



CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 POLICY	1
3.0 GENERAL	3
4.0 APPENDIX 1: OFFSITE RISK ASSESSMENT PROFORMA	4
5.0 APPENDIX 2: JOURNEY ADVICE	5
6.0 APPENDIX 3: JOURNEY FORM	10
7.0 APPENDIX 4: SCHOOL BUSES & VEHICLES RISK ASSESSMENTS.....	12
8.0 APPENDIX 5: PENPICS PROFORMA.....	14

1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the Compliance with Regulations & Legislation Statement.

2.0 POLICY

Risk assessment is a key part of preparing for a school journey/visit. This is particularly important when dealing with pupils with autistic spectrum disorder. Such pupils can have little or no sense of danger and often do not understand what is appropriate and inappropriate in public places.

When a pupil joins Hillingdon Manor School, the class team are responsible for assessing on site and off site risks. The Off Site Risk Assessment (appendix 1) covers out of school trips and visits within a 20 mile radius and is a generalized risk assessment for school trips without any specifically adventurous activities. Before every trip the class team or teams who are taking the pupils out must review the risk assessment for each pupil and look at the advice on trips to see whether it needs adjusting for this particular trip/activity. (Appendix 2). This risk assessment must relate to the individual risk assessment of each individual child in the group. If the place of visit has a risk assessment this will also be attached to the school risk assessment.

The suitability of the whole journey, venue and purpose of the visit must also be scrutinized in relation to risk. It is recommended that the venue has been visited by a lead member of the journey supervisory team prior to the visit. It is also important to telephone prior to the visit to ensure that the venue management is aware that children with disabilities are visiting and when they will be arriving. In addition, it would be useful to explain any particular needs the pupils may have.

There is a specific school journey form (appendix 3) which must be filled in by the team or teams involved. This form must be read and approved by a member of the Senior Management Team who will sign the form only if it complies with health and safety law and takes into account the risks related to individual pupils and the group as a whole.

At the end of the journey form there is a checklist of what needs to be done before the outing. This list is the responsibility of the trip leader.



The minibuses/school cars have an individual risk assessment (appendix 4).

Before every trip, permission must be given by parent/carer for their son/daughter to go on the trip. This is done by letter, which outlines what the trip is about, with a tear off permission slip at the bottom which is returned with the child's name and signed by the parent/carer. These permission slips are attached to the master copy of the journey form which is filed in the school journey's file. If a parent forgets to sign the slip, as a last resort, the parent can give verbal permission to the trip leader, who will record this conversation on the journey form. The form will need to be signed at the end of the school day.

The school is carrying out the risk on behalf of the employer.

Training in risk assessment and appropriate monitoring is necessary but staff members with relevant experience are necessary on every trip.

The school journey/visits coordinator is the lead staff member that has arranged the trip.

The school journey/visit form makes clear the roles and responsibilities for the duration of the visit/journey.

Regular head counts should take place throughout the duration of the visit.

Special care should be taken when pupils are near or in the water. There should always be a life saver present if pupils are in a swimming pool. If pupils are near water at least two members of staff should be strong swimmers.

Accident procedures are also set out on the out of school/journeys advice. Staff will call 999 if any pupil or member of staff is injured in any incident.

At least two members of staff should carry charged mobile phones. These numbers should be on the school journey form. There should be an agreement that the school phone should be manned at all times whilst a visit is taking place. The original of the signed School Journey form, risk assessment and all permission slips for pupils to go on the trip, must be handed to the Administration office prior to the visit and a copy taken on the journey by the coordinator.

The journey coordinator should carry the pupil Pen Pictures. (appendix 5) Copies of the Pen Pictures have photographs attached. The relevant Pen Pictures are taken on every journey/visit. If a pupil goes missing and a quick search does not reveal the pupil, he/she should telephone the emergency services immediately whilst holding all other pupils in one area, whilst sending two members of staff to continue the search.

The staff searching will carry photocopies of the pupil photograph and pupil details. These will be used to gain help from members of the public who may have seen, or may see the pupil.

