a formal review to identify concerns.
- Accept opportunities for counselling when recommended.

Establishing the Problem

Employees who know or suspect they have a stress-related problem, or that they are at risk of developing one, should make an appointment at the earliest opportunity with their respective line manager. The issues of concern to the employee will be fully discussed and appropriate steps will be agreed.

If a member of staff suspects that a colleague has or is developing an adverse stress reaction he/she should raise the matter in confidence with his/her line manager.

Where time off is required

There may be occasions where stress impacts so negatively on health that individuals have to take time off work. It is the School's objective to minimise such absence by providing support for its staff and to help plan a structured return to work.

Where time off is identified as an appropriate measure the employee will be on sick leave and entitled to all benefits under the contract of employment. It is important that employees in such circumstances seek immediate advice from their GP or other medical expert since anxiety and depression are medical conditions which can often be effectively treated through medicine and counselling and through a structured return to the work environment.

While the employee is undergoing treatment, the School has the right to obtain confirmation from the GP or advisory body that ongoing treatment is being obtained and to ask for the likely timeframe for return to work. The School may also require the employee to see an independent doctor or other health professional.

Prior to or on the employee's return to work, a meeting will take place with the employee and the HR Advisor to consider the medical position and the circumstances leading up to the employee's absence. Consideration will be given to an appropriate strategy for the individual to return to work which may include:-

- Adjustments to the individual's duties, workload or place of work where this can be reasonably be achieved, either on a temporary or long-term basis, with consideration of any salary implications.
- An initial return to work on a part time or flexible basis.
- The offer of a job on a lower level of responsibility with a correspondingly lower salary.
- It will be the responsibility of the employee and line manager to ensure that any recommendations resulting from the meeting are implemented and that the employee meets regularly with his/her line manager to discuss any additional steps which need to be taken to mitigate a recurrence of stress.

Where a return to work is unlikely in the foreseeable future either because of the severity of the condition or where the school cannot reasonably create the changes in working environment that the employee and/or GP or medical expert sets out as a precondition to return to work, then early retirement on medical grounds or termination of employment on grounds of medical incapacity will be considered.

Where stress, depression or anxiety are given as the reasons for short-term, frequent absences the employee's line manager should meet with the employee to seek to address any underlying work problems as soon as possible.



Where time off is not required

Where a member of staff has indicated that he/she is suffering from stress but does not want to take time off work, the following steps will normally be followed:

- The employee will meet with his/her line manager to discuss the matter.
- If recommended by the line manager, the employee will visit his/her GP or an independent specialist for further examination.
- If time off is recommended by the medical practitioner the employee will take the appropriate time off work.
- Otherwise the employee and his/her line manager will identify reasonable steps which can be taken to mitigate and minimise the factors occasioning stress.

Occupational Health may be referred to in managing stress management.



ANNEX I TO THE HEALTH AND SAFETY POLICY

PRECAUTIONS TO BE TAKEN WHEN WORKING WITH DISPLAY SCREEN EQUIPMENT

Members of staff who work regularly for a significant part of their normal working day with Display Screen Equipment (DSE) are entitled to have their work station assessed. The school will arrange for them to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests
- Window blinds

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen.

In cases where a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist, together with the cost of a basic pair of spectacles if it is deemed that they are necessary for working with DSE.

Trailing Cables: Trailing cables are an obvious trip hazard. The IT Network Manager is trained to install/oversee the installation of work stations, interactive screens and projectors safely, and to ensure that rubber cable covers are used where there is no alternative.



ANNEX J TO THE HEALTH AND SAFETY POLICY

LEGIONELLA SAFETY POLICY

Introduction

Legionnaires' Disease is a potentially fatal form of pneumonia caused by inhaling small droplets of water that are infected with the legionella bacteria. It can affect anybody, but some people are at higher risk, including those over 45, smokers and heavy drinkers, those suffering from chronic respiratory or kidney disease, and people whose immune systems are impaired. The bacteria occur naturally in rivers, lakes etc as well as in the water systems of premises, such as schools.

Specific Responsibilities

The School's specific day to day responsibilities for water safety include the duty to:

- Identify and assess sources of risk
- Prepare a scheme (or course of action) for preventing or controlling the risk
- Implement and manage the scheme
- Keep records for a minimum of 5 years.

Day to day responsibility for monitoring and ensuring that the systems are being correctly operated, lies with the Estate Manager who has attended a course in water safety awareness. He maintains appropriate records of testing and certification.

Water Safety Risk Assessment

Leweston School employed Aqua Serve, a firm of water safety specialists to prepare a water safety risk assessment and Site Water Log for all the school buildings including boarding.

The risk assessment includes schematic drawings of all the hot and cold water systems, water tanks, calorifiers, pipe work, taps showers, heating, ventilation, refrigeration and air conditioning plant in all the buildings

The risk assessment, which is reviewed on an ongoing basis, identifies and assesses the main sources of risk in every building, taking account of:

- Water temperature
- Potential for water stagnation in long pipe runs and "dead legs" or infrequently used taps and show
- Potential for aerosol formation, especially in showers, drinking water fountains and fire hoses
- Condition of the water throughout the premises
- Signs of debris in the system, such as rust, sludge or scale that could provide food for growing legionella
- Condition of the pipe work, plant, tanks etc.



Physical Preventative Measures

The water safety risk assessment identified a series of preventative measures to the physical structure of our buildings that have been taken in order to control the risk of legionella at the school:

- All metal cold water tanks have been replaced by covered plastic tanks to ensure that they are free from debris.
- Redundant pipe work has been removed where identified
- All hot pipes and calorifiers/hot water tanks have been insulated.
- Water is heated and stored in the calorifiers/hot water tanks at temperatures above 60 degrees C in order to kill bacteria
- Cold water is stored below 20 degrees C, so that bacteria cannot thrive.

Internal Control Measures

Taps, Showers and Toilets

The water in the school buildings is sampled six monthly. In addition, personnel in the Maintenance Department have been made aware of legionella prevention measures; they and some members of the cleaning staff are tasked to flush through taps, showers and toilets on a regular basis in order to maintain good water hygiene; the dates that this occurs are recorded in the Site Water Log. The cleaning staff are also required to chlorinate the shower heads on a quarterly basis; the dates that this occurs are recorded in the Site Water Log.

In addition, monthly temperature checks of hot and cold water taps are carried out and temperatures recorded. If temperatures are not found to be within required temperature limits, the heating engineers are contacted.

Swimming Pool

The water in the swimming pool is sampled monthly by Microtech. Chlorine levels are tested daily.

Cold Water Tanks

The tanks are inspected visually on an annual basis.

Calorifiers/ Hot Water Tanks: The calorifiers/hot water tanks are inspected when boilers are serviced.

Drains: External drains are inspected regularly and debris is cleared away on an ongoing basis. Drains are rodded or jetted as necessary.

Hot Water Systems

Hot water systems are not shut off during the holidays.

Cold Water Systems

All cold water systems that have low usage during the holidays are thoroughly flushed through before use.



External Control Services

The school employs external contractors to help to manage water safety in the following areas:

Heating plant, Air Conditioning and Condensers

Air conditioning equipment is serviced at least annually. Boilers and heating plant are serviced annually. Calorifiers/hot water tanks are checked and descaled as necessary and the heating system is serviced as necessary

Water Sampling

An accredited water consultant (currently Microtech) conducts sampling and analysis of water tanks and the swimming pool; the Environment Agency samples the final outflow from the sewage system.

Records

Records are kept in the Site Water Log of all water system checks. The log is kept in the office of the Estate Manager.

Staff Training

Maintenance staff work in a reliable and methodical fashion and their working methods are supervised. Training in pool operation and water safety awareness is carried out as necessary and the training is recorded.

Action in the Event of a Positive Water Sample

The Water Consultant will notify the Estate Manager immediately if a water sample is contaminated. The notification will cover details of the sample, the organism, the location and advice on appropriate remedial measures, such as isolating the building and disinfecting the system.

The Bursar and Head will be informed at once, even if no one is ill, and remedial action will be taken at once. The Chairman of Governors must be notified at once if anyone becomes ill with legionella, as any outbreak of the disease must be reported to the HSE and the HPA.



ANNEX K TO THE HEALTH AND SAFETY POLICY

RESPONSIBILITIES FOR SPACE RISK ASSESSMENTS

Role Resp for RA	Space Concerned	Role Resp for RA	Space Concerned.
Head of VI Form	6 th Form Centre & study rooms (including Eleanor Library)	HOD Art & Design	Art & Design Block
Bus Ec Teacher	Bus Ec Classroom	HOD Music	All Music Rooms + Ensemble Music Room
Head of IT	Classroom 1	Director for Sport	Sports Hall, Tennis Courts and All Weather Pitch
Head of RS	Classroom 2, 3 and 4	Pool Manager	Swimming Pool
Psychology Teacher	Classroom 5	Bursar	Bursary
HOD Geography	Classroom 6	Science Technician	Science Centre – Prep, landings, foyer, staff room, toilets & lift and external Science lab.
HOD Classics	Classroom 7	HOD Physics	Science Centre – Physics Labs & project room
HOD English	Classroom 8	HOD Science (Biology)	Science Centre – Biology Labs
EAL Teacher	Classroom 9	HOD Chemistry	Science Centre – Chemistry Labs



HOD English	Classroom 10	ICT Network Manager	Computer Room (ICT1)
HOD English	Classroom 11	Enterprises	School Shop
HOD MFL	Classroom 12	Estate Manager	Laundry
HOD Maths	Classroom 13	Lay Chaplain	Chapel and St Anthony's Chapel
HOD Maths	Classroom 14	Senior Nurse	Well Being Hub
HOD Geography	Classroom 15	Head of Boarding	Boarding Accommodation Pastoral for Boarding
HOD MFL	Classroom 16	Catering Contractors	Dining Room & Kitchen, Office & WCs
Drama	Classroom 17	Estate Manager	Boiler Houses, Workshop & Environs, Grounds & Garages, Sewage Farm, Dining Room, Kitchen, outer office and toilets, wash up area, bin area, delivery area, catering movement around the school, entrance foyer from outside, WCs, mini bus, laundry
Drama	Classroom 18	Estate Manager	Stage and Stage Control Room
RS Teacher	Classroom 19	School Receptionist	Reception Foyer



HOD Science	Classroom 20	Incumbents	Individual Offices
Teacher of Home Economics	Home Ec Room	HOY 10 & 11	Year 10 and 11 Common Rooms
HOD IN	Classroom 21	Head of Sixth Form	VI Form Common Rooms
HOD IN	Classroom 22	Bursar	Black Hall, White Hall & Drawing Room, Sherringham Room, Reprographics room
HOD IN	Classroom 23 & 24	Bursar	Penselbene Library
HOD Maths	Classroom 25	Head of Prep	Prep School Hall, Staff Room, Kitchen, Library, Changing Rooms & Toilets, Netball/Tennis Courts, Play Equipment
Director of Sport	Classroom 26	PA to Head of Prep	Office, Head's Office, Meeting Room, Kitchen, Toilet
Director of Sport	Classroom 27 – Boys Mesh	Prep Form Teachers	Their Classrooms
HOD History	Old Conference Room	Head of Prep	Nursery and Outdoor Play Equipment
Director of Sport	Girls Mesh	Enterprises	Cafe

Author: Bursar

Last Review: August 2022

Next Review: August 2023

6.2• LEWESTON SCHOOL RISK ASSESSMENT POLICY

The Governors of Leweston School are fully committed to promoting the safety and welfare of all in the school community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. They must be reviewed annually for facilities used by EYFS children. Generic risk assessments are held by the Bursar, the Deputy Head (Pastoral) and the Estate Manager and can be found on the staff drive for staff to refer to and to use for themselves. The HR Advisor is responsible for keeping records of staff training.

What Areas Require Risk Assessments?

There are numerous activities carried out in Leweston School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Health & Safety
- Educational visits and trips

But risk assessments are also needed for many other areas, including:

Educational

The following educational activities require specific risk assessments.



- Science experiments
- Design and Technology and Textiles Home Economics Each sport and PE activity
- Duke of Edinburgh awards Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box) Dance

At Leweston School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and DT, as well as providing professional training courses for both teachers and technicians who work in Science and DT. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Health Centre has risk assessments for first aid and all other treatments and procedures. The accident book is maintained in the Health Centre and the Senior Nurse is responsible for ensuring that accident reports are passed to the Bursar, and that the relevant academic and boarding staff are informed where appropriate. The School's separate medical policy explains the procedures that we would follow in the event of a medical emergency. The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and the Home Economics and DT classrooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

The Prevent Duty: The Prevent strategy aims to stop people becoming terrorists or supporting terrorism. While it remains rare for children and young people to become involved in terrorist activity, young people from an early age can be exposed to terrorist and extremist influences or prejudiced views. Leweston School will work together with other agencies where necessary to safeguard its pupils from the risk of being drawn into terrorism. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. The Leweston safeguarding policy outlines potential risk factors and how to approach them, and a separate risk assessment for staffing, recruitment, training, guest speakers, and general awareness has been completed in line with government recommendations.

Support Areas

The following support areas are covered by specific risk assessments:

Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

Buildings and Security: risk assessments cover all areas of the school including boarding houses. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training cover risk assessments, protective equipment and safety notices.

Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

Risk assessments are conducted using Leweston School's risk assessment form; it and guidance notes can be found on the staff drive.

Leweston School's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as riding and skiing but only using



qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth- guards, and to follow instructions.

We will always employ specialists for high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Assessment

The Bursar arranges for specialists to carry out the periodic surveys and assessments into the following areas:

- Fire safety
- Asbestos
- Legionella Gas safety
- Electrical safety
- Boiler safety
- Lift safety

Reviews

All risk assessments are reviewed and recorded regularly (annually for areas used for EYFS provision), when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, Bursar and other members of the SLT in order to enable the governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

Audit Compliance Statements

An annual compliance risk assessment on the school's Risk Management Plan is presented jointly by the Head and Bursar to the governors to approve, as Trustees of the Charity in the summer term. This report analyses:

The financial procedures and controls, the major risks to the school, including:

Strategic risk

- Loss of fee income

- Damage to reputation
- Failure to teach correct syllabus
- Risk of a child protection issue
- Gaps in governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and landslip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk

The measures taken to protect the school against such risks, including:

- Safer recruitment of staff, governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc as needed

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement in the school's annual accounts.

The governors have made a detailed examination of the principal areas of the Trust's operations and considered the major risks faced in each area. In the opinion of the governors, the Trust has established resources and review systems which, under normal conditions, would allow those risks to be mitigated to an acceptable and reasonable level in its day to day operation.

Author: Bursar

Last Review: August 2022

Next Review: August 2023



6.3 FIRE SAFETY POLICY

Introduction

Overall responsibility for fire precautions at Leweston School is vested in the Bursar, working with the Estate Manager and the appointed Fire Officer. This Fire Policy Statement reflects the importance which Leweston School attaches to the safety of its staff, students, visitors and other persons who may be affected by its activities and its property.

Leweston School takes all reasonable and practicable steps to achieve the objectives and measures outlined below, in the manner that this statement sets out.

The Policy

The School will comply with the Regulatory Reform (Fire Safety) Order 2005 and all other applicable fire safety legislation and standards. Where the School could be granted exemptions from specific regulations, it is the School's policy that fire precaution standards and arrangements will be, so far as possible, at least equivalent to those which are set out in the Government Fire Safety Risk Assessment Guidelines.

Overall responsibilities for fire precautions are exercised through the Bursar, the Health & Safety Committee and the Fire Officer. The Fire Officer delegates to Heads of Year, Heads of Departments and Teachers in Charge the proper application of the fire procedures in their areas of responsibility.

The Fire Officer is responsible for the proper application of fire evacuation procedures through termly drills and annual staff training. The Estate Manager is responsible for weekly checks of the fire alarm system (Mondays at 1:00pm) and also for the maintenance of the fire system by coordinating with PG Security.

All members of staff, students, contractors and visitors are required to follow the standing instructions and fire procedures approved by the Health & Safety Committee and issued to all staff. In particular, in the event of a fire alarm sounding in a school facility, occupants must evacuate the building and only re-enter upon the instruction of the Fire Officer and under guidance of a member of the Senior Leadership Team.

Objectives

The Objectives of Fire Risk Management are to:

- Safeguard all personnel at Leweston School, including visitors, from death or injury in the event of a fire or associated explosion.
- Reduce fire incidences.
- Minimise the potential for fire to occur, disrupting the work of the school and causing damage to property and the environment.

In respect of all facilities, Leweston School will:

- Provide appropriate means of escape in case of fire.
- Ensure that all means of escape are properly maintained, kept free from obstruction and available for safe and effective use at all times.

- Provide the means of escape with adequate emergency lighting and maintain this in efficient working order.
- Provide and maintain in working order the alarm system or the means of giving warning in case of fire.
- Provide and maintain in working order all firefighting appliances and devices.
- Provide appropriate instruction and training for all school staff on the actions to be taken when dealing with a fire.
- Ensure that measures which are commensurate with the risks and the significance of consequential losses are taken to protect buildings, installations and equipment from fire.

Responsibilities

Specific responsibilities of managers, staff and students in respect of fire safety are contained in the annexes to this policy.

All staff are to ensure that designated fire doors are not obstructed or held open other than by an authorised device connected to the fire alarm system, or interfered with in any way.

Failure to comply with the Fire Safety Policy or with the procedures set out in the annexes may result in disciplinary action being taken.

Standards and Monitoring

The Health & Safety Committee is responsible for the promulgation of the school Fire Safety Policy, standards and procedures. These are designed to reflect statutory obligations and particular fire risk management needs of Leweston School.

As part of the Health & Safety Committee's remit the effectiveness of the School's Fire Policy is audited and reported to the Board of Governors annually.

The Health and Safety Committee will monitor the application of these arrangements within all areas of the school and will, if needed take further measures required to meet all legislative and other requirements.

This policy statement will be reviewed by the Health & Safety Committee annually or at more frequent intervals if there are relevant legislative changes.

This policy should be read in conjunction with the external Fire Risk Assessment, carried out by Firesure UK in 2014 and held in hard copy by the Estate Manager and the internal Fire Risk Assessment, updated by the Bursar annually, and which can be found on the Senior Staff drive.



ANNEXES

- A. Procedure in the Event of a Fire
- B. General Staff Awareness
- C. Fire Alarm Systems
- D. Fire Procedure for Contractors
- E. Fire Alarms at Public Events

APPENDICES

- 1. Procedure in the Event of a Fire
- 2. General Staff Awareness
- 3. Fire Alarm Systems
- 4. Fire Procedure for Contractors
- 5. Fire Alarms at Public Events

ANNEX A TO THE FIRE SAFETY POLICY

PROCEDURE IN THE EVENT OF A FIRE

Evacuation

On discovering a fire, the alarm should be sounded by breaking the nearest manual call point, a verbal warning given and the fire service telephoned by dialling 999 by the fire officer or estates manager.

At the sound of the fire alarm in any building in any part of the school, unless pre-arranged as part of a drill, all students, staff, visitors & contractors should evacuate all the buildings immediately by the nearest possible exit.

Doors and, if practical windows, should be closed by members of staff allocated to each teaching room.

Senior School pupils and staff should evacuate to the Netball Courts and Leweston Prep pupils and staff, to the tennis courts by the walled garden.

No talking or running is allowed.

Staff should quickly check the areas they are passing through for anyone who cannot get out or who does not know where to go – Marshalls in particular (all staff to be proactive).

