



**Risk Management Policies  
June 2023**

## **RISK MANAGEMENT & MISSING PERSON PROCEDURE**

### **BOARDING STANDARDS – NB PART OF SAFEGUARDING MEASURES**

1. Genders separated where possible
2. Bathrooms for girls-only and boys-only use
3. **Staff on duty in house whenever students in the house**
4. Staff/adults to have separate bathrooms from students
5. **Avoid 1:1 time with children in boarding house.** If an issue occurs call for another of member of staff to come and help
6. At no time (unless an absolute emergency) should a member of staff be alone with a student in their room
7. If staff need to enter a student's room, either in an emergency or with two staff present, the door must always be open

### **MEDICAL INCIDENTS**

1. Medical details of all students taken by pastoral staff
2. First aid kits on hand, and first aiders identified
3. Any medical treatment given is logged and reported
4. Any incident requiring hospital treatment immediately reported to DSL, Course Manager and Course Director.

### **SUITCASES**

1. Students responsible for suitcases they bring
2. Staff to avoid heavy lifting particularly those with existing conditions

### **COACH TRAVEL**

1. All to wear seatbelts
2. List of personnel carried by staff and held at office
3. Staff to carry mobile phones and have number of coach company
4. Student to staff ratio is 1:10 minimum

### **ENSURING STUDENTS DO NOT GO MISSING ON A TRIP**

1. Students to have ID tag with mobile number of member of staff
2. Students to stick together in groups of 3 or more

3. Number off regularly
4. Clear instructions for meeting up: time and place
5. Clear procedure to follow if students get separated (FOLLOW MISSING PERSON POLICY BELOW)

#### **THEFT OR LOSS OF PROPERTY**

1. Brief students to look after their belongings
2. To leave expensive items locked in suitcase

#### **FIRE**

1. Fire procedures explained at welcome meeting
2. Fire notices in all rooms
3. Fire drill carried out on day 1 and subsequently as necessary
4. Nominal rolls with all staff at all times
5. Supervisory staff available at all times house is occupied
6. No smoking in houses or use of other ignition sources
7. Nominal roll available by front door
8. Hair dryers/straighteners used in corridors only

#### **MISSING PERSONS**

##### **General Principles**

1. Students should be supervised by staff all the time, particularly young children.
2. When moving between sessions, encourage students to stay in pairs and groups.
3. Students should be briefed as to what is out of bounds e.g. not leaving the school/college premises except where necessary to move between venues.
4. Any student (on senior courses) wanting to leave the course premises must have permission from a member of staff. Students must be in groups of no less than three if they leave the premises. This member of staff must log the time and name of the students. The students must then report back to this member of staff when they return.
5. Regular role calls at key points in the day

##### **If a student seems to have gone missing follow these steps, only progressing to the next step if the student is still missing:**

6. Check with other students and teachers first – when did they last see them.
7. Call the student's phone. The Course Manager will have numbers.
8. Occupy the other students while a few adults search the grounds and boarding house.
9. Contact security to check gates and CCTV
10. Inform the course director/pastoral/course manager/DSL who will call the parents and notify the police if still missing.
11. The DSL will notify the venue staff and premises staff, who will inform the Local Safeguarding Children Board (LSCB) and the Local Authority Designated Officer (LADO)

12. Course staff will cooperate with any police investigation and local authority safeguarding investigation.
13. The Foundation's Trustees will be informed and the course insurers notified.

**Once the situation is resolved:**

14. Check the student is OK
15. Reassure the other students and reiterate the boundaries and guidance to stay in groups.
16. Make a note of everything that happened. (speak to the DSL to help structure the report if necessary)
17. Head of pastoral/course admin to speak to parents to debrief and reassure.
18. Refer any media interest to the Course Director.
19. **ALL INCIDENTS AND CONCERNS MUST BE LOGGED** EITHER IN THE PASTORAL ONLINE LOG OR THE SAFEGUARDING LOG, AS APPROPRIATE. THE LINK TO THESE WILL BE GIVEN TO YOU BEFORE THE COURSE BEGINS.
20. **NB ACCESS TO THE SAFEGUARDING LOG is only given to the DSL, Course Manager, Course Director and the Rods Administrative team. Access to the pastoral log will be given to all course staff.**