When the police arrive, the senior member of staff on duty will give the police copies of the pupil's details and photograph. They will reinforce this with a verbal explanation and any other relevant information related to the pupil at the time they went missing/absconded.

If the pupil is not found the senior member of the group will liaise with a senior member of staff back at school and they will decide when to bring the rest of the pupils back to school.

When the pupil is found, there will be a thorough investigation of how the pupil separated from the group and his/her designated member of staff. Any weaknesses in the system of pupil security will be remedied effectively.

The pupil going missing/absconding policy will be scrutinized in the light of the experience to ensure it is as effective as possible.

A report will be written on the incident when the staff return to school.



3.0 GENERAL

Pupil absconding

If a pupil gets out of the buildings or grounds, or runs away whilst being brought into school or escorted home, or if a pupil absconds on a school journey, there are specific procedures which are laid down in the Pupil Absconding Policy.

The School Minibus

The school minibuses are maintained by an experienced mechanic on a regular basis. There must be records kept of all maintenance carried out.

Records need to be kept about any fault which have been rectified and replacement parts used.

The facilities management staff carry out regular vehicle checks. This includes tires, brakes, steering, seatbelts, door catches and locks and all fluid levels, e.g. brake fluid, windscreen fluid, engine oil and radiator levels. These are weekly checks and the driver of each vehicle has a reduced checklist for every first trip of the day.

A first aid kit and fire extinguisher must be on board the minibus. No journey can continue without them.

If a defect has been identified the vehicle must not be used until the defect has been rectified.

A mileage log is kept by all drivers. We can then have records of who has driven the bus, where they went, for what purpose and how long the journey was. Also there is an opportunity to report any faults.

Staff are made aware of the importance of the safety of the vehicle and are encouraged to be absolutely sure that they are confident of the safety of the vehicle and its passengers.

Any pupil who is considered a health and safety risk on the bus will have to be excluded from the journey.

The wearing of seatbelts is mandatory. Refusal to wear seatbelts means exclusion from journeys.

All pupils under the height of 1.35m (4ft5ins) will sit on a booster seat.

Vehicle Drivers

Drivers of the minibus must have completed training from a specialist instructor from MIDAS or the institute of advanced motorists and be passed as a suitable driver for the bus by the trainer.

There is a list of these drivers available. They must have a full driving license which states D1 or have a MIDAS certificate which allows a driver who is 21 to drive a 'small' bus i.e. up to 16 passenger seats.

School certificates confirming the status of all drivers are kept and maintained on a yearly basis. (Anne Coakley).

Appendix 1: Offsite risk assessment proforma

Appendix 2: Journey advice

Appendix 3: Journey form

Appendix 4: School buses and vehicles risk assessments

Appendix 5: Penpics proforma



4.0 APPENDIX 1: OFFSITE RISK ASSESSMENT PROFORMA

Pupil:	Year group:
Class:	Onsite/off-site

Identification of Risk

Describe the foreseeable risk:	
Is the risk potential or actual?	
Who is affected by the risk?	

Assessment of Risk

In which situations does the risk occur?	
How likely is it that the risk will arise?	
If the risk arises, who is likely to be injured or hurt?	
What kind of injuries or harm are likely to occur?	
How serious are the adverse outcomes?	

Assessment completed by:

Signature: _____

Date: _____



5.0 APPENDIX 2: JOURNEY ADVICE

RISK	ACTION BEING TAKEN TO MINIMISE RISK:
Pupils display inappropriate behaviours on the minibus/ school vehicle	<ul style="list-style-type: none"> • Pupils will be reminded of the rules and the behaviour expectations. • Pupils will be allocated an adult – see journey form for adult responsible • Staff to be vigilant at all times to monitor the pupils behaviour and support them in being appropriate on the minibus. Staff to role model at all times appropriate behaviour. • All pupils to sit away from the side door of the vehicle – staff will sit next to the door
The minibus/ school vehicle is involved in an accident	<ul style="list-style-type: none"> • Pupils and staff will be encouraged to remain calm • First Aider will assess if there is any injuries to any of the pupils or staff • The school will be notified and mini bus sent to collect the pupils and staff and return them to school. • Follow instruction from emergency teams – Police, AA, Fire Brigade, etc. • Follow any medical advice given by paramedics • If any pupils are taken to hospital – Trip leader will support the pupil that is injured and go to hospital with them. The other staff and pupils will return to school. Other adult will drive the vehicle back to school – if the minibus is safe. • The parents will be notified of the incident on arrival back at school • Incident sheets/report to be written on return • Head teacher to be informed on return to school
Pupils being hit by a vehicle while walking from where the minibus and cars are parked in the school car park or while walking to the entrance of establishment.	<ul style="list-style-type: none"> • The minibus/ school vehicle will be parked in a disabled space which are located near to the entrance of the park • Pupils will be reminded of the rules and the behaviour expectations. • Pupils will be reminded of the rules about walking in the car park and crossing roads; follow the green cross code • In the event that a pupil is hit by a vehicle: remain calm, clear area, call ambulance (999), call THE MANOR or YIEWSLEY GRANGE, and escort uninjured pupils to safe and secure area. • Staff to support and supervise their allocated pupil and wait for assistance from emergency team. Group leader will support the pupil that is injured and go to hospital with them if necessary. First aid to assist and follow first aid procedures if applicable. • Reassure all pupils and staff. • Pupils who are uninjured to return to school on the minibus/ school vehicle. • Incident sheets/reports to be written on return • Head teacher to be informed on return to school
Pupils becoming separated from the group. (Running away from the group)	<ul style="list-style-type: none"> • Staff and pupils will go around establishment as one group • Pupils will remain with allocated adult at all times when walking to and from the minibus/ school vehicle and into establishment. • Staff agree at start of trip, a place, where all staff will meet with pupils in order for staff to look for missing pupil • Take PEN PICTURES of the pupils with us. Pen pictures will be given to those in authority who will help search for the pupil.



	<ul style="list-style-type: none"> • When staff realises that a pupil is lost he/she will tell or phone Trip leader and vice versa, and inform them of the pupil missing, giving details of when and where they were last seen and then say they are going to look for the pupil. • Trip leader will inform all staff of the incident and to meet with their pupils at the agreed meeting point. • Remain calm. • If a pupil does attempt to run away, they will be support to an area that is safe for them to calm down, and once they are calm, school will be contacted to inform them of the incident. Trip will continue is possible or the school will be contacted and informed that the class are returning to the school and the reason why • Incident sheets/reports will be written on arrival back at school and parent of pupil will be informed. • Head Teacher to be informed as soon as possible when the incident has occurred so as to support the staff team with further action. • If the pupil has absconded, phone THE MANOR (01895 813679) or YIEWSLEY (01895 420 315) and the police (999) if necessary. • All staff to be aware of absconding child policy.
<p>Pupil falling/ tripping over. Minor injury, e.g. minor cuts, grazes, sprained ankles etc.</p>	<ul style="list-style-type: none"> • Pupils will be reminded to look where they are walking or climbing using the play frames, in and out of rides • Remain calm, check for injuries. • If possible, First Aid staff will administer first aid, if they require more support or equipment staff will request First aid assistance. • A member of school staff will accompany the injured pupil and the First Aider to wherever they go. THE staff member will ensure that communication between the First Aider and the injured pupil is clear and appropriate. • They will tell or phone the trip leader about the injury. • Staff will escort and support other pupils – who will wait in a safe area until the pupil has been given first aid and the staff member return to the group • There are quiet area pupils can be taken to if they require first aid • Reassure all pupils • Incident sheets/report to be written on return to school • Head teacher to be informed on return to school • Parents to be informed of incident
<p>Pupil falling/ tripping over. Major injury, e.g. Injury to head, deep cut, broken bones.</p>	<ul style="list-style-type: none"> • Pupils will be reminded to look where they are walking or climbing using the play frames getting in and out of rides • Remain calm, check injury. • A member of staff will accompany the injured pupil and the First Aider to wherever they go. THE staff member will ensure that communication between the First Aider and the injured pupil is clear and appropriate. They will tell or phone trip leader about the injury. • Teacher will support the pupil that is injured and go to hospital with them. The other staff and pupils will return to school. Driver will drive the mini bus/ school vehicle back to school – IF IT IS NOT SAFE TO CONTINUE THE TRIP OR IF OTHER PUPILS ARE FEELING ANXIOUS • Reassure all pupils • Telephone for ambulance if necessary.