Where possible, the position and nature of the fire (or other reason for the alarm sounding) should be noted and reported to the person in charge immediately being the Fire Officer and / or Maintenance Manager.

Where possible, staff passing the Fire Board should note where the fire is reported to be and convey that information to the person in charge.

Any person on site with mobility problems, there will be separate consideration given to their needs in event of evacuation and separate instructions given for this.

A nominated person should remain in the building to check the fire alarm panel, establish the area in which the alarm has been activated and then proceed to that area with caution, to establish the cause of the activation. The nominated person, if the alarm is triggered in the Manor House on weekdays from 0815 - 1620, is the Estate Manager or, in his absence, the Deputy Estate Manager. Out of hours, the nominated person is The Antony Housemaster (Fire Officer). If alarms are triggered in other buildings, the nominated person, who is the senior member of staff present, should check the relevant fire panel. If there is a fire, the nominated person should call the fire brigade and inform the rest of the school via the person in charge.

Once pupils and staff have been evacuated, a small fire may be tackled by a staff member who has been trained, using the correct extinguisher being Fire Marshalls, Estates manager or Fire Officer.



The School Receptionist or appointed substitute (Deputy Head) should bring out the tutor group lists in the Senior School and the PA to Leweston Prep Head should bring out the registers in the Prep School.

Runners (marshals) or delegated staff (heads of department) may be asked to check that the stand alone Science, Health Centre and Art & Design blocks have been evacuated.

Line ups for the fire assembly points can be found as an appendix to this policy.

The person in charge is:

Mr L Cannon Term time weekdays 0815 - 1620
(in his absence, the Deputy Head)

Mr L Cannon Term time 1620 – 0815 and weekends
(in his absence most senior member of boarding staff on duty, Mrs Simkins-Smith or Houseparent)

Mr Matt Van Koutrik School holidays
(in his absence Mr Paul Van Koutrik)

Checking Procedure on Weekdays (0815 - 1620)

Once the relevant assembly point has been reached:

- Senior School pupils should stand in form order alphabetically. Leweston Prep students stand in line by form.
- Tutor group lists, registers and staff lists will be brought out by secretarial staff (receptionist).
- Form Tutors and Heads of Year in the Senior School, form teachers in the Leweston Prep and Head of Early Years in the Nursery should check as soon as possible that all pupils are accounted for. Any missing students should be reported to the person in charge via the registration sheet.

Staff lists will be available and staff should be checked as follows. All staff should ensure that they have been checked:

- Administrative staff by the Academic Administrator or, in her absence, the Bursary Administrator.
- Senior School teaching staff by the Deputy Head (Academic) or, in his absence, Deputy Head (Pastoral)
- Leweston Prep staff by the Head of Leweston Prep
- Nursery staff by the Head of Early Years
- Visiting/peripatetic staff by the respective Head of Department (Music, Sport etc).
- Domestic staff by the Head of Domestic and kitchen staff by the Head Chef.
- Resident staff by the Senior Houseparent
- Any staff missing should be reported at once to the person in charge

A runner (marshal) should be sent to the Health Centre for names of pupils unable to come to the drill (Schools Nurse).

Once the all clear has been given a runner (Marshall) should be sent to the Senior School and Leweston Prep assembly points to inform the person in charge (Fire Officer) that the incident is over.

Checking Procedure at Night (1620 - 0815) and Weekends

Once the assembly area at the Netball Courts has been reached:

- Pupils should stand in form order with any day pupils at the back of each form. Sixth Form in alphabetical order.
- House parents or the duty member of boarding staff, should check pupils as soon as possible. Any missing pupils should be reported to the person in charge (Fire Officer or Senior Housemistress).
- Staff lists will be available. Senior Housemistress or Fire Officer should register all staff still on the premises e.g. florins / visitors. Any staff missing should be reported to the person in charge.
- Visitors will be registered at the fire assembly point by the person leading the clubs or person they are visiting. They will then report any missing persons or concerns to the Fire Officer.

Person in Charge

The person in charge should collect information concerning:

- Missing pupils or staff / visitors
- Location and nature of fire.
- Should decide whether to ring the Fire Service (if not already done).
- Should make the decision whether to move pupils to a safe place indoors (e.g. Pensabene Library or Reception).
- Should meet the fire engines and have information ready for them.
- Complete the fire incident report form immediately after the incident; place a copy in the file in the Bursary and forward the original to the Site Manager.



ANNEX B TO THE FIRE SAFETY POLICY

GENERAL STAFF AWARENESS

Many fire safety hazards can be avoided by vigilance. All staff should be aware of the following:

Fire exit doors and passages

Any door or passage which forms part of an escape route should be kept clear at all times. An obstruction should be removed or reported to the Fire Officer or Bursar. Automatic door closers must never be tampered with.

Fire resistant doors

These are designed to hold back a fire for up to an hour and must be kept closed. They are marked with a blue circular sign, and should never be wedged open.

Fire extinguishers

These should be hung on hooks. They should never be left loose, as they tend to 'walk'. They should never be used as door props or for any similar purpose.

General fire hazards

Faulty electrical wiring should be reported. Flammable materials should not be left near lights, cookers, toasters, heaters or other sources of heat. Cookers, toasters and irons should never be left unattended.

Use of fire extinguishers

The first priority must be evacuation of the building. When this has been achieved, those who have been trained may tackle a small fire by using a fire extinguisher.

Before tackling any fire, always ensure that you have an escape route (you should normally stand in the doorway). Try to work in pairs. Bring another fire extinguisher if possible.

To use an extinguisher, remove the plastic tag, aim at the base of the fire and squeeze the handle. Continue until you are sure the fire is out.

Water extinguishers

These are red. **Do not use on electrical apparatus or oil/fat fires.**

Carbon Dioxide Extinguishers

These are red with a black label. They are intended for electrical fires, but may be used on other types.

Powder Extinguishers

These are red with a blue label and are being phased out at Leweston. They may be used on any type of fire.

Responsibilities for Fire Precautions

The Responsibility for fire precautions at Leweston School is vested in the Bursar, working with the Estate Manager and Fire Officer. If any member of staff has any concern with regard to any aspect of fire safety they should contact the relevant person as set out below:

Fire Officer (Mr L Cannon)

- Organisation and execution of fire practices.
- Maintenance of staff and pupil lists for use during fire incidents.
- Procedures used during fire drills.
- Liaison with the Head and staff about fire drill procedure.
- Staff training.

Bursar (Delegated to the Estate Manager, Mr P Van Koutrik)

- Maintenance of the fire alarm system.
- Maintenance of an adequate number of fire extinguishers in good condition.
- Maintenance of the structure of the buildings to the satisfaction of DfE and other external agencies.
- Ensuring that suitable fire notices are posted in the correct locations.



ANNEX C TO THE FIRE SAFETY POLICY

FIRE ALARM SYSTEMS

Normal Conditions

Under normal conditions the fire alarm panels in the Senior School, located in the Manor House, and in the Art and Design Centre, show a single green light. The fire alarm panels in the Leweston Prep (located in the Coach House), the Science Centre and the Health Centre show two green lights and have keys which are in the position marked as “Normal”.

Nominated Person

The nominated person, if the alarm is triggered in the Manor House on weekdays from 0815 - 1620, is the Estate Manager or, in his absence, the Assistant Estate Manager, both of whom carry radios. Out of hours, the nominated person is the Fire Officer or Antony Houseparent or, in their absence, the most senior member of boarding staff on duty. If alarms are triggered in other buildings, the nominated person is the senior member of staff present.

Fire Drills

The fire alarm may be activated by inserting a key designed for the purpose into the break glass. The key is then removed and, once the buildings have been successfully evacuated, the procedure for re-setting the alarm panel is as set out below.

Fire Alarms

When the fire alarm activates:

Manor House

- The Fire Alarm Panel shows a red fire indicator and the area of the building in which the alarm has been activated. The fire alarm sounds in all areas of the Senior School except the Art and Design Centre, Science Centre, Health Centre and Music School.
- The buildings should be evacuated.
- The nominated person should ascertain the cause of the alarm’s activation.
- If it is a false alarm, the alarm should be silenced by pressing the “Silence” button.
- If the alarm has been set off by a break-glass or smoke detector, the glass must be replaced/smoke detector re-set before the alarm can be re-set. The system is re-set by pressing the “Re-Set” button.

Leweston Prep

- The Fire Alarm Panel shows red fire indicator and the area of the building in which the alarm has been activated. The fire alarm sounds in Leweston Prep, the Art and Design Centre and the Manor House.
- The building should be evacuated.

- The nominated person should ascertain the cause of the alarm's activation.
- If it is a false alarm, the alarm should be silenced by pressing the "Silence" button.
- If the alarm has been set off by a break-glass or smoke detector, the glass must be replaced/smoke detector re-set before the alarm can be re-set. The system is re-set by turning the key to "Enable Control" re-setting the system and turning the key back to "Normal".

Art & Design Centre

- The Fire Alarm Panel shows a red fire indicator the area of the building in which the alarm has been activated. The fire alarm sounds in the Art and Design Centre, the Leweston Prep and the Manor House.
- The buildings should be evacuated.
- The nominated person should ascertain the cause of the alarm's activation.
- If it is a false alarm, the alarm should be silenced by pressing the "Silence" button.
- If the alarm has been set off by a break-glass or smoke detector, the glass must be replaced/smoke detector re-set before the alarm can be re-set. The system is re-set by pressing the "Re-Set" button.

Science Block

- The Fire Alarm Panel shows red fire indicator and the area of the building in which the alarm has been activated. The fire alarm sounds in the Science Centre and the Manor House but not elsewhere.
- The buildings should be evacuated.
- The nominated person should ascertain the cause of the alarm's activation.
- If it is a false alarm, the alarm should be silenced by pressing the "Silence" button.
- If the alarm has been set off by a break-glass or smoke detector, the glass must be replaced/smoke detector re-set before the alarm can be re-set. The system is re-set by turning the key to "Enable Control" re-setting the system and turning the key back to "Normal".

Nursery

- The Fire Alarm Panel shows red fire indicator and the area of the building in which the alarm has been activated. The fire alarm sounds in Nursery and the Manor House but not elsewhere.
- The buildings should be evacuated.
- The nominated person should ascertain the cause of the alarm's activation.
- If it is a false alarm, the alarm should be silenced by pressing the "Silence" button.
- If the alarm has been set off by a break-glass or smoke detector, the glass must be replaced/smoke detector re-set before the alarm can be re-set. The system is re-set by turning the key to "Enable Control" re-setting the system and turning the key back to "Normal".



ANNEX D TO THE FIRE SAFETY POLICY

FIRE PROCEDURES FOR CONTRACTORS

When contractors are working on site they should be advised of the school's fire safety procedures and provided with a copy of the following notice, which they should read before commencing work.

FIRE PROCEDURES FOR CONTRACTORS WORKING AT LEWESTON SCHOOL

- Always ensure that you sign in when you arrive at the school and sign out when you leave. The visitors' book is held in Reception.
- If you are working in a building unaccompanied by a member of the Leweston staff, they should ensure that you are aware of the location of the nearest fire exit and escape route; in the event that you are not clear, the onus is on you to ask a member of the Leweston staff before you start work
- On hearing the fire alarm sound you should leave the building by the nearest fire exit and make your way to the assembly point which is at the Netball Courts.
- As you leave the building, doors and, if practical, windows should be closed.
- In the event that you discover a fire and the alarm is not sounding, you should set off the nearest manual call point and leave the building as above.
- In the event that you have ignited a fire you should set off the nearest manual call point and follow your employer's own procedures for tackling fires. You should evacuate the building as above.
- A hot work permit is required from the authorised person for all works/activities which generate heat or sparks. The Estate Manager is the authorised person.

ANNEX E TO THE FIRE SAFETY POLICY

FIRE ALARMS AT PUBLIC EVENTS

The following procedure refers to all public events taking place anywhere on the school site.

- The senior member of staff hosting the event is responsible for the safety of those attending and, where possible, should hold a full list of attendees. One week in advance of the event, the senior member of staff should ensure that reception is aware of timings and number of attendees. In addition, if the event is taking place after 1620 during term time, the boarding house staff should be informed and if it is taking place during school holidays, the Estate Manager should be informed.
- Prior to the event starting, the senior member of staff hosting a visit or public event should brief all attendees on the action to be taken in the event of a fire alarm sounding. The member of staff hosting the event is responsible for ensuring that all visitors evacuate correctly and are accounted for.
- On hearing the fire alarm, an announcement should be made by the senior member of staff hosting the event and everyone should evacuate by the nearest fire exit to the assembly point, which is the Netball Courts. If the event is taking place outdoors, everyone should nevertheless relocate to the assembly point.
- The senior member of staff should delegate a representative to remain in the area to check that everyone evacuates, while they proceed to the assembly point. This representative should report to the senior member of staff at the fire assembly point once everyone has evacuated.
- Doors and, if possible, windows should be closed by a member of staff on leaving the building.
- Once the cause of the alarm has been determined, the person in charge (see Annex A) will decide whether the public, staff and/or pupils can return to the event.



APPENDIX 1 TO THE FIRE SAFETY POLICY

SENIOR SCHOOL LINE UP: Netball Courts

<u>Academic STAFF</u> Stuart Whittle	13SH 13NS	Matthew Ryan-East	Entrance To Courts 2	Field Fire Marshals / Fire Warden / School Secretary
<u>Music Staff</u> Dr. Milestone	12c COT 12AW 12MM	Matthew Ryan-East		
<u>Administration Staff</u> Sara Hamnet / Mel Crab	11AM 11JL 11AS	Sam Lilly (Oliver McManus)		
	10RN 10AV 10CT 10SE	Frazer Wilford		
<u>Visitors</u> Lucy Luxton	9DT 9JH 9RW	Natalie Greenway (Oliver McManus)	Entrance To Courts 1	
<u>Maintenance, Domestic, Contractors</u> Sam Akers / Cath Boardman	8HQ 8LL 8AC	Lee Bruller		
	7JH 7SM 7NH	Emily Hobson		
<u>Kitchen Staff</u> Chris Parkinson				

Registration and accountability Process: Senior School

- School Receptionist hands out all staff, visitors and contractors registers. Collected by **Head's of Department** at front of Fire Assembly point.
- School Secretary hands out student registers and absence lists to tutors. Collected by **Heads of Year** at front of Fire Assembly point.
- Students line up in Tutor Groups and alphabetical order according to the register (School Hours 08:00 – 16:20).
- Boarding Hours (16.20-08:00) Students line up in tutor groups. Registers is taken by houseparent.
- Tutors will register students using the register and absence list.
- Highlighting any true absences
- Ask the students comfortably if they are aware of any fire's or reasons the alarm has been set.
- Heads of Year will check their register and highlight any missing persons. Report to Fire Officer.
- Head's of Department will report to Fire Officer with any missing persons and register.

- All Staff Enforce Silence.

NURSERY LINE UP: Tennis Courts

Kitchen side	Main Nursery Building				Science building			Road
	Nursery garden	Garden gate	Babies	Toddlers	Transition			
			Staff	Staff	Staff			
Main drive								

Prep School Line Up: Tennis Courts

<u>VISITOR SAND SUPPORT STAFF</u>	<u>RECEPTION</u>	<u>YEAR 1</u>	<u>YEAR 2</u>	<u>2 METER GAP</u>	<u>YEAR 3</u>	<u>YEAR 3</u>	<u>YEAR 4</u>	<u>YEAR 4</u>	<u>YEAR 5</u>	<u>YEAR 5</u>	<u>YEAR 6</u>	<u>YEAR 6</u>
	<u>GC</u>	<u>JB</u>	<u>EP</u>	.	<u>EW</u>	<u>AL</u>	<u>MT</u>	<u>TB</u>	<u>JD</u>	<u>MM</u>	<u>DH</u>	<u>AJ</u>
<u>LEAD FIRE MARSHALL/ALANDA PHILLIPS/ADMIN AND LOUISE GILLETT</u>												

Registration and accountability Process: Prep School

- All persons report to the Netball Courts. Class teachers escort students, teaching assistants and assigned marshals sweep all designated areas.
- Louise Gillett (Liz Winter) hands out all staff, class and visitor registers and absence lists. Registers are collected by Alanda Phillips (Liz Winter) (Visitors and Staff) and Class teachers (class groups).
- Students line up in class groups in alphabetical order according to the register. All other persons congregate to the left-hand side of Courts. Reference to diagram above.
- Class teachers will complete registers using the register and absence lists. Alanda completes the staff and visitors register. Highlight any missing persons.
- Registers are returned to Louise Gillett (Liz Winter). Any missing persons should be identified.
- In the event of a missing person, Louise will report these to the Lead Fire Marshal / Head / Deputy Head (Alanda / Lizzie / Lead Fire Marshal) along with possible location.
- In the event of a fire, Paul V / Matt V / Alanda / Fire Marshal will inform the fire brigade along with the location (Leweston Junior School).
- One Fire Marshal will stand at the Anchor in a high visibility vest to direct the brigade.



- One Fire Marshal / Site Team will meet the fire brigade at the front of the Prep School to escort and hand over.
- Enforce Silence to all persons.

APPENDIX 2 TO THE FIRE SAFETY POLICY

List of Registers Required Senior School:

- Pupils: Cara Thorne
- Academic Staff: Stuart Whittle
- Administration staff: Sara Hamnet
- Visitors: Lucy Luxton
- Domestic Staff: Cath Boardman
- Kitchen Staff: Chris Parkinson / Debora Tanner
- Resident Staff: Beth Simkins-Smith
- Music Staff: Rachel Milestone
- Maintenance Staff: Paul Van Koutrik

APPENDIX 3 TO THE FIRE SAFETY POLICY

Responsibility and duties of Fire Marshal:

- To sweep the assigned area ensuring no people are left in the building.
- Ensure all windows and doors are closed.
- Support the people on site in leaving the building.
- To raise the awareness of the importance of fire procedures.
- To support the Fire Officer during the event of a fire.

Please note: In the event of a fire (The Critical Incident Plan will be followed after moving the students to a safe designated area).

APPENDIX 4 TO THE FIRE SAFETY POLICY

Update 08/08/2022: Fire Safety during the coronavirus (COVID-19) outbreak

This update has been followed from the Government Guidance Document of Managing School Premises During Coronavirus (COVID-19) Outbreak:

Fire safety - Fire drills should continue to be held as normal.

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#fire-safety>

Author: Bursar

Last Review: September 2022

Next Review: September 2023

6.4 SECURITY AND WORKPLACE SAFETY POLICY

Introduction

Our policy for the security and workplace safety at Leweston School is primarily to provide a safe and secure environment in which our pupils 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.

ORGANISATION

The Estate Manager

The Estate Manager is responsible for the physical security of the buildings and is responsible unlocking external buildings and windows at the start of every day, and for carrying out regular checks of the site both when it is occupied and unoccupied. The Estate Manager and estate Supervisor both reside on site and are responsible for ensuring the buildings are secured in the evenings.

A member of the boarding staff will summon the Emergency Services, if the fire alarms go off outside the hours that the School Office is staffed, unless she is pre-warned of a planned fire practice. Out of hours, during school holidays, the fire alarm activates a telephone call-out to four pre-selected numbers.

The IT Network

The IT Network is the responsibility of the IT Manager and Estates Supervisor both who have responsibility for maintaining a safe IT technical infrastructure at the school. The ICT Manager and Technician fall under the line management of the Estates Manager. 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 newly purchased school computers, printers, copiers, scanners, projectors, screens and other electronic equipment are marked with the school's postcode, and a register is maintained of this equipment showing: make, serial number, date of purchase, cost and location in the school. The asset register is updated as changes occur and audited annually.

Teaching Staff on Duty

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site, and day pupils are expected to go home by 6.45 pm unless they are staying for a supervised rehearsal or similar. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours. All members of the teaching staff are expected to take their share of Prep and weekend duties. Staff are on duty in all boarding houses in the evenings and at weekends. Pupils are able to call on a member of staff at any time if necessary.



Medical Support

There is a qualified nurse on duty in the Medical Centre during the school day who is available to administer first aid, to deal with any accidents or emergencies, or to help if someone is taken ill. A number of members of the teaching staff and non-teaching staff, who are trained and qualified as First Aiders are able to give emergency first aid. The names of First Aiders are published in first aid notices that are displayed around the school and in the Staff Handbook. One member of staff who is a qualified Paediatric First Aider is always on duty when children from our Nursery Department are in school. There First aid boxes are in all potentially high risk areas, as well as in the School Office; these are checked regularly by the named responsible person as well as annually by the Head of Nursing Care, who also replenishes them as necessary.

Risk Assessments

The Estate Manager has conducted risk assessments on the security and safety of the grounds and buildings. A copy of these risk assessments, together with a copy of this policy are on the shared U drive under Health and Safety folder and in the Bursar's Office.

Visitors and Contractors

All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times that they are on school property, and which includes directions on what to do in the event of a fire. Visitors are also shown the location of the assembly point. Visitors should normally wait in our Waiting Area until they 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.

The special arrangements for the Nursery Department are described at the end of this document. Otherwise, this policy applies throughout Leweston School.

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.

Disabled Visitors

We suggest that visitors to Leweston School who are disabled let us know in advance if they require any special arrangements. We will do our best to make sure that the visit is as comprehensive as possible, within the constraints imposed by our historic buildings. We are progressively introducing facilities for wheelchair users as our buildings are upgraded. We already have several lifts and ramps; but do not yet have total coverage of the site. We have disabled parking outside the front door to the Manor House, the Prep School and the DT block.

Access Control

All external doors to the school have coded keypads and the codes are changed regularly. These doors are all locked overnight and, as an additional protection, during the day in the school holidays.

Parking Facilities and Deliveries

There are clear signs directing visitors to the School Reception and visitors parking spaces and also to the kitchen area. There are warning signs restricting speed to 15mph, and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 08.00.

Reception

The School Reception is manned between 08.00 and 17.30 during weekdays throughout the year, (only until 16.30 during school holiday periods) except during the Christmas closedown and other Public Holidays. The master fire alarm panel, showing the location of all alarm call points, is physically located outside the Marketing Office. The Fire Officer gives the Estate Manager advance warning of fire practices.

Promoting a Culture of Safety

Staff Induction

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching and boarding staff are given training in registration, in the arrangements for supervising pupils.
- 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 procedure for booking in visitors and escorting them.
- The regime of login and password protection for electronic equipment.
- How academic, medical and boarding staff are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

A more detailed briefing is given to the Maintenance and Grounds Staff, the Security Company and to the staff who work in Reception.



Pupils

We use PSHE and discussions with tutors and other members of the pastoral team to promote awareness of safety amongst all age groups, including anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Every pupil is given a locker for the secure storage her personal possessions. Our boarders have lockable storage facilities in their boarding houses. We encourage pupils not to bring large amounts of money or valuables to school; the cost of lunches is included on the school bill. Boarding pupils can store money either with their House Mistress or in the Bursary. Day pupils who are required to bring more money than usual into school because of some planned activity, can store the money securely in the Bursary safe.

Boarding Pupils

All pupils are resident in the main school buildings. After the end of the school day, they must remain in the school or immediate grounds. Pupils in Years 12 and 13 are permitted to go to Sherborne between 4.20 and 5.45, but must sign out. Pupils sign out in their boarding houses to indicate if they are going into the grounds or to the gym. Pupils are not permitted to be outside after dark, except to go to the Sports Hall.

All Junior House pupils must be up in their boarding area by 8.30, Years 9 and 10 by 9.15, Year 11 by 9.45 and Years 12 and 13 by 10.00 pm. Our Security staff carry out regular patrols of the school throughout the night.

Use of School Facilities by Members of the Public

A number of individuals and groups use our facilities outside of school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, payment, insurance and security. A member of our staff is always on site when outside groups are present and appropriate risk assessments are carried out where necessary.

Physical Security Measures

External doors and windows

All external doors and windows as directed by our insurers are fitted with locks. All external doors to buildings are fitted with code-operated security locks, which are always in operation.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and the design and technology classrooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Marking Property

The IT Network Manager maintains the register of electronic equipment, all of which is individually marked and identified by a unique serial number.

Security Lights

We use security lights to protect the outside of our buildings. They are fitted appropriately to give adequate light and security around the site.

CCTV

We have CCTV cameras covering the main entrance used by visitors and the entrance to the boarding area. We do not have CCTV cameras inside any buildings. We have a total of 4 cameras, all of which are vandal and weather proof.

We have notified the Information Commissioner that Leweston School operates a CCTV system for the prevention and detection of crime and for the protection of pupils, 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 the end of the drive warning of its usage. Our main monitor is in the Sixth Form Study Office to which access is restricted.

The Estate Manager is trained in operating, recording and retaining images taken. He is aware of the procedure for handling requests for the disclosure of their own image by individuals, where the school's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00.
- To consult the Information Commissioner where there is doubt about the request.

Cameras are checked regularly to ensure that they continue to provide clear images.

Maintaining a Safe and Secure Environment in our Nursery Department

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Ensure that the entrances to the Nursery Department are always locked when EYFS children are in school unless the children are engaged in outdoor activities in which case they will be closely supervised.
- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult.
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area – which is fenced off from the rest of the school.
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in at the main Prep School reception,



- Wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

Author: Bursar

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Next Review: August 2023

6.5 GUIDELINES FOR THOSE DRIVING LEWESTON SCHOOL MINIBUSES

Drivers must be authorised by the Head or Bursar to drive the vehicle, having completed a 2 hours minibus awareness training course.

Drivers must be 25 years of age and under 65 years; and must have held a full driving licence for at least 3 years and must notify the Bursar of any motoring offence convictions.

Drivers must be licensed to drive the type of vehicle in question.

It is the driver's responsibility to satisfy themselves that they are fit and capable to drive the minibus.

No member of Staff may drive more than 30 miles at the end of a full working day.

Drivers must take a rest break of at least 20 minutes every two hours.

Drivers should satisfy themselves that they are within the legal limit for alcohol in their blood before driving but in any event no driver should drink alcohol in the 8 hours previous to driving the minibus or at any stage during their minibus duty.

Before setting out on the journey the driver should undertake the following;

- Carry out a basic check of fuel and oil levels, lights, breaks, horn and dashboard information.
- Carry out a visual check of the bodywork and tyres to ensure that there is no damage which would affect the proposed journey.
- Ensure that the driver's seat and mirrors are adjusted properly.
- Check the First Aid kit, fire extinguisher and mobile phone ensuring that each is fully functional.

The driver must check that all passengers wear correctly adjustable seatbelts at all times throughout the journey.

The driver must check that any luggage is safely positioned and doors safely closed but not locked.

The number of passengers must never exceed the number of seats available.

Speed limits must be complied with at all times.

If a pupil is a passenger is taken ill during the journey the driver should be prepared to stop but only where it is safe to do so, for example in a lay-by.

Upon completion of the journey, the driver is responsible for:

- Completing the record book,
- Checking the minibus for damage and, if there is any, reporting it to the Bursary
- Ensuring that the minibus is left clean and tidy and that any litter is removed.

Drivers are to ensure that, as a matter of Policy, Minibuses are refuelled when they reach ½ of a tank. No vehicle should ever be run down to empty.



Covid – 19

Where travel is necessary, currently parents are being encouraged to consider whether alternative means of transport can be used: private car, walk or cycle and accompanied by a responsible adult or carer, where appropriate.

Where School transport has to be used social distancing applies to children as well as adults when applicable. Children should keep their distance from others who are not in their household, where possible. Public Health England recommendations remain in force on School minibuses: [keeping a 2 metre distance from others](#). If this isn't possible children should avoid physical contact, face away from others, and keep the time spent near others as short as possible.

Staying alert and safe: social distancing guidance for young people

The minibus drivers are fully versed in the regulations/advice and have responsibility to ensure that their individual vehicles are a secure and compliant environment. Each vehicle has its own PPE for the driver and appropriate sanitisation equipment. Parents for their part are asked to ensure that their children understand the rules and PHE guidance issued. At a minimum when COVID restrictions are in place, children should minimise the surfaces they touch and maintain their distance from others, where possible. Vehicles are thoroughly sanitised by drivers after each trip. ALL pupils irrespective of age must wear a mask on the bus (medical conditions excepted) if required.

Author: Bursar

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6.6 VISITORS POLICY

Visitors, where possible, must make an appointment in advance to visit Leweston School. Should an appointment not be made Leweston School reserves the right to request a return visit at an agreed date and time.

All visitors must enter the school via the main school reception. They must sign in, in the visitor's book and the receptionist will issue them with a visitor's badge. The badge must be displayed for the duration of their visit.

The receptionist will call the appropriate member of staff to escort during the visit. This member of staff must advise their visitor of fire procedures, suitable toilet locations and any areas that may be out of bounds.

Visitors must have a member of the School staff with them at all times.

Visitors wishing to walk unaccompanied in the school grounds may do so in school holidays or at exeat weekends only.

Should the school be hosting an event, the responsible member of staff must pass a list of attendees to the main reception. This same member of staff must also make all visitors aware of the school's fire procedures, suitable toilet locations and any areas that may be out of bounds.

All visitors must sign out once their visit is complete and may not re-enter the school without signing back in. All visitor badges must be handed back to the receptionist at time of departure.

Annexe A - Covid Specific precautions

The visitor should not visit the school with symptoms of Covid-19 or if any member of their household is displaying symptoms.

On entry a visitor will be asked if they or any member of their household is displaying any of the main covid-19 symptoms, if they are they will be asked to leave and an appointment re-booked at a later date.

Visitors not normally accepted without prior appointment and are requested to wait in their car rather than in Reception until the time of their appointment, should they arrive early.

Visitors must inform the school the reason for their visit.

All visitors must register at reception for our visitor's fire register and for Track and trace purposes. If visitor has the NHS track and trace app they must also scan the QR code displayed in reception.

Visitor on entry to the school must wear a face covering (exceptions allowed for medical reasons) and if possible maintain a distance of 2 metres apart from others.

Visitors must sanitise their hands on entry to the main reception.

Sanitising stations are located at various points throughout the School



Visitors will be accompanied at all times whilst on the premises.

Visitors must sign out on leaving Leweston.

Visitors must sanitise their hands on departure.

Author: Bursar

Last Review: August 2022

Next Review: August 2023

6.7 PROCEDURES FOR CONTRACTORS

All contractors must report to reception. They should be signed in, given a visitor's badge which must be clearly worn at all times and given a copy of the "Safeguarding Children" leaflet. They must also sign out and return their badge before leaving site.

All contractors must fill out the Contractor Service Agreement before any work commences. This should be handed in to the Estate Manager on completion.

While on site during term time, contractors should usually be accompanied by a member of Leweston staff. The Estate Manager will explain the precise arrangements and the means by which contractors should enter and exit the relevant building(s). At all times during term time, contractors may only enter the boarding accommodation if accompanied by a member of the Leweston School staff.

Contractors must not stray from or leave the area of the school in which they are working, as agreed with the Estate Manager.

If contractors need to gain access to other parts of the building than those agreed, they must contact the Estate Manager to vary the arrangements in advance.

Contractors' vehicles should be parked only where directed and agreed.

The Estate Manager can be reached on internal phone extension 264 or direct dial on 01963 211064 or mobile 07539 778178

Please also refer to the Fire Procedures for Contractors at Appendix D to the Fire Safety Policy.

Author: Bursar

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6.8 COMPLAINTS PROCEDURE FOR PARENTS

Introduction

Leweston School has long prided itself on the quality of the teaching and pastoral care provided to its pupils. However, if current parents do have a complaint, they can expect it to be treated by the school in accordance with the following procedure. (Parents of past pupils will receive a response to any concerns they raise but the following procedure does not apply). The policy is available for all parents of pupils and of prospective pupils on the school's website and Leweston School will ensure that any parent or prospective parent who requests it, is made aware that this document is available to download from the website or that a hard copy can be requested from the Academic Administrator.

In accordance with paragraph 32(1)(b) of Schedule 1 to the Education (Independent School Standards) Regulations 2014, Leweston School will make available to parents of pupils and of prospective pupils and provide, on request, to the Chief Inspector, the Secretary of State or an independent inspectorate, details of the complaints procedure and the number of complaints registered under the formal procedure during the preceding school year.

What Constitutes a Complaint?

A complaint is an expression of dissatisfaction however made, about actions taken or a lack of action. It may be made about the school as a whole, about a specific department or about an individual member of staff; any matter about which a parent is unhappy and seeks action by the school is within the scope of this procedure including a decision to exclude a pupil. A complaint is likely to arise if a parent believes that the school has done something wrong, or failed to do so something that it should have done or acted unfairly. A formal complaint is defined as one which has not been resolved at the first stage by direct contact with school staff, and is then made in writing or received by email to a senior member of staff or the Head; it immediately becomes a formal complaint and goes to stage 2.

Parents can be assured that all concerns and complaints will be treated seriously and confidentially and that no child will be penalised for a complaint raised by a parent or child in good faith.

Three Stage Complaints Procedure

Stage 1 – Informal Resolution

It is hoped that most complaints and concerns will be resolved quickly and informally.

If parents have a complaint they should, at the earliest possible opportunity, raise the matter initially with the Houseparent, Head of Year or Form Tutor in the Senior School, the Houseparent or Year Teacher in the Prep School and the Key Worker in the Nursery. If this member of staff cannot resolve the matter alone, it may be necessary for her/him to consult other senior staff.

Complaints made directly in the first instance to Heads of Department, the Head of Early Years in the Nursery, Head of Leweston Prep, the Deputy Head or the Head will usually be referred to the relevant

Houseparent, Head of Year, Form Tutor, Year Teacher, or Key Worker unless the Head of Department, Deputy Head or Head deems it appropriate for him/her to deal with the matter personally.

The Houseparent, Head of Year, Form Tutor, Year Teacher or Key Worker will make a written record of all concerns and complaints and the date on which they were communicated to the School. Should the matter not be resolved within 10 working days or in the event that the staff member and the parent fail to reach a satisfactory resolution, then parents will be advised to proceed with their complaint in accordance with Stage 2 of this procedure.

If the complaint is against the Head, parents should make their complaint directly to the Chair of Governors.

Stage 2 – Formal Resolution

If the complaint cannot be resolved on an informal basis, then the parents should put their complaint in writing to the Head. The Head will decide, after considering the complaint, the appropriate course of action to take.

In most cases, the Head will meet or speak to the parents concerned to discuss the matter within five working days of receiving the complaint (or if the Head is absent from school, within five days of his/her return). If possible, a resolution will be reached at this stage.

It may however be necessary for the Head to carry out further investigations.

The Head will keep written records of all meetings and interviews held in relation to the complaint.

Once the Head is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and parents will be informed of this decision in writing within 10 working days of the completion of the investigation. The Head will also give reasons for his/her decision.

If the complaint is against the Head, the Chair of Governors will call for a full report from the Head and for all the relevant documents. The Chairman may also call for a briefing from members of staff, and will in most cases, speak to or meet with the parents to discuss the matter further. Once the Chairman is satisfied that, so far as is practicable, all of the relevant facts have been established, the parents will be informed of the decision in writing within 10 working days of the completion of the investigation. The Chairman will give reasons for his/her decision.

If the parents are still not satisfied with the decision, they should proceed to Stage 3 of this procedure.

Stage 3 - Panel Hearing

If the parents seek to invoke Stage 3 (following a failure to reach an earlier resolution) they will be referred to the Deputy Chair of Governors who has been appointed by the Governors to call hearings of the Complaints Panel.

The matter will then be referred to the Complaints Panel for consideration. The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint; two will be Governors and one will be independent of the management and running of the school. For clarity, the independent person



cannot be a current or past employee, a current or past governor, a current or recent past parent, or a current or recent past pupil. The Deputy Chair of Governors, on behalf of the panel, will acknowledge the complaint and schedule a hearing to take place as soon as practicable and within 15 working days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than five working days prior to the hearing.

The parents may attend the hearing and be accompanied to the hearing by one other person, if they wish. This may be a relative, teacher or friend. Legal representation is not permitted. The panel hearing will proceed unless the parents confirm in writing that they are satisfied and do not wish to proceed further. If the parents decide not to attend the panel hearing, the panel will consider the parents' complaint in their absence and issue findings on the substance of the complaint in order to bring the matter to a conclusion.

If possible, the Panel will resolve the parents' complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out and, if necessary, appoint an investigator.

After due consideration of all facts that the Panel considers to be relevant, the Panel will make findings and may make recommendations. The Panel will write to the parents informing them of its decision and the reasons for it, within 10 working days of the hearing (unless further investigation is required, in which case additional time will be required). The decision of the Panel is final.

A copy of the Panel's findings and recommendations (if any) will be sent in writing to the parents and, where relevant, the person about whom the complaint has been made, as well as the Chair of Governors and the Head. A copy of the Panel's findings and recommendations (if any) will be available for inspection on the school premises by the Chair of Governors and the Head.

Timeframe for Dealing with Complaints

The timelines set out above are in working days. A working day is defined as a Monday to Friday during term time.

All complaints will be handled seriously and sensitively and they will be acknowledged within five working days if received during term time, and as soon as practicable during holiday periods.

It is in everyone's interest to resolve a complaint as speedily as possible: the school's target is to complete the first two stages of the procedure within 20 working days. Stage 3, the Appeal Panel Hearing, will be completed within a further 20 working days.

Recording Complaints

Following resolution of a complaint, the school will keep a written record of all formal complaints, whether they are resolved at the formal stage or proceed to a panel hearing, and any action taken by the school as a result of the complaint (regardless of whether the complaint was upheld). At the school's discretion, additional records may be kept which may contain the following information:

- Date when the issue was raised
- Name of parent
- Name of pupil and whether boarder or day
- Description of the issue
- Records of all the investigations (if appropriate)
- Witness statements (if appropriate)
- Name of member(s) of staff handling the issue at each stage
- Copies of all correspondence on the issue (including emails and records of phone conversations)

Correspondence, statements and records relating to individual complaints will be kept confidential except where the Secretary of State or a body conducting an inspection under section 109 of the Education and Skills Act 2008 request access to them.

Leweston School will provide ISI/Ofsted, on request, with a written record of all complaints made during any specified period, and the action which was taken as a result of each complaint. The record of any such complaints will be kept for at least three years.

Parents may complain directly to Ofsted or to ISI if they believe the provider is not meeting the EYFS requirements.

Ofsted may be contacted on 0300 123 1231 or by e-mail: enquiries@ofsted.gov.uk

ISI may be contacted on 020 7600 0100 or by e-mail: concerns@isi.net

Annual Summary of Concerns and Complaints

In the academic year 2021-2022 all concerns and complaints were resolved informally at Stage 1 with the exception of one complaint which was resolved satisfactorily at Stage 2.