	<ul style="list-style-type: none"> • Have pupil taken to nearest Hospital if necessary. A member of staff will accompany the injured pupil. • School to be called and informed of incident • The staff member will ensure that communication between medical staff and the injured pupil is clear and appropriate. • Incident sheets/report to be written on return to school • Head teacher to be informed on return to school • Parents to be informed of incident
<p>Pupils exhibiting challenging behaviour – putting themselves and others in danger</p>	<ul style="list-style-type: none"> • Pupils will be reminded of the rules and the behaviour expectations. • Pupils will be allocated an adult. • Staff to be vigilant at all times in order to support pupils in managing their behaviours • Staff member will give their mobile phone to a responsible adult nearby and ask them to phone one of the members of staff/THE MANOR or YIEWSLEY GRANGE and to say 'X' needs help, pupil is upset. This is where we are...' • Follow individual behaviour strategies used in class – staff to be familiar with the pupils and class reward systems. • Calm pupil down by requesting they sit on the floor or chair. The other members of staff will reassure and supervise the other pupils and ring school to request support if necessary and inform them of the situation. • Pupil and staff will remain where they are until further support from school staff on the trip arrives if it is needed. Other member of staff to remain in the area with other pupil and be in communication with school. • If the pupil has not calmed down and needs to return to school then staff on the trip will inform school and the upset pupil will be seated in the most appropriate seat on the mini bus/ school vehicle once support arrives with an adult in appropriate place. Other pupil and member of staff to sit on the mini bus/ school vehicle in an appropriate place and return to school if possible. • If it is not possible for all pupils to return the minibus/ school vehicle, then staff will call THE MANOR or YIEWSLEY GRANGE and request another vehicle be sent to take the upset pupil back or the other pupils. • Incident sheets/report to be written on return. • Inform Head teacher on return of incident. • Parents to be informed of incident
<p>Unwanted attention from member of the public.</p>	<ul style="list-style-type: none"> • Pupils will be told before the trip what the rules are • Remain calm. • Reassure pupil that 'nothing is wrong' • One staff member talks to member(s) of public – inform about autism/aspergers syndrome and give them an autism information card. • Incident sheets/report to be written on return. • Inform Head teacher on return of incident.
<p>Pupil hurting a member of the public</p>	<ul style="list-style-type: none"> • Allocated adults will remain with pupils at all times and remind them at regular intervals of the rules and expectations.