Author: Bursar

Last Review: August 2022

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6.19 BURSARY POLICY

General

In line with the School's Charter and the objectives of the Charity, The Governors of Leweston School are committed to offering to eligible parents/guardians means-tested financial support with the payment of school fees to enable a pupil to attend Leweston School who otherwise would not be able to do so. Such support is known as a bursary and may be awarded in the form of a remission depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursaries are awarded at the discretion of the Board of Governors. The Bursary Committee is responsible for the management and co-ordination of the process.

Information provided by the School alerting the parents/guardians of potential pupils to the possibility of gaining means-tested financial support with the payment of school fees is included in:

- The School prospectus.
- The School website.

Categories for Financial Support

Requests for financial support usually fall into three categories:

- Applicants who have won a scholarship or other merit award but who require further financial assistance with termly fees in order to take up their place at Leweston ('Award Holder Bursaries');
- Existing pupils where a change in parents/guardians' circumstances has resulted in difficulty in meeting termly fees and may result in the pupil being withdrawn part way through a key stage of their education ('Hardship Bursaries').
- Other applicants who have not won a scholarship or other award whose parents are unable to meet the full fee ('Open Bursaries').

The bursary resources available to the School are determined annually by the Board of Governors. The total level of bursaries is therefore fixed and finite.

Award Holder Bursaries receive priority in the allocation of bursaries. They are awarded in accordance with the order in which awards are made, the top award holders being allocated funds first. Therefore, depending on the requirement for assistance in any one year, it is not always possible to award a bursary to all award holders even if their family's financial circumstances justify it. **Scholarship candidates who believe that additional financial support may be required must submit their Bursary Application Forms alongside their scholarship application.**

Pupils who do not receive a bursary at entry are eligible to be considered for a bursary in the event that their family financial circumstances change whilst they are at the School. The application process and factors for consideration will be the same as those for new entrants but in addition a pupil's progress, attitude and behaviour at the School will be taken into account.

Open bursaries will be considered after bursaries have been allocated to the previous categories.

The School will only be able to provide bursaries to a proportion of applicants before its funds have run out. Those judged likely to gain most from the School's educational provision will be given priority. Each pupil to whom support is offered must, in the opinion of the Head, be likely to make sound academic progress following admission and possess the potential to develop the quality of her/his work. They will be expected to benefit other pupils through their participation in the wider, extra-curricular activities on offer at the School. Previous school reports will be consulted for evidence of good behaviour. Any pupil in receipt of a bursary will be expected to abide by all the School's policies and to meet its academic expectations.

Decision Making

Bursaries are decided by the Bursaries Committee. Bursary awards are made on the basis of a confidential assessment of a family's financial circumstances including their savings, investments and realisable assets, as well as their income, the size of their family, any other persons dependent upon them and other similar factors. Awards are typically between 10-20% of the current day fees but can rise to as much as 40% in exceptional circumstances.

Applicants may receive a home visit by either a representative of the School or an outside agency to help assess appropriate levels of support.

The assessment determines the appropriate level of parental contribution in relation to their resources and thus the level of the award that will be offered. The level of the award may also be influenced by compassionate or other relevant circumstances.

Criteria for Assessment

The School will consider a number of factors when making the judgement as to the justification for support, and the extent of that support.

Each case is assessed on its own merits and awards are made accordingly. It is recognised that judgements about what sacrifices a family should make to pay school fees will be personal. However, the School has a duty to ensure that all bursaries are well focussed and so, as well as current earnings, other factors which will be considered in determining the necessary level of grant will include:

- the ability to improve the financial position or earning power of the family. For example, where there are two partners, both would be expected to be employed unless one is prevented from doing so through incapacity, the need to care for children under school age or other dependents, or the requirements of their partner's work;
- opportunities to release any capital. Significant capital savings and investments would be expected to be used for the payment of school fees, as would surplus equity values in houses;
- Joint income level is less than £70,000 pa (gross);
- In cases of separation, the contribution made by the absent parent;
- contribution to household costs by other, wider, family members, any adults unrelated to the child or by outside sources;
- Payment of fees to other schools including any additional financial support. The School expects parents to share bursarial support equitably between schools. The School's assessment will take into account all these outgoings;



- Parents will be expected to apply for support from educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are available to assist children who are already attending a fee- paying school and, due to change in circumstances, maybe unable to remain. Please see a list below of some such organisations.
- acknowledging that others might have a different view, the School considers that the following would not be consistent with the receipt of a bursary:
 - Frequent or expensive holidays;
 - Expensive or luxury cars;
 - Investment in significant home improvements;
 - A second property/land holdings.

It is recognised that, in addition to academic ability and financial constraints, there may be other circumstances which should be considered. These include:

- Where a child has siblings at the School.
- Where the social needs of the child are relevant.
- Where a parent/guardian is terminally ill or is unable to secure permanent employment due to poor health.

Annual Review

All bursary awards are subject to repeat testing of parental means each year and may be varied upwards or downwards depending on parental circumstances. Parents of bursary holders will be required to complete Means Test forms to reflect their financial circumstances each spring. For those previously in receipt of bursaries, the Bursary Committee have the discretion to reduce or withdraw an award not only where a pupil's progress, attitude or behaviour has been unsatisfactory. This applies also where the parents/guardians have failed to support the School, for example by failure to pay fees by the due date.

Bursary Application Process

All applicants must be registered with the School before a bursary application is made.

Parents who are likely to require assistance with the payment of school fees should obtain a Bursary Administration Means Test Form from the Bursar's Secretary. These should be completed and returned to the Bursary in advance of the next Bursary Committee meeting. It is advised that forms are submitted well in advance of these times so that any incomplete information can be supplied before the deadline for application. Applications that are not complete at this time will not be considered.

The Bursary Committee sits in the Spring Term.

Bursary assessment, which may include a home visit by either School staff or an external auditor, takes place after the Application Form has been received.

The Bursar will prepare a recommendation based on the family financial circumstances which is considered with the Bursary Committee and a recommendation is reached. Parents/guardians will be advised by the Bursar of the outcome of their application.

Parents/guardians of pupils who are awarded bursaries are required to sign a letter accepting the place at the school and an acknowledgement agreeing to any conditions relating to the bursary.

Confidentiality

The School respects the confidentiality of bursary awards made to families and recipients are expected to do likewise. The School reserves the right to withdraw the bursary should this clause be breached.

Other Sources of Bursary Assistance

In addition to the School's bursary fund, there are a number of educational and charitable trusts which provide assistance with tuition fees. In the majority of cases, these are to assist children who are already attending a fee-paying school and due to a change of circumstances may be unable to remain. Leweston School encourages parents/guardians to apply for support where it is felt a good case can be made for assistance. Further information on how to pursue such assistance may be obtained from the Bursar or from the Independent Schools Educational Grants Advice helpline 01932 865619. A list of some of these, although not comprehensive, is below.

- Educational Grants Advice: www.isc.co.uk/schools/information-for-parents/fee-assistance-and-bursaries
- The Educational Trust Forum: www.educational-grants.org Actors' Charitable Trust (industry link) 0207 636 7868
- ABF The Soldiers' Charity (forces link) 0845 241 4820
- BMTA (Yrs 9 & 10, unforeseen circumstances) 01372 210124
- Buttle UK (Yrs 7-11, single parents, adopted and cared-for children) 0207 828 7311 Emmott Foundation (Yrs 12-13) 0115 937 6526
- Fashion & Textile Children's Trust (All ages, industry link) 0207 170 4117 Girls Day School Trust (Member Schools only) 0207 393 6666
- Haberdashers Company (Yrs 11 or 13) 0207 246 9988 Lloyd Foundation (living overseas) 01432 760409
- Mitchell City of London Educational Foundation (Yrs 12 Or 13, links to City of London) 01432 760409
- The NFL Trust (Age 11-18, Christian girls) Applications in writing Ousley Trust (choral Scholars) 01780 752266
- Reedham trust (All ages, boarding only) 0208 660 1461
- Royal Medical Foundation (medical professions) 01372 821010
- Royal National Children's foundation (All ages, single parent) 01932 868622 RN and RM Children's fund (Service link) 02392 639534
- Royal Pinner School Foundation (all ages, travelling sales link) 0207 373 6168 School Fees Charitable Trust (Yrs 11-13) 01306 746309
- Thornton Smith & Plevins (Yrs 12-13) 01582 611675
- Other trusts listed carry geographical or trade limitations
- Funderfinder: www.funderfinder.org.uk This site gives useful information on the grant application process and provides links to a large number (1200+) of charities. Some of these are grant making, some support education, some are vocational



Vocational Trusts

Welfare funding covering the Trades and Industries for which you or your partner may have worked may be relevant. For example, electrical engineers can use www.eeiba.org/about.shtml or civil servants can use www.scbf.org.uk If you have worked in a retail environment you may be eligible under the Fashion & Textile Children's Trust (www.ftct.org.uk).

Geographical and Local Trusts

Use your local Community Foundation to find out what is available in your area. Consider applying for Extras or Trips rather than fees. They may know what is available in your area.

Use your local library. In the Reference section you may find details of local trusts – ask your librarian. They may not cover school fees but may contribute in other ways.

Talk to your local vicar. S/he may be a trustee on one of the local Trusts.

Author: School Accountant

Last Review: August 2022

Next Review: August 2023

6.13 LEWESTON SCHOOL TRUST – FINANCIAL PROCEDURES POLICY

Introduction

This document describes the practical procedures that all staff within the school community should follow when spending school funds or committing the school to expenditure. It has been endorsed by the Board of Governors, who review it annually. All budget holders should follow its provisions.

Board of Governors Responsibilities

The Board of Governors is responsible for the approval of the following, on occasion by delegation to the Finance and General Purposes Committee:

- Annual Statutory Accounts, the Trustees' Annual Report and the Summary Information Return (SIR) including recommendations on the audit report
- The appointment of Auditors and other professional advisers
- The school's statement on public benefit
- Strategic Business Plan and the School's Development Plan, revisiting at least annually to include business continuity and disaster recovery plans
- Risk register
- Banking Facilities including all loan, overdraft and borrowing polices with special regard to decisions around any budgeted deficit
- The annual fee increase to include the annual revision of the policy for fee remissions
- Management of cashflow focussing on fee collection and the management of late payers
- School's five-year financial summary and cash flow projections
- Annual budget and the school's projected operating costs for the next year
- Investment and Reserves polices
- Termly financial management accounts
- Insurance arrangements
- Reviewing the staff structure including terms and conditions of service for teaching and non-teaching staff, staff pay increase and remuneration
- Reviewing the operation of the whistle-blowing policy and the conflict of interest policy
- Procedures for purchasing goods and services to meet legal requirements, secure value for money and protect against fraud by staff, contractors and suppliers
- Tenders for building contracts and for major maintenance schemes valued over £50,000
- Orders for goods and services over £30,000 and disposal of items with a current net book value over £10,000.
- Asset register and Depreciation policies
- Analysis of the tasks above and ensuring compliance with legislation and best practice is delegated to the Finance and General Purposes Committee, which is the main business committee and makes recommendations to the Board.

Every Governor at Leweston School receives training in his/her financial responsibilities as Trustee.



Heads' Responsibilities

As part of the Head's responsibilities for the overall financial well-being of Leweston School, the Governors have vested the following financial responsibilities with the Head and the Prep Head:

- Preparing the school's Development Plan in conjunction with the Senior Leadership Team (SLT).
- Implementing the endorsed Development Plan within the school
- Recruiting pupils against endorsed targets
- Marketing the school to prospective parents
- Implementing the school's fund-raising policy and supporting any fund-raising campaigns
- Responsibility for the process of:
 - Allocating budgets to the academic departments
 - Supporting the implementation of the school's policy on the collection of fees
 - Supporting the implementation of the school's policy and procedures for awarding bursaries

All Staff – Procedures for Effective Financial Control

In order to discharge their responsibilities to the Governors for the effective financial management of the school, the following financial procedures have been approved and adopted throughout the school:

Purchase of Goods and Services

Authorisation of purchases on behalf of the school may only be undertaken by the Bursar and Budget Holders. Three quotes must be obtained before purchases for goods and services worth more than £5,000 are made. The Governors/Finance & General Purpose Committee approval is required for all purchases or contracts over £30,000. In an emergency, the Chairman of Governors or the Chairman of the Finance and General Purposes Committee can give approval out of committee.

Budget Holders

All budget holders participate in the annual budgeting process. Each budget holder prepares a budget outlining the requirements for operational expenditure for the ensuing year, and a Departmental Development Plan which includes a plan for the routine replacement of equipment in the relevant area – to be prepared annually and submitted to the Bursary by the end of March, budgets confirmed by end of June each year.

All budget holders are responsible for:

- Submitting an electronic purchase order to the Purchase Ledger Clerk for placement of order
- Keeping records of orders
- Ensuring that VAT is included within their calculations of affordability
- Managing within their allocations and not exceeding their budgets without prior agreement
- Keeping records of expenditure and ensuring all receipts are passed to the Bursary
- Ensuring value for money is obtained by researching suppliers

- Checking that the goods received match the order and are undamaged before authorising payment.
- Signing off any original invoice that does not have an appropriate Purchase Order

All orders should be placed through the Purchase Ledger Clerk; budget holders are not to place orders for items themselves, unless in exceptional circumstances and then only after confirming with the Bursary that they have sufficient funds to do so. The school reserves the right to require Budget Holders to meet any unauthorised expenditure personally. Any items valued at under £50, purchased by cash to take advantage of time-sensitive offers may be reclaimed on an Expenses Claim Form providing Claim forms with appropriate supporting invoices are received in a timely manner, usually within one month of purchase.

Budget holders may request statements from the Accounts Department.

Budget holders may not commit the school to ongoing annual payments (e.g leases or contracts extending beyond one year) without the prior approval of the Bursar.

Stock Taking

Certain budget holders are responsible for the security of the stock which they control. Stock taking is an important part of this function and involves Budget Holders in:

- Notifying the Accounts Department of stock held by number and value at the end of the financial year
- In addition:
 - The IT department and the Enterprise Manager (Leweston school shop stock) are to account for their stock on a termly basis,
- Obtaining written agreement of the Bursar before writing down or disposing of surplus stock

Staff in Charge of Visits

At Leweston School, visits are planned on a no-profit/no loss basis. Staff in charge of visits are responsible for ensuring that all the costs, including those of accompanying staff and a suitable contingency for emergencies, are allowed for at the planning stage. Staff are reminded that if the trip is in UK and any pupil (day or boarding) or member of staff will be missing lunch, they will be provided with a packed lunch from the kitchen, an additional cost of 80 pence for a standard lunch or £1.55 for a Sports lunch needs to be added to the trip cost per lunch provided. A request through the Schools booking system should be completed at least one week prior to the event detailing any dietary requirements. If a boarder is missing supper, they (and the member of staff accompanying) are entitled to an allowance towards the purchase of a hot meal; current rates can be obtained from the Bursary. Day pupils should be reminded to bring money with them for the purchase of their evening meal.

The visit organiser is responsible for obtaining advance approval from parents for their child/ren to participate in the trip and for passing details of costs of visits to the Bursary. This will be done through ISAMS or the parent portal so that all costs can be added to the bills or, if applicable, payment can be collected in advance. Requests for cash to cover incidental expenses on a visit must be submitted by the organiser at least 5 working days in advance and three weeks in advance, if foreign currency or travellers'



cheques/pre-paid currency cards are involved. At the end of the visit, an account of all expenditure should be passed to the Bursary.

Event Catering

There is an annual entertainment budget. Fund-raising events are provided for or charged to the Events budget. This provision includes Parents' Evenings, Open Evenings and similar functions and major concerts and plays; match teas will be allocated to PE budget. For all other catering requirements, budget holders should make provision in their budgets if refreshments are required. Members of staff wishing to entertain visitors during the working day are expected to use the school dining-room. Any other requests for catering are subject to prior approval and the submission of a formal request that has been approved by either the Head or Bursar.

The Bursar and the Accounts Staff – Procedures for Effective Financial Control

The successful performance of the Governors' and Heads' financial responsibilities and duties depends critically upon the timely flow of accurate and relevant financial management information from the Bursar and Bursary staff to support those decisions. The Finance and General Purposes Committee, acting on behalf of the Main Board, has authorised the Bursar and the Finance Team to adopt the financial procedures described in the remainder of this document.

Preparing the Budget

The school's aim is to integrate financial planning with the wider organisational planning and management, so that funds can be used to maximum benefit and ensure long-term financial stability. Achieving this necessitates the production of high-quality financial analysis and reporting, together with robust controls and procedures.

The annual budget covers all of the school's activities, specifically:

- The annual fee rise and projected pupil numbers, which it considers alongside sensitivity modelling as to the impact of variations in pupil numbers and size of fee rise
- Bursaries and fee concessions
- Additional sources of income (investments, bank interest, lettings, etc.)
- Staff pay including the establishment of new posts in the school showing the impact on staff costs
- Purchase of materials, overheads and services to include maintenance and repairs
- Planned capital expenditure
- Provision for bad debt

The school aims to have a finalised budget by June for the Finance and General Purposes Committee, by which time it will have an accurate idea of pupil numbers for the coming September and required staffing levels. Leweston normally follows the maintained sector pay award in uplifting its teaching pay scales and in increasing the pay of the non-teaching staff.

Costs for goods and services are taken from historical data and known contract commitments. Termly management accounts, cash flow projections and updated capital plans will assist the Governors in the decision-making process.

Budget holders will submit bids for their operating activities for the following year by the end of February and will include a rolling plan for the routine replacement of equipment in their area within the school. Bids from all departments will reflect changing priorities in the School Development Plan. Budget holders are informed of their budget allocations by the end of June.

Plans for the capital development of the school will be costed and incorporated into the cashflow, together with proposals for funding capital development. Plans for refurbishing and upgrading buildings and infrastructure should reflect any professional advice from Surveyors and/or Health and Safety Consultants. Any plans that show a benefit of more than one year will be incorporated into a long-term capital and maintenance plan.

The fee increase is agreed at the April Board meeting. Parents are notified of the new fee rise with the bills for the summer term giving them a full term's advance notice.

The budget, including the pay rise for the ensuing year, is agreed in the June Governor's meeting.

Financial Reporting

Trustees' Report and Statutory Accounts

The Trustees' Annual Report and Consolidated Statutory Accounts are prepared within Generally Accepted Accounting practices. The prescribed Statement of Recommended Practice (SORP) format conveys a full description of the performance of the school and its assets over the past year, compared with the preceding year's performance. Performance is measured in the profit and loss (P&L) accounts, and the Balance Sheet contains a snapshot on the last day of the financial year. Assets are depreciated in accordance with agreed policy.

The Trustees' Annual Report is a useful forum in which to highlight the school's achievements and results and to give an overview of its many and varied public benefit activities, including its bursary policy. The Audit Partner should attend the October Finance and General Purposes Committee and/or the December Board of Governors' meeting in order to present the consolidated accounts to the Governors. The consolidated accounts are approved at the separate Governors' meeting as soon as practicable after the final documents are completed, and are then signed by the Chairman and the Auditors and filed with the Charities Commission and Companies House. The school then completes and submits the Summary Information Return (SIR) to the Charities Commission.

Management Accounts

Management Accounts are produced in order to help Governors and the SLT run the school on a day to day basis, to plan ahead and to make the correct decisions. Management Accounts are valuable tools for enabling schools to control and vary expenditure. They are produced termly and show:

- Actual spend against the previous year and against budget



- A cash flow statement should form part of the management accounts
- Commentary to reflect any variances
- Trends, threats and opportunities
- Forecast year end income and expenditure
- Fee debtors

Fee Income

Fee income is by far the largest source of income the school. The maintenance of an accurate fees ledger, which draws upon information from the school's pupil database, is crucial to reporting and decision making. Bills are prepared in a timely manner and dispatched shortly after the last day of term.

Collection of Fees

The Parent Contract makes clear that fees should be paid in full on the first day of term, unless the parents have arranged beforehand to pay by termly direct debit instalment.

Parents are encouraged to pay by direct debit or by electronic transfer into the school's bank account; cash payment is not normally accepted and the school complies fully with the Money Laundering Regulations 2007. Where payment is made in a foreign currency, the school reserves the right to pass on to parents any commission charged by the school's bank, or shortfall due to variation in exchange rates. All payments are reconciled in real time against the fee ledger.

Credit Control

Under the terms and conditions for debt recovery set out in the Parent Contract, the school sends out a reminder communication to parents whose fees have not arrived within 10 working days of the start of term; a 2% administration charge may be added to the invoice unless the parents have a prior agreement with the Bursar for late payment. A second communication is sent approximately 10 working days after the first communication. Thereafter, the Bursar/School Accountant will contact late payers at regular intervals until payment is made.

The Bursar will inform the parents who have not made any payment just before the start of the half term holiday or the main holidays that their child could be excluded if the outstanding fees are not paid.

The School Accountant produces a monthly report on Debtors for review by the SLT and at Finance and General Purposes Committee meetings. Where significant issues arise, these should be reported on an ad hoc basis and to the Governors when appropriate.

Remissions

Leweston School advertises that it offers scholarships and means-tested bursaries. The policy that we follow for granting bursaries and scholarships is entirely transparent and can be viewed on the school website. The Bursar and/or the Head are responsible for meeting all potential bursary holders. The Parents submit applications to the Bursary and a financial assessment is made based on information disclosed by parents. The Bursary Committee appraise all information for new and annually reviewed

bursaries, and make recommendations of the levels of support and the proposed grants for the ensuing year to Governors.

Other remissions include Sibling, Forces, Staff and Sherborne staff grants and are offered in accordance with the Governors' policy.

Other Income

Other income is tracked and reconciled on a monthly basis by the Bursary, with regular spot checks made by the Bursar or School Accountant to ensure correct control of income and expenditure.

Leweston Enterprises

Leweston Enterprises is an independent Limited company. Separate records are kept of income and expenditure and separate accounts are produced, audited and filed with Companies House. These accounts form part of the consolidated accounts. The trading company has its own bank account.

Fund-Raising Income

Separate records are kept of fund-raising events and gift aided donations. Gift aid is reclaimed as appropriate. The costs of fund raising are shown separately and not deducted from gross receipts. If restricted donations are received they are accounted for individually and are held as restricted donations on the company balance sheet.

Investment Income

The endowment fund is primarily invested in income generating assets of the school and/or held principally in a low-risk, mixed fund; the fund also has its own bank account. Separate records are kept of each category of income and expenditure.

Expenditure – Staff Costs

Staff are paid under the Pay as You Earn scheme and all staff are eligible to a Workplace pension. The school has withdrawn from Teachers Pension Scheme although teaching staff are permitted to remain members through salary sacrifice arrangements. Expenses are paid on the submission of an Expense Claim and relevant receipts are paid as a direct reimbursement of costs incurred. Mileage is paid at 45 pence per mile.

Payment of Suppliers

All invoices are recorded in the purchase ledger on arrival and matched to approved Purchase Orders. Any invoice without an authorised Purchase Order needs to be approved by the Budget Holder. The Accounts Department needs to be contacted immediately if there is a need to delay payment for any reason.

Cleared invoices are held in batches and payment made twice a month, predominantly by BACS. Most suppliers are paid 30 days after the end of the invoice month. The Bursar or School Accountant checks each batch before authorising payment.



Cheque Signatories

Cheques are signed in accordance with the current bank mandate. Cheques are only signed as required and blank cheques are never issued.

General Financial Information

Bank Reconciliation and Suspense Accounts

The School Accountant carries out a formal reconciliation of all of the school's bank accounts daily. Any entries in the suspense account are reduced to zero at the end of each month for the Management Accounts.

Tax and VAT

Leweston Enterprises is registered for VAT. Corporation Tax is not normally payable by Leweston Enterprises, as any surplus is gift-aided to the Trust, which is a registered charity.

Cash/Petty Cash

All cash or cheques that belong to the school must be deposited with the Bursary as quickly as possible and held in the safe before being banked. Cash is banked regularly by a member of the Bursary or Estates staff. The school's insurers place a limit of £5,000 on the amount of cash that can be held overnight in the safe. Cash and petty cash are reconciled in a timely manner. Petty cash is usually kept to below £100 and is only for emergency payments.

Fixed Asset Register

The Fixed Asset Register is held by the School Accountant under instruction of the Bursar and forms part of the Management Accounts. It is reviewed annually by the auditors.

Disposal

The Governors/Finance & General Purposes Committee permission is required for the disposal of heritage items or fixed assets with a net book value of more than £10,000. The Bursar's approval is required for the disposal of any other fixed asset.

Risk Register and Insurance

The Bursar is responsible for updating the register of risks and for arranging insurance cover for the school in accordance with Governors' instructions and statutory requirements.

Financial Records

Financial Records are retained for seven years.

Author: School Accountant

Last Review: August 2022

Next Review: August 2023



6.11 DEBTORS POLICY

General

The school has a responsibility to its parents, employees and as a part of a Charitable Trust, to act at all times with financial propriety and to ensure the long-term financial position of the school. The purpose of this policy is:

- To ensure that potential debtors are aware of the school's debt management policy and of the actions it will take.
- To provide the F&GPC (Finance and General Purpose Committee) and the Bursar with direction and support when dealing with debtors.

It is self-evident that the collection of fees is vital to the financial wellbeing of the School and it is important to have policies in place to deal with collection, arrears, non-payment and debt recovery. It is equally important and, more so with the implementation of legislation and the litigious society that we live in, that the School's terms and conditions related to the collection of fees and fees arrears are clearly laid down in the Parent contract.

Leweston School requires that parents/guardians pay the fees on or before the first day of the term to which the fees relate unless they have signed up to our direct debit system. However, there will be a minority who will require constant and sustained chasing and it is important to have proper procedures to do this. It is also important that deadlines are set and adhered to so that the defaulting parent/guardian is left in no doubt about their obligations and that the School intends to see that obligation discharged.

Methods of Paying School Fees

The School facilitates the following methods of paying School fees:

- The School accepts payment via an online transfer, cheque or bankers draft and Flywire for International Students. Payment may be made by cheque or bank transfer and is to be made payable to Leweston School Trust.
- The School also operates a direct debit scheme. This sees the annual fees split over 9 or 12 direct debit payments commencing 1st August and running through to 1st May, excluding November for 9 months or 5th August to 1st July for 11.5 month plans. Any 'extras' invoiced will be split over 3 monthly payments – the last working day of October, February and May.
- Fees in Advance - the School accepts a year's fees in advance to the convenience of Parents at a 2% discount against the day fees. If more than one year's fees are paid, each complete year has the fees frozen at the going rate at the time of payment until the end of the final payment.

Methods of Credit Control

Graduated Response

The key to effective credit control is ensuring there is a graduated response from gentle written reminders, through meeting, to the exclusion of the child and court orders. Of equal importance, any action taken by

the School must be constant, sustained and consistent, underpinned by a transparent procedure that is documented in the Parent Contract.

Exclusions Policy

Also, it is important that Governors agree on an exclusions policy. It is usual when fees have not been paid for one term that pupils should not be allowed to return at the start of the next term. Ultimately, it may be the only practical outcome is to recommend exclusion and referral to legal proceedings to recover the debt.

Penalties and Inducements

In addition, offering either penalties or inducements or both can be effective in ensuring parents pay on time; thereby, not becoming a problem requiring drastic measures such as exclusion and court proceedings. Many schools impose quite high interest charges on late payments, calculated on a daily basis, with some limited success.

Fee Debtors Process

Bearing in mind the above principles, the following Fee Debtors Process is to be followed:

Stage	Nature of Document/Action	Action By	Timing
1	Terms and Conditions spelt out in Parents' Contract	Admissions	At point of offer
2	First contact with parents/guardians, a fee bill is sent with an email reminding them fees are due by the first day of term	Bursary Office/ School Accountant	Within 2 weeks of the end of the preceding term
3	Second contact with parents/guardians, normally via email, reminding them to make payment	Bursary Office/ School Accountant	After 14 days of start of term
4	Third contact with parents/guardians, normally via email, reminding them to clear outstanding balance, also informing them that no additional expenses such as trips, music lessons, etc., should be incurred if the account isn't brought up to date within 7 days. Interest can also be applied on the overdue balance from this point and a late payment fee of £50 to be applied to the account.	Bursary Office/ School Accountant	After 7 days of Stage 3



5	Fourth contact demanding payment within 7 days and advising that a meeting with the Bursar may be required.	Bursar/Head	After 7 days after Stage 4
6	Final contact, assuming no payment and non-compliant regarding meeting above – consideration now being given to exclusion of the child at the end of the term and matter to be put immediately in hands of debt collection agency	Bursar / School Accountant and F&GPC with Governors approval	Following meeting with the Bursar
7	Debt recovery agents appointed to pursue the debt	Debt recovery Agents	7 days from Stage 6

Clearly, it is hoped that the outstanding amount is actually cleared at the earliest possible stage therefore negating the need to progress to the next step. Meticulous record keeping is essential and, at each stage, copies of letters and emails are kept on an electronic debtors file and notes recorded of any phone calls that may have occurred.

Only the Head, as delegated by the Governors, has the authority to exclude a pupil. A debtor does not have the right of appeal if a pupil is excluded for non-payment of school fees as this is a contractual obligation on behalf of the debtor and debt will still be due and collected. A debtor will also be automatically charged £15 as an administrative fee for any returned cheques or any BACS, direct debits or standing orders not processed.

Consumer Credit Act

The school has structured its direct debit payment arrangements over 9 or 11.5 months in order to make use of the relevant exemption under the Consumer Credit Act (as 'credit brokerage' would not be applied). This requires that interest or other charges cannot be added to the repayment instalments under the deferred payment arrangement (if this agreement is broken, default charges can be applied). If the School were to increase the monthly payments to 12, a credit licence would be required.

Financial Assistance

Notwithstanding the above procedure, it may become evident that within the late payers there will be parents with genuine financial difficulties. Where there is a genuine problem the award of a reduced fee may be appropriate. Nevertheless, even in these circumstances it may not be in anyone's interest to allow a debt to accumulate with no immediate hope of recovery. In these circumstances it may be appropriate to place a voluntary 'charge' with interest on the parents' property, if possible. That way the child can continue at School and the debt will eventually be paid sooner or later, but this could only be utilised in exceptional circumstances.

Reporting and Write-off Procedure

Reporting

The School Accountant is responsible for reporting information regarding late payers to the Bursar, who then reports on to the Governors. Specifically the School Accountant should report the total outstanding amount and, in respect of debts which have been outstanding for longer than a term, precise details of how the bill has been progressed to date.

Action Taken

Governors may then choose to make recommendations about the next steps regarding the outstanding debt if the above Fee Debtor Process appears not to have worked effectively.

Write-Off Limits and Procedure

Ultimately, the Governors may decide that the outstanding amount is irrecoverable and choose to write-off the bill. The Bursar has the delegated power to write off any bill for fees for less than £1500; any bill for fees above this amount is to be submitted to the Governors for write-off and the decision minuted accordingly.

Conclusion

There are some parents who put their children into an independent school knowing that they cannot afford the fees in the belief that, once in the School and bearing in mind 'public benefit' rules, the child will be provided with financial support throughout by the School. Whilst this policy will be difficult to apply in all circumstances it is a fact that schools with proper credit control procedures, backed by a policy of exclusion, have fewer problems with debt. It is therefore vital that this policy and procedures are adhered to and regular updates are provided to the F&GPC and Governors on the management of debts.

Author: School Accountant

Last Review: August 2022

Next Review: August 2023



6.12 POLICY ON RESERVES AND INVESTMENT

The School's policy is that unrestricted reserves should not be accumulated from year to year other than in anticipation of an identified capital project, and that any surpluses generated will be invested in developing the resources of the School and offering bursaries to families who would otherwise be unable to afford the full fees. The School therefore holds no free reserves.

There are no unrestricted funds at the year-end as funds were wholly deployed as part of the school premises and equipment during the year, with the need for day-to-day working capital being met by careful management of short-term liquid resources.

The Board aims to maximise the total investment return while continuing to preserve the value of endowed investments and to maximise income on temporarily invested restricted funds. In certain circumstances Shares donated to the Trust and held as Restricted Funds will not be sold immediately but held for long term gain.

Author: School Accountant

Last Review: August 2022

Next Review: August 2023

6.14 GOVERNORS CONFIDENTIALITY POLICY

The following is intended to provide Governors with some general guidelines on how to deal with issues of confidentiality and declarations of interest. It is not intended to provide the answer to every situation, but it is hoped that it will provide the answers to the most common issues, and help Governors in these difficult and sometimes tricky areas.

Confidentiality

"Confidential" is defined as "information spoken, written or given in confidence; secret; private". The legal concept of confidentiality, however, is far from straightforward. To decide whether information has the "quality of confidence" the circumstances under which the information is imparted and received needs to be considered, as does the detail of the information itself, and the possible consequences of its disclosure.

After establishing what is to be treated as confidential, a dispute may still arise, particularly in relation to financial and business interests. If the Governors wrongly decide that something is not confidential when it should be, then, in extreme cases, there could be a court action for damages for breach of confidence. In circumstances where there is doubt, governors are recommended to defer the item and seek legal advice from the Bursar who may refer to the school's contracted advisor.

There are some occasions when it is clear that matters have to be treated as confidential by Governors, e.g. matters concerning specific members of staff. Governors should give careful consideration as to whether the information has the "quality of confidence" before designating it as confidential. Such a designation should not be used merely as an excuse to avoid a potentially embarrassing matter coming into the public domain.

Governors' Agendas and Minutes

It is always good practice and helpful to Governors (and others) to know when confidential items are to be considered in governors meeting. Agenda items should be clearly marked as such. The agenda should also be structured to ensure that confidential items are generally dealt with at the end of the meeting, or at least in block together, so that any Governor who might have a declarable interest in the item can withdraw when it is reached. Clearly this is not always practicable because confidential matters can arise during consideration of any item. In these situations, the Chair should halt the discussion and any governor who has a declarable interest in the matter should leave the meeting while the matter is considered. This should be clearly recorded in the minutes.

Confidential discussions can then take place, but should not be set out fully. A summary of the action to be taken or resolution reached is sufficient.

Matters that are generally regarded as confidential are as follows (though this list is not intended to be exhaustive): –

- Those concerning specific members of staff or pupils.
- Courses of action that might lead to redundancies, disciplinary action or dismissal



- Consideration of legal advice, consideration of estimate or tenders for work or supplies or valuations
- Formal complaints – depending on the nature of the complaint
- Any other matter which, by reason of its nature, Governors are satisfied should be dealt with on a confidential basis.

The distribution of meeting minutes, and who has the right to see what, can cause confusion and concern. For example, there are many occasions when governors have declared a pecuniary or other interest in the meeting, and had to leave the room and take no part in the consideration or discussion relating to that item. The question then arises as to whether that governor is entitled to have a full copy of the minutes, including the record of the decision on the matter in which he or she has a declared interest.

All governors are entitled to receive a full copy of the meeting minutes, including the minutes dealing with confidential issues. As mentioned above, all governors, including those who have declared an interest in the matter, are bound by the rules of confidentiality. They are also bound not to seek to take advantage of privileged information that they may obtain from confidential minutes. The main issue is that governors declaring an interest must leave the room while the confidential item is under consideration, and they must not take part in the consideration of, or voting on that item.

After any confidential matters have been discussed, all governors are still bound by the rules of confidentiality, and must not discuss the matter outside the governing body meeting.

In preparing the minutes of a confidential discussion, the clerk has an important role. Whilst the preamble may be brief, any resolution must be clear and unambiguous. If this approach is taken, then the confidentiality of the consideration of the matter is retained, and will provide no detailed information other than the decision.

Reports

The issue of confidentiality is not always recognised in the preparation of reports submitted to governors meeting. An example might be the Head's report which might contain information on a whole range of school-related issues including staffing issues which might be confidential. Ideally the report should be prepared in two parts, one being non-confidential and the second (preferably on coloured paper) containing confidential matters. Any person submitting reports to the Governors should always consider whether any part contains information that governors may consider as confidential and deal with it accordingly.

Occasionally the Governors they had to deal with a written report containing confidential and very sensitive issues which, if made public by accident or design, would cause considerable embarrassment at the very least, or severely compromise. Occasionally the Governors may have to deal with a written report containing the Governors or the school. In such a case the Governors might take a view that the report should be handed out at the meeting, and that Governors be given good and sufficient time to read it before giving consideration to it. After considering the report it would be appropriate to gather in all copies of the paper, thus reducing the possibility that a copy might be left inadvertently where it can be read by others.

External Correspondence

Occasionally the governors may receive correspondence that the writer has asked to be treated as confidential. The request in itself is not a sufficient reason for it to be automatically treated as confidential and careful consideration should be given to the contents of the letter to decide whether it contains confidential information, and if so should be treated as confidential.

If after careful consideration there is doubt about whether the letter should be treated as confidential, then it is good practice to consult with the writer to discuss the matter prior to making a formal decision about how it is to be treated. If the Chair considers that the matter should not be treated as confidential, then the writer should be given the opportunity to withdraw the correspondence. The final decision on whether any matter should or should not be treated as confidential remains with the Governors.

Standing Orders and Code of Practice

(Governors may wish to consider adopting Standing orders to deal with procedure within meetings to deal with such matters as confidential issues and declarations of interest, supplemented by a Code of Practice which sets out principles and procedures in relation to decision making. It is not dealt with here.)

Defamation

Uttering slander or issuing a libellous statement is a matter for serious concern, and one that may be actionable in law. The declaration that the matter is confidential does not absolve a governing body or individual governors from the need to have regard to the law on defamation. For example, a discussion on a confidential matter and in private session does not carry with it a right to express a view without fear of litigation. If potentially slanderous statements are made whilst discussing the matter, then great care needs to be taken by the clerk to ensure that such statements are not repeated in the minutes, because the clerk could then be responsible for libel.

Freedom of Information Act and Data Protection Act

The Freedom of Information Act 2000 (FOIA) came into force at the beginning of 2005, and gives a legal right for any person to ask a school for access to information held by the school. This is in addition to pre-existing rights to information about individuals under the Data Protection Act.

The FOIA presumed openness, but recognises the need to protect sensitive information in certain circumstances, and provides for exemptions. Even where certain exemptions apply, information must still be released if it is in the public interest to do so. When in receipt of a request pursuant to FOIA all the data protection act, governors must act carefully, and should seek advice from the school solicitors if they are in any doubt as to whether the information should be released.

The most usual and relevant exemptions are: –

- Information that has been provided in confidence
- Personal information
- A commercial interest is involved



Declarations of Interest; Restrictions on participating in meetings and declarations of interest

These restrictions apply to all members of the governing body, including the Headteacher, the clerk to the governors and any committees.