	<ul style="list-style-type: none"> • If a member of public is hurt, a Hillingdon Manor School Card will be given to them, so that they can then contact the school to have any questions answered or make any comments • Staff to follow pupil's individual behaviour plans in managing and clearing up the upset. • Incident sheets/report will be written on return to school • Head teacher will be informed on return • Parents to be informed
Staff member falling/tripping over. Major injury, e.g. Injury to head, deep cut, broken bones.	<ul style="list-style-type: none"> • Remain calm, check injury. • Reassure all pupils ask them to wait by sitting down or leaning against the wall. • Telephone school and tell them where you are, what has happened and that you need help. • There is a quiet area staff member can be taken to if they require first aid • Telephone ambulance if necessary. • Have staff member taken to Hillingdon Hospital – if driver is injured then support from THE MANOR or YIEWSLEY GRANGE will be required in order for pupils to be taken back to school • Staff members who are not injured to stand with pupils and explain 'X is hurt and we need to do good waiting. X is coming from school to help us' • Incident sheets/report will be written on return to school • Head teacher will be informed on return
Staff member falling/tripping over. Minor injury, e.g. minor cuts, grazes, sprained ankles etc.	<ul style="list-style-type: none"> • Remain calm, check for injuries. • Tell pupils to lean against the wall or sit down and do good waiting • Telephone trip leader to inform her of incident and if support is required. Staff and pupils will meet at agreed meeting point if necessary • Telephone staff at school and tell them that you need help if necessary. • There is a quiet area staff member can be taken to if they require first aid • Reassure all pupils • Incident sheets/report will be written on return to school • Head teacher will be informed on return
Going on rides	<ul style="list-style-type: none"> • Pupils will be monitored at all times • Pupils will be asked if they want to go on certain rides – they will choose which ride they want to go on – there will be no pressure to go rides • Staff will accompany as appropriate and at all times. • Staff to be aware of speed / darkness of rides • Pupils will have maps of the park so they can see what the rides look like and staff can talk to them about what they can expect to see or happen on the ride
Use of Public transport	<ul style="list-style-type: none"> • If this trip is happening a first time, a staff member has to do a dry run to identify danger points and to take photos for social stories. • Identify meeting points for emergency situations and put these on the journey form in the comments section.



	<ul style="list-style-type: none"> • Identify seating arrangements and emergency systems on different transport. e.g. emergency cord on tube or train and put these on the journey form in the comments section. • Identify service support points and how to access public services help. e.g. information points. and put these on the journey form in the comments section. • Identify toileting arrangements for emergencies and put these on the journey form in the comments section. • Ensure that a social story session is arranged with the group so that they are clear on what is happening on the day, and understand what to do in case of an emergency. • 48 hours before the trip, look at weather forecast and assess whether any other precautions are necessary; discuss with a senior manager if there are any concerns and decide together whether the trip should be cancelled.
<p>If a journey on public transport has to be altered during the trip</p>	<ul style="list-style-type: none"> • If pupils may become distressed or if the environment is difficult to manage (e.g. Crowding, rain, dangerous platform etc.) take pupils to a safe place and settle them (e.g. Meeting point, Coffee shop, bench, bus shelter etc.). • Call the school and speak to a senior manager. Decide on an alternative route. This may be that the group is to stay where they are and a school minibus is organised to pick them up; it may be to postpone the continuation of the journey until the environment is manageable again. • The school will support the group by calling parents to inform of any lateness or changes to the transport home arrangements as a result. • Explain the alternative route to the pupils to avoid anxiety. • Keep calm and keep the group together so that staffing ratios stay the same as much as possible.
<p>Individual Pupils posing extra risk</p>	<p>Pupils Name: Risk:</p>



6.0 APPENDIX 3: JOURNEY FORM

<u>Class:</u>	<u>Keystage:</u>	<u>Year:</u>
<u>Destination:</u>	<u>Date:</u>	<u>Times:</u>
<u>Trip co-ordinator:</u>	<u>Driver:</u>	<u>Transport:</u>
<u>Curriculum link:</u>		

<u>Staff:</u>	<u>Mobiles:</u>	<u>Pupils:</u>

<u>Timetable of trip:</u>	<u>Cover arrangements:</u>
<u>Medication:</u>	<u>Cost implications:</u>



<u>Lunch arrangements:</u>	
<u>Trip approved:</u>	<u>Comments:</u>
<p>-----</p> <p>Signed by Assistant Head Teacher</p> <p>Date:</p>	<p><u>If applicable include public transport seating arrangements, emergency systems and meeting points, toilet arrangements...</u></p>

<u>Checklist:</u>	<u>Date :</u>
Trip approved:	
Cover arranged:	
Letter to parent:	
Permission form signed:	
Booster seats:	
Risk assessment checked:	
Mobiles and school numbers taken:	
Lunch arrangements made:	
Penpics taken:	
Medication:	
First aid bag:	
Final approval:	