In circumstances where there might be a conflict between the interest of any of the above and the interest of the governing body or, where a fair hearing is required and there is any reasonable doubt about their ability to act impartially in relation to any matter then that member of the governing body must declare the circumstances of the conflict or reason for his or her inability to act impartially and leave the room in which the meeting is being held, and take no part in the consideration of all voting on the matter.

If the individual is uncertain about whether or not he or she has an interest to declare, then advice should be sought from the clerk prior to the item being discussed by the governors. If the clerk is unable to assist, then the most appropriate course of action is for the individual to declare their interest and leave the room, and take no part in the consideration of or discussion on the matter. This course of action retains the integrity of both the governor and the governing body.

Very rarely, or occasionally where the position is not clear, a member of the governing body has a declarable interest but he or she fails to declare that interest. If the governing body suspects that this is the case, then the correct course of action is for the governor concerned to be asked if he or she has an interest. If the governor concerned does not then declare the interest, or denies having an interest, but the governing body persists in its belief that an interest exists, then the matter should be put to a formal vote.

The governor concerned should leave the room while the vote is being taken. If the result of the formal vote is that the governing body determines that the governor has a declarable interest, then the governor must leave the meeting and take no part in the consideration of or voting on the matter.

Similarly, a governor may declare an interest in the matter, but insist that there is no conflict, and that he or she is allowed to participate in the consideration of a voting on the matter. The position is that it is for the governing body as a whole to determine whether the interest is such that there is a clear conflict. The governor should leave the room while the issue is considered, and if the governing body formally resolves that there is a clear conflict of interest, and then the governor must leave the meeting and take no part in the consideration of or voting on the matter.

Interests that may lead to Declarations having to be made;

Individuals are best placed to know their responsibilities within the governing body and with other bodies, and where these might conflict.

Conflict of interest which might require an interest to be declared may arise from: –

- Close links with, or interest in a particular organisation from which a request for a school facility is being considered, e.g. a request for the use of school premises.
- A commercial or financial interest in an organisation or issue which comes before the governing body e.g. where a member of the organisation with which a member of the governing body is

involved may benefit financially, directly or indirectly, from a decision made by the governing body e.g. a tender for work or supplies submitted by a local company in which the governor has a financial interest.

- A non-pecuniary interest where a member of the governing body has other interests that might be thought to influence them, either wittingly or unwittingly in the matter under consideration, e.g. membership of a national pressure group.
- Personal or family interest in an organisation, issue or individual which comes before the governing body with regard to both pecuniary and non-pecuniary (any benefit or favour "in-kind" including arising from membership of clubs or other organisations) interests e.g. consideration of an application for a post at the school by a close relative of the governor.

The following provisions also apply: –

- A person paid to work at the school is not regarded as having a pecuniary interest if his or her interest is no greater than that of other persons paid to work at the school e.g. discussion of a whole school pay policy.
- A person must withdraw and not vote on his or her own appointment, reappointment, suspension or removal as a governor, or as a chair, vice-chair or clerk of the governing body.
- A person paid to work at the school, other than the Head, must withdraw and cannot vote in relation to the pay or performance appraisal of any particular person working at school. This does not affect general discussions about general policy.
- The Head must withdraw and cannot vote in relation to his or her own pay or performance appraisal.

Author: Bursar

Last Review: August 2022

Next Review: August 2023



6.15 CCTV POLICY

The purpose of this policy is to regulate the management and operation of the Closed Circuit Television (CCTV) System at **Leweston School**. It also serves as a notice and a guide to data subjects (including pupils, parents, staff, volunteers, visitors to the School and members of the public) regarding their rights in relation to personal data recorded via the CCTV system (the **System**).

The System is administered and managed by the School, who act as the Data Controller. This policy will be subject to review from time to time, and should be read with reference to the School's Data Protection Policy. For further guidance, please review the Information Commissioner's CCTV Code of Practice (accessible here [\[link\]](#)).

All fixed cameras are in plain sight on the School premises and the School does not routinely use CCTV for covert monitoring or monitoring of private property outside the School grounds. The cameras are listed here:

1. Automatic Number Plate Recognition Camera to view entrance area
2. Sited on Manor and directed towards Front Car Park
3. Sited on St Antony's Chapel and directed towards Car Park
4. Sited on ceiling of Reception to view internally and externally
5. Sited on rear of chapel facing rear entrance and road
6. Sited outside yard entrance and directed in yard
7. Sited outside yard and directed road and Sports hall car park
8. Sited on Sports Hall and directed towards general area.
9. Sited on end of terrapin building and directed rear access road and field
10. Sited on nursery and directed to entrance and access road
11. Sited rear of nursery and directed towards rear access road and science
12. Sited on pole outside Art and Design building directed toward access road and car park
13. Sited on science and directed entrance and nursery garden.
14. ANPR Sited on Art Block and directed towards rear access road.

The School's purposes of using the CCTV system are set out below and, having fully considered the privacy rights of individuals, the School believes these purposes are all in its legitimate interests. Data captured for the purposes below will not be used for any commercial purpose.

Objectives of the System

To protect pupils, staff, volunteers, visitors and members of the public with regard to their personal safety.

To protect the School buildings and equipment, and the personal property of pupils, staff, volunteers, visitors and members of the public.

To support the police and community in preventing and detecting crime, and assist in the identification and apprehension of offenders.

To monitor the security and integrity of the School site and deliveries and arrivals.

To monitor staff and contractors when carrying out work duties.

To monitor and uphold discipline among pupils in line with the Pupil Code of Conduct, which are available to parents and pupils on the School website.

Positioning

Locations have been selected, both inside and out, that the School reasonably believes require monitoring to address the stated objectives.

Adequate signage has been placed in prominent positions to inform staff and pupils that they are entering a monitored area, identifying the School as the Data Controller and giving contact details for further information regarding the system.

No images will be captured from areas in which individuals would have a heightened expectation of privacy, including changing and washroom facilities. In conjunction with National Minimum Standards (Section: 5.8, 6.1) for Boarding Schools, any use of surveillance equipment does not intrude unreasonably on pupil's privacy in the boarding setting.

No images of public spaces will be captured except to a limited extent at site entrances.

Maintenance

The CCTV System will be operational 24 hours a day, except for scheduled maintenance.

The System Manager (defined below) will check and confirm that the System is properly recording and that cameras are functioning correctly, on a regular basis.

The System will be checked and (to the extent necessary) serviced no less than annually.

Supervision of the System

Staff authorised by the School to conduct routine supervision of the System may include Data Protection officer, Bursar, IT Network Manager, Senior ICT Technician, Designated Safeguarding Lead (DSL) or the Deputy DSL in the DSL's absence, Assistant Estate Manager, Site Team Members and Receptionist.

Images will be viewed and/or monitored in a suitably secure and private area to minimise the likelihood of or opportunity for access to unauthorised persons.

Storage of Data

The day-to-day management of images will be the responsibility of IT Network Manager who will act as the System Manager, or such suitable person as the System Manager shall appoint in his or her absence.

Images will be stored for 30 days and automatically over-written unless the School considers it reasonably necessary for the pursuit of the objectives outlined above, or if lawfully required by an appropriate third party such as the police or local authority.



Where such data is retained, it will be retained in accordance with the Act and our Data Protection Policy. Information including the date, time and length of the recording, as well as the locations covered and groups or individuals recorded, will be recorded in the schools Helpdesk system.

Access to Images

Access to stored CCTV images will only be given to authorised persons, under the supervision of the System Manager, in pursuance of the above objectives (or if there is some other overriding and lawful reason to grant such access).

Individuals also have the right to access personal data the School holds on them (please see the Data Protection Policy), including information held on the System, if it has been kept. The School will require specific details including at least the time, date and camera location before it can properly respond to any such requests. This right is subject to certain exemptions from access, including in some circumstances where others are identifiable.

The System Manager must satisfy themselves of the identity of any person wishing to view stored images or access the system and the legitimacy of the request. The following are examples when the System Manager may authorise access to CCTV images:

- Where required to do so by the Head, the Police or some relevant statutory authority;
- To make a report regarding suspected criminal behaviour;
- To enable the Designated Safeguarding Lead or his/her appointed deputy to examine behaviour which may give rise to any reasonable safeguarding concern;
- To assist the School in establishing facts in cases of unacceptable pupil behaviour, in which case, the parents/guardian will be informed as part of the School's management of a particular incident;
- To data subjects (or their legal representatives) pursuant to an access request under the Act and on the basis set out in 6.2 above;
- To the School's insurance company where required in order to pursue a claim for damage and or loss done to insured property; or
- In any other circumstances required under law or regulation.

Where images are disclosed under 6.3 above a record will be made in the system through the Helpdesk system including the person viewing the images, the time of access, the reason for viewing the images, the details of images viewed and a crime incident number (if applicable).

[Where images are provided to third parties under 6.3 above, wherever practicable steps will be taken to obscure images of non-relevant individuals.]

Vehicle tracking and monitoring

The School also reserves the right to install monitoring devices such as satellite tracking and in-vehicle camera systems in all School vehicles to track the movement of the vehicle and record images of its use for business purposes. Such devices may record or transmit images or information such as the location of the vehicle, the distance it has covered, its speed, related information about the user's driving habits, the persons present in the vehicle, accidents or incidents, etc. The employee will be advised if a monitoring

device has been installed, or will be installed, in their School vehicle and will also be advised of the nature of the monitoring that will take place. This CCTV policy applies, as appropriate, to any in-vehicle camera system.

The purposes of vehicle tracking and monitoring are to:

- assist in the prevention or detection of crime or equivalent malpractice
- assist in the identification and prosecution of offenders
- meet our obligations under health and safety laws and protect the health, safety and welfare of drivers, particularly those who are either lone drivers or are carrying customers or clients as passengers or are carrying valuable cargo
- ensure drivers are not in breach of the Working Time Regulations 1998
- ensure adherence to School rules, policies and procedures
- help prevent accidents by monitoring driver speed and habits
- provide evidence for insurers in the event of accidents and help the School to establish, exercise or defend possible legal claims
- maximise driver performance and productivity and improve customer service
- improve fuel economy by monitoring and managing School vehicles more effectively.

In some cases, the School may be under a legal obligation to monitor the use of vehicles, even if used privately, for example by fitting a tachograph as a permanent fixture in a lorry. In these cases, the School's legal obligation will always take precedence and the monitoring cannot be turned off.

The school may use the information obtained from vehicle tracking and monitoring as evidence in any subsequent disciplinary action where the data shows there has been a breach by the employee of School rules and procedures.

Other CCTV systems

The School does not own or manage third party CCTV systems, but may be provided by third parties with images of incidents where this is in line with the objectives of the CCTV policy and/or its School Rules.

Many pupils travel on coaches provided by third party contractors for School trips, events, fixtures or visits, and a number of these coaches are equipped with CCTV systems. The School may use these in establishing facts in cases of unacceptable pupil behaviour, in which case the parents/guardian will be informed as part of the School's management of a particular incident.

Complaints and queries

Any complaints or queries in relation to the School's CCTV system, or its use of CCTV, or requests for copies, should be referred to The IT Network Manager

CCTV FOOTAGE ACCESS REQUEST

The following information is required before the school can provide copies of or access to CCTV footage from which a person believes they may be identified.



Please note that CCTV footage may contain the information of others that needs to be protected, and that the school typically deletes CCTV recordings after a 30-day period.

Name and address: (proof of ID may be required)	
Description of footage (including a description of yourself, clothing, activity etc.)	
Location of camera	
Date of footage sought	
Timing range - try to be as specific as possible	

Signature*

Print Name.....

Date

*** NB if requesting CCTV footage of a child under 13, a person with parental responsibility should sign this form. For children 13 or over, the child's authority or consent must be obtained except in circumstances where that would clearly be inappropriate and the lawful reasons to provide to the parent(s) outweigh the privacy considerations of the child.**

Author: Bursar

Last Review: August 2022

Next Review: August 2023

6.16 POLICY AND CODE OF PRACTICE FOR THE CONDUCT OF EVENTS

Introduction

This document defines criteria to determine which events may take place at the School or under its auspices and sets guidelines to ensure that events are run in a safe and legal manner without detriment to the reputation of the School.

Where necessary, decisions on the interpretation of this Policy shall be referred to the Bursar and Commercial and Events Manager.

The Policy applies to any meeting, conference, training course, exhibition, performance, corporate event or other gathering held at the School or under its auspices, with the exceptions listed in the following section. A full definition of “events” for the purposes of this Policy is given in Appendix 1: Event Definition.

Leweston School Events

All commercial activities and involvement of external societies or organisations must be declared in advance. A named member of Leweston School staff must take responsibility for the compliance of the event with this Policy.

A Leweston School event may be organised by any member of academic, academic-related or non-academic staff acting with the support of their Head of Department or Manager.

Exceptions

Timetabled teaching, routine staff meetings and curricular clubs and activities are fully exempt from this Policy.

Certain other events with well-established operating procedures may be viewed as “business as usual” despite a preponderance of external participants. These include: Speech Day Award Ceremonies, Applicant Visit Days, Auditor Visits and Examinations. These events do not require approval and each has its own event process and policy that organisers must follow, but such events are nevertheless subject to the legal, equality and other standards set out in this Policy.

Aims of the Policy

In permitting any event to take place on its premises, the School must ensure:

- That no illegal activities take place on School premises or under its auspices;
- That events are run with due regard to Health and Safety and to the maintenance of public order;
- That events do not cause unacceptable disruption to the normal business of the School or to the execution of their duties by members of the School;
- That School resources are used in a way that is compatible with conditions imposed by the funding bodies;



- That the reputation of the School is not damaged and that events support, as far as possible, the Strategic Aims of the School.

Reputation of the School

Any event taking place on School premises or under its banner has the potential to influence public perceptions of the School by associating it with the aims or conduct of the event or with organisations or speakers involved in it. Events can enhance the reputation and academic standing of the School, but they can also undermine them.

Attention must be paid to all activities forming part of the event. For example, the time and place of events involving music or other forms of noise should be chosen to avoid disrupting other activities. Alcohol, late-night food and regulated entertainment must be allowed only in suitable, licensed venues or ones for which a temporary licence can be obtained by issuing a Temporary Events Notice, taking account of the number of licences already taken out for those premises in the current calendar year. For guidance on licences please contact the Commercial and Events Manager.

Leweston School events will normally be promoted using the School's branding or an approved sub-brand. Leweston Enterprises Events will be permitted to create marketing materials for commercial events.

Event application and authorisation

Applications to run or host events of all types must be made through the Bursar or Commercial and Events Manager at least three weeks before the event is due to take place.

All events require approval before they can take place.

In addition to the size and nature of the event other data will be considered including, but not limited to, venue suitability, cost, access, service requirements, noise, fire risk, health and safety, security, staff workload, impact on other activities and normal School business, risk of damage to inventory and fittings, scheduled maintenance, other events, the track record and reputation of the hirer, and the experience, training and capabilities of the event organiser. Where an event requires exclusive access to a venue, consideration will be given to all other venues in the areas that must be made secure. The assessment will consider set-up and take-down operations as well as the event itself.

In the case of externally-led events, the event and the body organising it must additionally meet the conditions set out in section 12 of this document.

The Commercial and Events Manager, in consultation with the Bursar may reject any event, giving reasons which will be communicated to the organiser.

The Bursar and Commercial and Events Manager may impose conditions to be met before the event will be allowed to proceed, or require the event to move to a different venue.

Should the organiser fail to take health and safety precautions required the event may be cancelled.

Any changes to the information given in the original event application must be notified to the School and must receive approval in order for the event to proceed.

No event falling under this Policy shall be advertised until the authorisation process is complete.

Health and Safety

Event organisers are responsible for the safety of participants and other visitors or guests and event planning must include safety precautions and emergency procedures.

A Risk Assessment and a Fire Risk Assessment must be completed for each event. This will include a review of the safeguarding issues raised by members of the public being onsite. Measures taken could include designated areas, student supervision and extra staffing.

At larger events and those drawing significant attendance from outside the School, additional staff may be needed for crowd control, parking supervision, first aid and other duties. How many staff are needed, and for how long, will be determined by the Commercial and Events Manager in consultation with the Bursar, where necessary, considering the size and risk level of the event, parking requirements, expected audience, alcohol sales and other relevant factors. It is the responsibility of the event organiser to arrange cover two weeks before the event date, to attend a safety briefing if required, and to arrange funding to pay for the level of cover required.

Event organisers must show that they have the knowledge and resources to control the event, and must undertake to keep numbers within the safe capacity of the room. A method of controlling numbers must be declared in the risk assessment.

Emergencies

Organisers must be aware of emergency evacuation routes and assembly points, and must ensure that these are communicated to participants during or at the start of the event.

Emergency planning must take account of disabled participants.

Catering

It is expected that all events will use the School's catering service for any food or hot beverages served.

Caterers and food suppliers other than those employed by the School do not have access to School kitchens or related facilities. External caterers must produce Food Hygiene and Public Liability Insurance certificates.

The intention to serve alcohol must be declared upon application and detailed in the risk assessment. Alcohol service may be refused for licensing reasons or on health and safety or public order grounds. Event organisers may apply to provide their own alcoholic drinks in exchange for a corkage fee.

Accessibility

As part of the commitment to equality and diversity, event organisers must plan for accessibility at every stage.



Unacceptable conduct

- Conduct which disrupts the teaching, study, research or administration of the School.
- Conduct which obstructs any staff member or student of the School in the performance of his or her duties.
- Conduct which endangers the safety of, or injures the person of, any staff member, student or visitor School.

If serious damage, expense or disruption results from disregard of this Policy, organisers may be refused permission to run further events. Additionally, if any such actions involve breaches of the law the School authorities will be ready to give such assistance to the prosecuting authorities as may be required.

Hire of venues to outside organisations

As a commercial transaction, venue hire does not imply endorsement of the client organisation, but it can and will be perceived as at least acknowledging its legitimacy and its right to pursue its aims. Certain ethical and legal considerations should therefore be borne in mind when taking venue bookings.

A hire form must be completed and copies of Insurances obtained.

Hire agreements will be created by the Events Coordinators in the enterprise for each event.

External hirers are required to agree to all the terms and conditions set out in Appendix 2 of this document. This relates to their responsibilities, use of the School's name and image, the reputation of the School, health and safety, conduct of the event, security and payment terms.

Additional conditions may be imposed depending on the nature of the event and the venue to be used.

A named member of the client organisation must take responsibility for the legal and safe conduct of the event, for all liaisons with the School including provision of all information requested, and for any damage or loss caused to School property including buildings and equipment.

The sole responsibility for ensuring compliance with the law rests with the organisation concerned and the School can accept no responsibility whatsoever for any breaches that may occur.

External bodies using School facilities free of charge

All terms and conditions relating to the hire of the facilities still apply and a hire form must be completed.

Appendix 1: Event Definition

It is important to recognise the many different types of events are operated throughout the school and those that require expert assistance and prior authorisation must be identified.

Definition

Event

- Requires the booking of a venue in which to meet
- Has specific objectives leading to an outcome that can be predetermined, planned and executed
- Requires promotion beyond standard communication channels such as email and telephone
- Requires the planning of a number of managed service facilities such as Catering, Cleaning, Estates and IT.
- Requires knowledge of the school experts in First Aid, Health & Safety, Licencing and Insurance.
- Requires the specific attention of staff to project manage the various elements
- Involves significant numbers of participants, often external to the school

By comparison, a meeting / routine gathering does not encompass all the characteristics of an event, but does include some.

Appendix 2: Terms and Conditions for external hire/external bookings

The following terms and conditions apply to all venue hire agreements between Leweston School and a hirer not affiliated to the School.

Additional conditions may apply to individual venues.

Organiser's responsibilities

- The Organiser (as named on the hire form) is the responsible person for Health and
- Safety matters, including risk assessments, relating to the event, and must be present at the event. This responsibility may be delegated to a third party, who must be present at the event. The name of the person responsible for Health and Safety, if not the Organiser, must be notified to the Bursar or Commercial and Events Manager at least 3 days prior to the event; otherwise, the Organiser will be assumed to be responsible.
- The Organiser or Named Person must inform the Commercial and Events Manager of any accessibility requirements for their attendees with at least seven days' notice
- The Organiser or Named Person is responsible for any damage caused to the premises or the furnishings and equipment therein by the wilful act or default of the Organiser or guest of the Organiser. The Organiser shall pay to the School, on demand, the amount required to make good or remedy any such damage. This includes damage to walls caused by posters etc.
- Except as otherwise agreed in advance, the organiser is expected to return the venue to its state prior to the event. In the case of ongoing (e.g. weekly) hire of a venue, equipment, notices etc. must not be left in the venue between meetings, unless with the prior agreement of the School.



- Where internet access is provided via the School's own network, the Organiser or Named Person is responsible for use of the Internet by speakers and delegates, who must observe the School's 'Acceptable Use Policy' as well as applicable legislation including, but not limited to, that on copyright, defamation, obscenity and the prevention of terrorism. The school is solely responsible for issuing usernames to delegates and for drawing their attention to the Acceptable Use Policy. Commercial use of the School's Internet service is prohibited.
- Organisers **must** notify the School at the time of booking if alcohol or entertainments are to be provided as part of an event in order that the Commercial and Events Manager is happy the school is covered in all aspects. Alcohol available to sell must be approved by the Commercial and Events Manager.
- **Minors:** if any persons under the age of 18 are to attend the event, the named person is responsible for their supervision and safety, and for the suitability (including DBS checks) of the adults in charge of them.

Use of the School's name and image

- You may not use the logo of Leweston School or imitate its visual identity on any publicity materials without the prior written consent of the School.
- Publicity material for the event may not claim or imply the support or endorsement by the School of the event, or of any organisation or individual, or of the aims or policies of any organisation or individual, nor may they claim or imply any relationship between the School and the event other than as a venue.
- If an event includes training or tuition of any kind, you may not claim or imply that the training or tuition is endorsed or accredited by the school where no such accreditation exists.

Reputation of Leweston School

- The School reserves the right to refuse any booking which, in its sole opinion, may bring the school into disrepute or lower its academic standing.
- We reserve the right to decline bookings from organisations offering training or instruction which, in the sole opinion of the School, duplicates, conflicts with or tends to undermine any teaching conducted by the School.
- You must disclose in full the nature and purpose of the event at the time of booking. If you fail to disclose facts which would have caused the booking to be refused, the School reserves the right to cancel the booking unilaterally and without compensation.

Health and Safety

- Events are not allowed to exceed the seating capacity of the rooms.
- Fire exits and fire-related equipment must be kept clear and visible at all times.
- Leweston School operates a no smoking policy throughout its campus. Smoking is prohibited both in buildings and on surrounding land within the campus perimeter.
- Organisers of events are responsible for ensuring that all delegates comply with this requirement and are informed of the policy requirements prior to attending the event and during pre-event

announcements. Naked flames and the burning of candles, incense or similar require prior approval from the Commercial and Events Manager.

- Risk Assessments and insurance details will be required from all hirers.

Conduct of the event

- The use of external caterers is only permitted in specific circumstances and organisers may not supply their own food for events without prior consent.
- Audio-visual equipment is to be used only as directed or as agreed with the IT Manager. If, without permission, you or your event participants install, remove, move, rewire or reconfigure any equipment, or if you install, uninstall or reconfigure any software, you will be charged for staff time to correct what has occurred and for any losses incurred by the School directly or indirectly as a result of the actions.
- The sole responsibility for ensuring compliance with the law rests with the organisation concerned and the School can accept no responsibility whatsoever for any breaches that may occur.

Security

Leweston School accepts no responsibility for the property of customers and guests attending events. Valuables should be kept on the person at all times. It is the responsibility of the Organiser or Named Person to communicate this clause to their event attendees.

Payment Terms

An invoice address must be detailed on the hire form. For all event bookings a deposit must be paid with the return of the booking agreement 3 weeks before the event. The full balance is due 30 days after the event date. All payments must be by cheque made payable to “Leweston Enterprises” or via BCAS details. For bookings made more than 12 months in advance, prices offered at the time of the original booking may be subject to change.

Author: Bursar

Last Review: August 2022

Next Review: August 2023



6.17 REMISSIONS POLICY

Introduction

The Schools' policy is to remit fees for some pupils in the following cases:

- Following competitive Scholarship procedures as published by the Schools from time to time;
- By Bursary to the Parents of existing pupils facing hardship and on completion of a Means Test Form;
- By lump sum payment discount;
- By staff discount to established staff at the Schools and at Sherborne Schools;
- By sibling discount;
- Discretionary Forces Discount

Objectives

Whether by Scholarship, Bursary or any other method, remissions are agreed and awarded with one or more of the following objectives in view:

- To maintain educational standards through the admission and retention of able pupils;
- To provide financial support to those that are in real need;
- To promote the School both locally and nationally;
- To assist recruitment of adequate pupil numbers provided that additional staffing costs are not incurred.

Allocation of Monies

The overall remissions target, expressed as a percentage of fee income, is decided by the Bursary Committee which will normally include the Heads, Bursar and a member of the Governing Body.

Scholarships

The Heads will award these following established procedures as published annually (see Scholarship documentation for details). The amount allocated for Scholarships may be up to 20% of day fees, unless otherwise specified.

Sibling Discounts.

These are awarded by the Heads, in agreement with the Bursar as follows:

- Sibling discount comes into effect from the point that Early Years Funding finishes.
- Two children attending, the eldest child receives 5% discount
- Three children attending, the eldest child receives 10% and the second child receives 5% discount.
- Four children attending, the eldest child receives 15%, the second child receives 10% and the third child receives 5% discount.
- More than four and the maximum discount is capped at 15%.

- Blended families living in the same home and with one parent paying fees for all the children, sibling discount applies.

Staff Discounts and Sherborne School Grants

These are awarded by the Heads, in agreement with the Bursar as each case requires. The maximum staff discount that can be applied is 50% pro-rated. Sherborne Schools receive a reciprocal 50% staff discount and 'local schools' (at Heads discretion) receive a 30% staff discount.

Staff Discount and Sherborne School discount is applied on the remaining balance after all Early Years Funding has been deducted.

Nursery

Nursery Remissions (Effective from 01.01.2021)

The maximum discretionary staff discount that can be applied is 20% (pro rata for part time staff).

Staff Discount is applied on the remaining balance after all Early Years Funding has been deducted.

Bursaries Lump Sum

The Bursar and Heads are answerable in the first instance to a Remissions Sub-committee of the Governing Body for remissions agreed (within the overall target figure) under Para 1.2 and 1.3 above. The Chairman of the F&GPC, or his nominee, is a member of this committee.

Bursaries are based upon Day fees and are for Senior School only. All remissions cumulatively can total no more than 50%.

Author: School Accountant

Last Review: August 2022

Next Review: August 2023



6.18 DATA PROTECTION POLICY

Introduction

You must read this policy because it gives important information about:

- the data protection principles with which the School must comply;
- what is meant by personal information and sensitive personal information;
- how we gather, use and (ultimately) delete personal information and sensitive personal information in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- individuals' rights and obligations in relation to data protection; and
- the consequences of failure to comply with this policy.

General information

Leweston School ("the School") obtains, keeps and uses personal information (also referred to as data) about parents and family members, pupils, alumni, visitors, suppliers, job applicants, employees, casual workers, contractors, governors and volunteers for a number specific lawful purposes, as set out in the School's privacy notices.

This policy sets out how we comply with our data protection obligations and seek to protect personal information relating to individuals. Its purpose is also to ensure that staff understand and comply with the rules governing the collection, use and deletion of all personal information to which they may have access in the course of their work.

We are committed to complying with our data protection obligations, and to being concise, clear and transparent about how we obtain and use personal information and how (and when) we delete that information once it is no longer required.

The Privacy Officer is responsible for data protection compliance within the School. If you have any questions or comments about the content of this policy or if you need further information, you should contact the Privacy Officer by email at privacy@leweston.dorset.sch.uk, by telephone on 01963 211007 or by post at Privacy Officer, Leweston School, Sherborne, Dorset DT9 6EN.

Scope

This policy applies to all processing by the School of the personal information of individuals.

Staff should refer to the School's privacy notices and, where appropriate, to our other relevant policies including in relation to IT and communications systems which contain further information regarding the protection of personal information in those contexts.

We will review and update this policy periodically in accordance with our data protection obligations. It does not form part of any staff member's contract of employment or terms of engagement and we may amend, update or supplement it from time to time. We will circulate any new or modified policy to staff when it is adopted.

Definitions

"**criminal records information**" means personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures;

"**data breach**" means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information;

"**personal information**" (sometimes known as personal data) means information relating to an individual who can be identified (directly or indirectly) from that information;

"**processing personal information**" means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with it;

"**pseudonymised**" means the process by which personal information is processed in such a way that it cannot be used to identify an individual without the use of additional information, which is kept separately and subject to technical and organisational measures to ensure that the personal information cannot be attributed to an identifiable individual;

"**sensitive personal information**" (sometimes known as 'special categories of personal data', 'special category data' or 'sensitive personal data') means personal information about an individual's race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetics information, biometric information (where used to identify an individual) and information concerning an individual's health, sex life or sexual orientation.

Data protection principles

The School will comply with the following data protection principles when processing personal information:

- we will process personal information lawfully, fairly and in a transparent manner;
- we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
- we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
- we will keep personal information accurate and up to date and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
- we will keep personal information for no longer than is necessary for the purposes for which the information is processed; and
- we will take appropriate technical and organisational measures to ensure that personal information is kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.



Basis for processing personal information

In relation to any processing activity we will, before the processing starts for the first time (if it has not already started), and then regularly while it continues:

- review the purposes of the particular processing activity, and select the most appropriate lawful basis (or bases) for that processing, i.e.:
 - that the individual has consented to the processing;
 - that the processing is necessary for the performance of a contract to which the individual is party or in order to take steps at the request of the individual prior to entering into a contract;
 - that the processing is necessary for compliance with a legal obligation to which the School is subject;
 - that the processing is necessary for the protection of the vital interests of the individual or another natural person;
 - that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority; or
 - that the processing is necessary for the purposes of legitimate interests of the School or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the individual - see clause 0 below.
- except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
- document our decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;
- include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notices;
- where sensitive personal information is processed, also identify a condition for processing that information (see paragraph 0 below), and document it; and
- where criminal offence information is processed, also identify a lawful condition for processing that information (see paragraph 2 below), and document it.

When determining whether the School's legitimate interests are the most appropriate basis for lawful processing, we will:

- conduct a legitimate interests assessment (LIA) and keep a record of it, to ensure that we can justify our decision;
- if the LIA identifies a significant privacy impact, consider whether we also need to conduct a data protection impact assessment (DPIA);
- keep the LIA under review, and repeat it if circumstances change; and
- include information about our legitimate interests in our relevant privacy notices.

Sensitive personal information

The School may from time to time need to process sensitive personal information.

We will only process sensitive personal information if:

- we have a lawful basis for doing so as set out in paragraph 7 above, e.g. it is necessary for the performance of a contract, to comply with the School's legal obligations or for the purposes of the School's legitimate interests; and
 - one of the conditions for processing sensitive personal information applies, e.g.:
 - the individual has given explicit consent;
 - the processing is necessary for the purposes of exercising the employment law rights or obligations of the School or the individual;
 - the processing is necessary to protect the individual's vital interests, and the individual is physically incapable of giving consent;
 - processing relates to personal information which is manifestly made public by the individual;
 - the processing is necessary for the establishment, exercise or defence of legal claims; or
 - the processing is necessary for reasons of substantial public interest.

The School's privacy notices set out the types of sensitive personal information that the School processes, what it is used for and the lawful basis for the processing.

Before processing any sensitive personal information of a type or for a purpose not referred to in the School's relevant privacy notice, staff must notify the Privacy Officer of the proposed processing, in order that the Privacy Officer may assess whether the processing complies with the criteria noted above.

Processing of sensitive personal information of a type or for a purpose not referred to in the School's privacy notices will not occur until:

- the assessment referred to in paragraph 6 has taken place; and
- the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.

The School will not carry out automated decision-making (including profiling) based on any individual's sensitive personal information.

In relation to sensitive personal information, the School's procedures to ensure compliance with the data protection principles set out in paragraph 6 above include the following, set out in paragraphs 6 to 6 below.

Parents and other family members

In the course of providing educational services to pupils at the School, we may process sensitive personal information about parents of pupils or other family members, their family, family relationships and family circumstances in order:

- To comply with our safeguarding obligations to protect the welfare and well-being of pupils at the School
- To deal with complaints
- To meet parents' and family members' dietary requirements and make reasonable adjustments for any disability they may have



- To ensure the School site is safe
- For the ongoing administration of the School including management planning and forecasting, research and statistical analysis and as required to meet our legal and regulatory obligations.

Pupils

During the registration and admission process: we will process health information and disability status for the purpose of:

- To administer our registration and admissions processes
- To assess our ability to provide pupils with an education and to meet their health and special educational needs, to ensure pupils' safety, health and wellbeing and provide appropriate care and support including pastoral and medical care and treatment where necessary
- To assess our ability to meet their dietary requirements and make reasonable adjustments for any disability they may have and
- to meet our legal and regulatory obligations.

Whilst providing educational services: we will process:

- Information about pupils' health and information contained in Health and Care Plans or Statements of Special Educational Needs for the purposes of:
 - monitoring attendance
 - providing pupils with an education including through the use of online educational platforms, monitoring progress and needs (including special educational needs), participation in internal and external examinations and extra-curricular activities, School trips and work experience
 - To ensure pupils' safety, health and wellbeing and provide appropriate care and support including pastoral and medical care and treatment where necessary
 - To meet their dietary requirements and make reasonable adjustments for any disability they may have
 - For the ongoing administration of the School and as required to meet our legal and regulatory obligations
- Racial and ethnic origin and religious beliefs in order to meet their dietary requirements, to ensure their wellbeing and provide appropriate support including pastoral care.

Staff

During the recruitment process: we do not (except where the law permits otherwise):

- Ask for sensitive personal information e.g. relating to race or ethnic origin, trade union membership and health during the short-listing, interview or decision-making stages;
- if sensitive personal information is volunteered, no record is kept of it and any reference to it is immediately deleted or redacted;

- any completed equal opportunities monitoring form is kept separate from the individual's application form, and will not be seen by the person shortlisting, interviewing or making the recruitment decision;
- 'right to work' checks are carried out before an offer of employment is made unconditional, and not during the earlier short-listing, interview or decision-making stages;
- we will only ask health questions once an offer of employment has been made.

During employment: we will process:

- health information and disability status for the purposes of administering sick pay, assessing fitness to work, providing workplace adjustments, keeping sickness absence records, monitoring staff attendance and facilitating employment-related health and sickness benefits;
- information about physical health in order to monitor and retain records of accidents or incidents;
- details of relationships (which may include information about sexual orientation) for the purposes of administering family-related leave;
- sensitive personal information for the purposes of equal opportunities monitoring reporting; and

Staff members are required to take particular care in relation to their processing of sensitive personal information.

All sensitive personal information must be retained and disposed of in accordance with the School's specified retention periods.

Criminal records information

We process criminal records information about employees, temporary and agency workers and contractors to comply with our legal obligations. We may also process criminal records information about pupils, parents or family members:

- To comply with our safeguarding obligations to protect the welfare and well-being of pupils at the School
- To deal with complaints
- To ensure the School site is safe
- For the ongoing administration of the School including management planning and forecasting, research and statistical analysis and as required to meet our legal and regulatory obligations.

We will only process criminal records information if:

- we have a lawful basis for doing so as set out in paragraph 7 above, e.g. to comply with the School's legal obligations or where it is necessary for the purposes of the School's legitimate interests; and
- one of the conditions for processing criminal records information in the UK General Data Protection Act (GDPR) Article 9 or DPA, Schedule 1 applies, e.g.:
 - the individual has given explicit consent;
 - the processing is necessary for the purposes of exercising the employment law rights or obligations of the School or the individual;



- the processing relates to personal information which is manifestly made public by the individual;
- the processing is necessary for the establishment, exercise or defence of legal claims; or
- the processing is necessary for reasons of substantial public interest.

The School's privacy notices describe the School's processing of criminal records information, what it is used for and the lawful basis for the processing.

Before processing any criminal records information for a purpose not referred to in the School's relevant privacy notice, staff must notify the Privacy Officer of the proposed processing, in order that the Privacy Officer may assess whether the processing complies with the criteria noted above.

Processing of criminal records information for a purpose not referred to in the School's privacy notices will not occur until:

- the assessment referred to in paragraph 0 has taken place; and
- the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.

The School will not carry out automated decision-making based on any individual's criminal records information.

Staff members are required to take particular care in relation to their processing of criminal records information.

All criminal records information must be retained and disposed of in accordance with the School's specified retention periods.

Data protection impact assessments (DPIAs)

Where processing is likely to result in a high risk to an individual's data protection rights (e.g. where the School is planning to use a new form of technology), we will, where necessary and before commencing the processing, carry out a DPIA to assess:

- whether the processing is necessary and proportionate in relation to its purpose;
- the risks to individuals; and
- what measures can be put in place to address those risks and protect personal information.

Before any new form of technology is introduced, the manager responsible should therefore contact the Privacy Officer to assess whether a DPIA is required.

During the course of any DPIA, the School will seek the advice of the Privacy Officer and, where appropriate, the views of affected individuals.

Documentation and records

We will keep written records of processing activities to the extent required by data protection law, including:

- the name and details of the School (and where applicable, of other controllers, the School's representative and relevant DPOs);
- the purposes of the processing;
- a description of the categories of individuals and categories of personal information;
- categories of recipients of personal information;
- where relevant, details of transfers to third countries, including documentation of the transfer mechanism safeguards in place;
- where possible, specified retention periods; and
- where possible, a description of technical and organisational security measures.

As part of our record of processing activities we document, or link to documentation, on:

- information required for privacy notices;
- records of consent;
- controller-processor contracts;
- the location of personal information;
- DPIAs; and
- records of data breaches.

If we process sensitive personal information or criminal records information, we will keep written records of:

- the relevant purpose(s) for which the processing takes place, including (where required) why it is necessary for that purpose;
- the lawful basis and condition for our processing; and
- whether we retain and erase the personal information in accordance with our policy document and, if not, the reasons for not following our policy.

We will conduct regular reviews of the personal information we process and update our documentation accordingly. This may include:

- updating our information audits to find out what personal information the School holds;
- distributing questionnaires and talking to staff across the School to get a more complete picture of our processing activities; and
- reviewing our policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.

We document our processing activities in electronic form so we can add, remove and amend information easily.

Privacy notice

The School will issue privacy notices from time to time, informing individuals about the personal information that we collect and hold relating to them, how they can expect their personal information to be used and for what purposes.