7.0 APPENDIX 4: SCHOOL BUSES & VEHICLES RISK ASSESSMENTS

Pupils	Possible Risk	Action	Staff
All pupils	Not putting on seatbelt	Staff awareness Remind pupils of rules - good remembering seatbelts - seatbelts to be kept done up at all times until an adult says they are getting off the minibus.	All staff
All pupils	Pupil sticking their hands out the windows/ opening mini bus doors	Adults will sit nearest to the two doors. Pupils will be reminded that they are not to put their hands/arms out through the window. Pupils who pose this risk will not be seated near the doors or next to windows that open	All staff
All pupils	Walking to minibus and crossing the road	An adult at the front of the group and an adult at the back. Pupils to stay with allocated adult. Cross the road as a group	All staff
All pupils	Slip on step or bang head	Pupils to be reminded of head restriction on getting in minibus /previa Check if any injuries - if required use first aid box	All staff
All pupils	Accident with a vehicle	Remain calm- check for injuries Exit the pupils from minibus Assemble away from the accident in a safe place Call HMS & Police/Ambulance Check if Breakdown cover is required	All staff
All pupils	Accident with an object	Remain calm - check for injuries Exit the pupils from minibus Check for injuries Assemble away from the accident in a safe place Call HMS & Police/Ambulance Check if Break down cover is required	All staff
All pupils	Mini Bus breaking down.	Pupils will remain seated on the minibus, while the recovery service is on their way or assemble away from the breakdown in a safe place Adults will remain with pupils on the minibus during this time Driver to contact school to inform them of breakdown. Driver will phone for the recovery service.	All staff



		<p>If possible another bus will go and pick up the pupils and staff and return to school.</p> <p>Driver will stay with broken down minibus.</p> <p>If the minibus cannot be fixed it will be towed to garage</p> <p>After a period of time, pupils will be offered water/biscuits (kept on minibus) to help keep them calm.</p>	
All Pupils	If diesel/petrol tank runs out	<p>Check diesel/Petrol level before journey.</p> <p>Park minibus in safe place</p> <p>Remain in minibus for help</p> <p>Phone HML&MS</p>	All staff
All Pupils	Tyre puncture	<p>Park minibus in safe place if possible</p> <p>Stay on minibus</p> <p>Phone HML&MS for assistance or</p> <p>Ring break down cover to change the tyre</p> <p>To follow instructions when help has arrived</p>	All staff
All pupils	Travel sickness	<p>Remind pupils to request for fresh air if feeling unwell</p> <p>Provide a sickness bag</p>	All staff
All pupils	Severe Traffic Jam	<p>Traffic reports will be checked before leaving school on traffic conditions on the route.</p> <p>If the traffic should be extremely bad on route to the (destination), driver will come off at the nearest exit and return back to school.</p> <p>If pupils have been sitting in traffic for quite a time, water and biscuits (kept on bus) will be offered to the pupils to help keep them calm.</p> <p>School will be contacted to inform them of severe traffic and that we will not be going to the (destination). School will then contact the (destination) to inform them of the decision.</p>	All staff
All pupils	Strange noises or knocking from the minibus	<p>Stop the bus immediately in a safe position – pull off the road if possible</p> <p>Call the school and report what has happened, request another vehicle to come and pick up the pupils.</p> <p>Call the breakdown service to have the vehicle checked.</p>	All staff



8.0 APPENDIX 5: PENPICS PROFORMA

PEN PIC 2016-2017 SUMMER TERM

Pupil photo

ALL ABOUT ME:		
DIAGNOSIS	YEAR DIAGNOSED	PRIMARY MODE OF COMMUNICATION
ASD		
MEDICATION	ADMINISTRATION	DOSAGE
ALLERGIES	SIGNS/SYMTOMS	TREATMENT
THINGS I LIKE		THINGS I DISLIKE
REWARDS		CONSEQUENCES