We will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

Individual rights

Individuals have the following rights in relation to their personal information:

- to be informed about how, why and on what basis that information is processed - see the School's privacy notices;
- to obtain confirmation that their information is being processed and to obtain access to it and certain other information, by making a subject access request;
- to have personal information corrected if it is inaccurate or incomplete;
- to have personal information erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as 'the right to be forgotten');
- to restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but they do not want the data to be erased), or where the School no longer needs the personal information but the individual requires the personal information to establish, exercise or defend a legal claim; and
- to restrict the processing of personal information temporarily where they do not think it is accurate (and the School is verifying whether it is accurate), or where they have objected to the processing (and the School is considering whether its legitimate grounds override the individual's interests).

1.1 Individuals wishing to exercise any of the rights in paragraphs 2 to 7 should contact the Privacy Officer.

Individual obligations

Individuals are responsible for helping the School keep their personal information up to date. They should let the HR Manager know if the information they have provided to the School changes, for example if they move house or change details of the bank or building society account to which they are paid.

Some staff members will have access to the personal information of individuals in the course of their employment or engagement. If so, the School expects them to help meet its data protection obligations to those individuals.

Staff members who have access to personal information must:

- only access the personal information that they have authority to access, and only for authorised purposes;
- only allow individuals who are not staff to access personal information with specific authority to do so from the Privacy Officer;
- keep personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions communicated by the School);
- not remove personal information, or devices containing personal information (or which can be used to access it), from the School's premises unless appropriate security measures are in place

(such as pseudonymisation, encryption or password protection) to secure the information and the device; and

- not store personal information on local drives or on personal devices that are used for work purposes.

Staff should contact the Privacy Officer if they are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):

- processing of personal information without a lawful basis for its processing or, in the case of sensitive personal information or criminal records information, without one of the conditions in paragraph 0 or 7 being met;
- any data breach as set out in paragraph 1.2 below;
- access to personal information without the proper authorisation;
- personal information not kept or deleted securely;
- removal of personal information, or devices containing personal information (or which can be used to access it), from the School's premises without appropriate security measures being in place;
- any other breach of this policy or of any of the data protection principles set out in paragraph 0 above.

Information security

The School will use appropriate technical and organisational measures to keep personal information secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. These may include:

- making sure that, where possible, personal information is pseudonymised or encrypted;
- ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- ensuring that, in the event of a physical or technical incident, availability and access to personal information can be restored in a timely manner; and
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

Where the School uses external organisations to process personal information on its behalf (so that those organisations are processors as defined in applicable data protection laws), additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal information. In particular, contracts with external organisations must provide that:

- the organisation may act only on the written instructions of the School;
- those processing the data are subject to a duty of confidence;
- appropriate measures are taken to ensure the security of processing;
- sub-processors are only engaged with the prior consent of the School and under a written contract;
- the organisation will assist the School in providing subject access and allowing individuals to exercise their rights in relation to data protection;



- the organisation will assist the School in meeting its obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments;
- the organisation will delete or return all personal information to the School as requested at the end of the contract; and
- the organisation will submit to audits and inspections, provide the School with whatever information it needs to ensure that they are both meeting their data protection obligations, and tell the School immediately if it is asked to do something infringing data protection law.

Before any new agreement involving the processing of personal information by an external organisation is entered into, or an existing agreement is altered, the relevant staff must seek approval of its terms by the Privacy Officer.

Storage and retention of personal information

Personal information (and sensitive personal information and criminal records information) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances, including the reasons why the personal information was obtained. Staff should adhere to the School's specified retention periods, or the criteria that should be used to determine them. Where there is any uncertainty, staff should consult the Privacy Officer.

Personal information (and sensitive personal information and criminal records information) that is no longer required will be deleted permanently from our information systems and any hard copies will be destroyed securely.

Data breaches

1.2 A data breach may take many different forms, for example:

- loss or theft of data or equipment on which personal information is stored;
- unauthorised access to or use of personal information either by a member of staff or third party;
- loss of data resulting from an equipment or systems (including hardware and software) failure;
- human error, such as accidental deletion or alteration of data;
- unforeseen circumstances, such as a fire or flood;
- deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
- 'blagging' offences, where information is obtained by deceiving the organisation which holds it.

The School will:

- make the required report of a data breach to the Information Commissioner's Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
- notify the affected individuals if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

International transfers

The School does not usually transfer personal information outside the UK or to international organisations, although there are some exceptions which are set out in our privacy notices. International transfers will be made only if either:

- the individual has consented to the transfer;
- the recipient country or organisation is designated as having an adequate level of protection;
- the organisation receiving the information has provided adequate safeguards; or
- the transfer is permitted by a specific derogation.

Training

The School will ensure that staff are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal information, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

Consequences of failing to comply

The School takes compliance with this policy very seriously. Failure to comply with the policy:

- puts at risk the individuals whose personal information is being processed; and
- carries the risk of significant civil and criminal sanctions for the individual and the School; and
- may, in some circumstances, amount to a criminal offence by the individual.

Because of the importance of this policy, an employee's failure to comply with any requirement of it may lead to disciplinary action under the School's disciplinary procedure and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract terminated with immediate effect.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the Privacy Officer.

Author: Bursar

Last Review: August 2022

Next Review: August 2023



6.21 PRIVACY NOTICE FOR PARENTS, PUPILS AND OTHERS

Introduction

We take your privacy very seriously. Please read this Privacy Notice carefully as it contains important information on who we are, how and why we collect, store, use and share ("process") personal information, your rights in relation to your personal information and how to contact us and supervisory authorities in the event you have a complaint.

When we process your personal information, we are subject to the UK General Data Protection Regulation (UK GDPR). Personal information is information that identifies you as an individual and relates to you, for example, your contact details, financial information, exam results, photos and images captured by CCTV.

The personal information we process about you varies according to who you are. For that reason we have distinguished between the personal information we process about parents and family members, pupils, alumni, visitors, suppliers and job applicants. Please be sure to read the sections of the Privacy Notice which apply to you.

Who we are

Leweston School ("the School") is an independent school and a registered charity (number 295175) located at Leweston School, Sherborne, Dorset DT9 6EN. The School is administered by its corporate trustee, Leweston School Trust (company number 2041443), of the same address.

The personal information we collect and use

In the course of running the School and delivering educational services we may collect and use the following personal information about you.

Parents¹ and other family members

- Names, addresses, telephone numbers, e-mail addresses and other contact details for parents and next of kin
- Information verifying your identity
- Information about the vehicles of those using our car parking facilities
- Information about members of your family, your family relationships and family circumstances
- Information about court orders or criminal petitions which relate to you
- Information relevant to any complaint made to the School which involves you or your child
- CCTV images of you taken on the School premises and images of you attending School events
- Bank details and other financial information

¹ 'Parents' includes all those with parental responsibility for a pupil of the School. It also includes current and prospective parents of a pupil of the School.

- Information about your financial background. Some of this information may come from third parties such as credit reference agencies or your child's previous schools or publicly available sources such as Companies House
- Other information provided by you on registration and admissions forms or by your child's previous schools or the local authority
- Health information that you give us or that we receive from third parties such as the local authority or health professionals.

Pupils²

- Information verifying your identity including, in the case of international students, copy passports or other evidence of your right to study in the UK
- Information provided about you on registration and admissions forms (such as name, contact details, disabilities, difficulties with work, hobbies and interests, medical information and family circumstances) or by your previous schools (such as achievements and difficulties) or by pupils, teachers and others during the course of your education at the School
- Pupil references given or received by the School and information provided by other educational establishments and/or other professionals or organisations working with pupils or the local authority
- Information about your health or disabilities and information from you, your parents, doctors and other professionals, including personal care information (where appropriate)
- Ethnicity, religion, country of birth and mother tongue
- Information contained in Education, Health and Care Plans or Statements of Special Educational Needs
- Your date of birth
- Information in your academic, disciplinary, admissions and attendance records (including reasons for absences)
- National curriculum assessment results, examination scripts and marks (including assessment, tracking and progress information)
- Information about you which is relevant to any complaint made to the School which involves you
- Information about court orders or criminal petitions which relate to you or your family
- Information relating to your use of email, the internet and mobile electronic devices (including where appropriate its content). For more information please refer to the School's IT Acceptable Use Policy available on the School Portal
- CCTV images taken on the School premises and images of you used for identity purposes or of you engaging in School activities. For more information please see the School's policy on the taking, storing and using images of children.

² 'Pupils' includes current and prospective pupils of the School.



Alumni³

- Names, addresses, telephone numbers, e-mail addresses and other contact details
- The dates when you attended or worked at the School
- Information about your interests and achievements as a pupil
- Information about your further education and/or employment
- Your involvement with us, for example, whether you participate in the School's organisation, events and activities, including volunteering.

Visitors

- Names and contact details
- Information about the vehicles of those using our car parking facilities
- Purpose of visit and name of person visited.

Suppliers

- Your name, contact information (including email address, telephone and fax numbers and postal address), job title and employer organisation
- Information to enable us to check and verify your identity
- Your billing, transaction and payment information
- Information to enable us to undertake credit or other financial checks on you.

Job applicants

- Your name, contact information (including email address, telephone and fax numbers and postal address)
- Details contained in your curriculum vitae, qualifications and references
- Other personal information provided by you.

How we use your personal information

Our primary reasons for using your personal information are to facilitate the provision of educational services, to safeguard and promote the welfare of pupils and for the administration of the School. These include the more specific reasons below.

Parents

- To contact and communicate with you or next of kin
- To consider your child's application for admission and to confirm your identity
- To provide appropriate care and support to your child
- To comply with our safeguarding obligations to protect the welfare and well-being of your child and other pupils at the School

³ Alumni means those individuals who have been enrolled as Old Antonians.

- To deal with complaints
- To ensure that we share information with you appropriately and lawfully
- To ensure the School site is safe
- To promote the School internally on display boards and externally in our publications, on social media , on our website and in the press
- To facilitate administration of fees and other expenses
- To assess your ability to pay our fees and any application for deferment of fees or a bursary and to recover unpaid fees
- To meet your dietary requirements and make reasonable adjustments for any disability you may have
- To provide prospective schools with information about outstanding fees and payment history
- For the ongoing administration of the School including management planning and forecasting, research and statistical analysis and as required to meet our legal and regulatory obligations.

Pupils

- To verify your identity
- To administer our registration and admissions processes
- To provide you with an education including through use of online educational platforms, monitoring progress and needs (including special educational needs), participation in internal and external examinations and extra-curricular activities, School trips and work experience
- To provide careers advice
- To ensure your and other pupils' safety, health and wellbeing and provide appropriate care and support including pastoral and medical care and treatment where necessary
- To promote proper behaviour of pupils and deal with complaints and disciplinary matters
- To monitor your use of technology to ensure it is responsible and safe
- To promote the School internally on display boards and externally in our publications, on social media, on our website and in the press including by publication of exam results or pupil achievements
- To promote pupil, site and IT safety
- To ensure that we share information with your parents appropriately and lawfully
- To meet your dietary requirements and make reasonable adjustments for any disability you may have
- To provide prospective schools or employers with references
- For the ongoing administration of the School including management planning and forecasting, research and statistical analysis and as required to meet our legal and regulatory obligations
- To comply with our obligations regarding the right of overseas pupils to study in the UK.

Alumni

- To maintain relationships between alumni and the School
- To keep you updated about the activities of the School and other alumni, including by sending updates and newsletters by post and email



- To encourage and administer your involvement with the School including in relation to the School's organisation, events, activities and volunteering
- To meet your dietary requirements and make reasonable adjustments for any disability you may have when you attend School events.

Visitors

- To administer your visits to the School and ensure site, pupil and staff security.

Suppliers

- To enter into and administer our contracts for the supply of goods and services from you
- To verify your identity and undertake credit or other financial checks on you
- To administer payments to you.

Job applicants

- To communicate with you in relation to job roles
- To verify your identity, qualifications and experience
- To assess your suitability for job roles.

Who we share your personal information with

The third parties with whom we may share your personal information include the following.

- Local authorities and the Department for Education in accordance with our legal obligations, for example regarding registration, attendance, safeguarding or educational and health needs
- The Independent Schools Inspectorate in relation to their inspections
- Law enforcement bodies for safeguarding purposes, the prevention and investigation of crime and the prosecution of offenders
- Other emergency services and/or the Health and Safety Executive if there is an emergency or incident at the School
- Suppliers of healthcare and social care
- Consultants, experts, other advisers and suppliers who assist the School in fulfilling its educational, administrative and operational purposes. These include our legal advisers, accountants, IT consultants, third party cloud computing services, online educational platforms, bursary application consultants and debt recovery agents
- UK visas and immigration division of the Home Office regarding a pupil's right to study in the UK if they are not of British nationality
- The Charity Commission where required, for example, if a serious incident has occurred
- Our insurers, for example where there is a potential claim on our insurance policy
- Former or prospective schools or educational establishments, for example, in relation to the offer of a place, exam results, academic and behavioural records, safeguarding issues, references, outstanding fees and payment history
- Examination boards when pupils take public examinations

- Parents, in relation to information about pupils, subject to their entitlement to such information
- Suppliers and other third parties in relation to extra-curricular activities and School trips
- For overseas pupils whose parents live overseas, any appointed guardian, subject to their being entitled to such information
- Any agent appointed to act on behalf of parents who are based overseas
- As necessary to comply with legal or regulatory obligations
- In relation to promotional material with the School community (parents, pupils, staff, governors and alumni).

We will only share personal information when we have a good reason to do so.

Whether information has to be provided by you, and if so why

The provision of your personal information is necessary to enable us to deliver education and related services. If you object to the provision of certain information, we will inform you if it is mandatory. This may be because we need the information to meet a legal obligation, it is required under the Parent Contract or we cannot provide a service without it.

Reasons we can collect and use your personal information

We rely on a number of different lawful bases when we collect and use your personal information.

Contract: this allows us to process personal information where necessary for the performance of a contract to which you are a party (or intend to become a party), such as the Parent Contract or a contract with a supplier.

Legal obligation: this allows us to process personal information where necessary to comply with a legal or regulatory obligation to which we are subject, such as to report a safeguarding concern, to comply with a court order or to provide information to a branch of local or central government.

Vital interests: this allows us to process personal information on those very rare occasions where it is necessary to protect you or someone else from risk of death or serious injury.

Public task: this allows us to process personal information where necessary for the performance of a specific task which is in the public interest and set out in law, such as the provision of education or safeguarding.

Consent: in limited circumstances, we will not process your personal information without your prior consent, for example, where we use images of pupils for promotional purposes. You can withdraw your consent at any time by contacting our Privacy Officer using the contact details at the end of this notice. Any use of your personal information before you withdraw consent remains valid.

Legitimate interests: this allows us to process personal information where necessary for our or another person's legitimate interests except where your privacy interests outweigh these legitimate interests. We rely on this lawful basis for a large part of our processing activities and the legitimate interests which we have identified include the following.



- Providing educational services, extra-curricular activities, School trips, and pastoral and medical care to pupils
- Facilitating the efficient management and operation of the School including by historical and other research and statistical analysis
- Promoting pupils' proper behaviour and dealing with complaints
- Administering pupil registration and admission
- Safeguarding and promoting the welfare of pupils and staff
- Promoting the objects and interests of the School, including through promotional publications and an alumni organisation
- Ensuring site, pupil, staff and IT security and the effective operation of our systems and network
- Using your information in connection with legal disputes, for example if you make a claim against the School
- Protecting the School's reputation
- Ensuring that all relevant legal obligations of the School are complied with, for example in relation to inspections and reporting to the local authority
- The administration of School or alumni events
- Complying with our contractual obligations where you are not a party to the contract
- Exchanging information with other schools, educational institutions and employers.
- We may rely on more than one lawful basis for many of our processing activities.

How long your personal information will be kept

We will not retain your personal information for longer than necessary for the purposes set out in this notice. It follows that our retention periods will vary depending on the type of personal information concerned, for example, CCTV footage will be kept for a much shorter period than pupil files. Our retention periods are generally dictated by the following criteria.

- Statutory requirements
- Department for Education or NHS guidance
- The limitation period within which legal claims may be brought and their duration
- The period within which complaints, challenges and appeals may be brought and their duration
- The period for which your personal information is still being used, for example, to keep you informed about our news and how you can support us or for historical research or statistical purposes.

When it is no longer necessary to retain your personal information, we will delete or anonymise it.

For more detailed information about the School's retention periods please contact the Privacy Officer.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information on our behalf will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Transfer of your information out of the UK

We do not usually transfer your information out of the UK during the course of our general operations. There are some exceptions which include

- Where you ask us to communicate with you overseas, for example, if you are on holiday or live outside the UK
- Where we need to communicate with third parties in relation to a School trip outside the UK
- Where we appoint a non-UK representative to facilitate the admission of non-UK pupils.

We will ensure that any transfers of your personal information outside the UK are made either

- With your consent
- To countries or organisations which are the subject of an EU Commission adequacy decision or a UK adequacy regulation as appropriate
- Subject to an agreement containing the EU's standard contractual clauses or the UK's standard data protection clauses as appropriate or
- Otherwise in compliance with applicable data protection laws.

For more information about the safeguards in place for our transfers of personal information outside the UK, please contact the Privacy Officer.

Your rights

Under applicable data protection laws, you have a number of important rights which you can exercise free of charge. In summary, those include the right to

- Access your personal information and certain other supplementary information that this Privacy Notice is already designed to address
- Require us to correct any mistakes in your information which we hold
- Require the erasure of personal information concerning you in certain situations
- Receive the personal information concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit that information to a third party in certain situations
- Object at any time to processing of personal information concerning you for direct marketing
- Object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- Object in certain other situations to our continued processing of your personal information, for example, where we process personal information on the basis of 'legitimate interest' and
- Otherwise restrict our processing of your personal information in certain circumstances.

For further information on each of those rights, including the circumstances in which they apply, see the Guidance from the UK Information Commissioner's Office (ICO) on individuals' rights under the UK GDPR



available here: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

If you would like to exercise any of these rights, please

- Contact our Privacy Officer
- Let us have enough information to identify you and, where necessary, verify your identity and
- Let us know the information to which your request relates.

In most cases, a pupil's rights can be exercised by a parent. In some circumstances, we may need a pupil's authorisation to respond to a request relating to their information by a parent.

If you would like to unsubscribe from any promotional or marketing communications you receive from us, please contact our Privacy Officer. It may take up to five working days during term time (or until the fifth working day of a new term if notice is received during a holiday period) for any changes to be implemented. Until that point, our continued use of your information will be lawful.

How to complain

We hope that we can quickly and satisfactorily resolve any query or concern you raise about our use of your information. Please contact our Privacy Officer in the first instance.

You also have the right to complain to the Information Commissioner who may be contacted at <https://ico.org.uk/concerns/>. If you live or work outside the UK but within the EU or EEA, you can also complain to your local supervisory authority.

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. Please check it periodically.

How to contact us

Please contact our Privacy Officer if you have any questions about this Privacy Notice or your data protection rights using the following contact information.

- By email at privacy@leweston.dorset.sch.uk
- By telephone on [] or
- By post at Privacy Officer, Leweston School, Sherborne, Dorset DT9 6EN.

Do you need extra help?

If you would like this notice in another format (for example, audio, large print, braille) please contact us (see 'How to contact us' above).

Author: Bursar

Last Review: Aug 2022



LEWESTON
SHERBORNE

Next Review: Aug 2023