



Downe House

## SAFEGUARDING AND PROMOTING THE HEALTH AND SAFETY OF PUPILS ON ACTIVITIES

### 1.0 AIMS

1. To present a clear and structured framework for the preparation, organisation, planning and administration of all off-site activities at Downe House following the aims and objectives of the School, which put the highest priority on the safety and welfare of each individual in the School's care.
2. It is our aim to provide the best all-round education that includes experiences outside the classroom, for which there must be clear purpose and guidance.

### 2.0 OBJECTIVES

To provide a clear policy for the staff at Downe House which would be able to guide the most inexperienced member of the team in the organisation and planning of a trip in such a way as to ensure that all the necessary "legal and safety" requirements are met, the best interests of the pupils in our care served, and the staff given appropriate levels of support.

### 3.0 Introduction

This policy and associated procedures are intended to ensure that staff are able to meet the necessary requirements of good practice in serving the best interests of the children in accordance with the School's aims and objectives and, in so doing, they have the full support of the School and the Governing Body.

This policy and the documents and procedures to which it refers identify and embody the School's requirements of good practice.

### 4.0 The Curriculum

It is necessary for all work outside school to have a curricular priority. The function and nature of the activity need to be clearly identified and underpinned with the appropriate Safety Procedures. In the boarding situation it is particularly important to justify the purpose of a trip thus distinguishing those activities which represent a curriculum requirement and those which represent curricular enhancement/enrichment.

### 5.0 Education Committee of the Board of Trustees

There is a clear distinction between normal day to day activities involving out of school trips, where the Board would not be specifically notified, and those of a residential nature, especially those which might be classified as unusual, where the Board would need to be informed. The Board should be advised in good time of such events and have the opportunity to comment. This will normally be done at the Education Committee of the Board of Governors or the Full Board as part of the Headmistress's report.

### 6.0 Conduct of Off-Site Activities

All off-site activities must be prepared, researched, carried out and evaluated within the guidelines and instructions contained within the Principles for Organising off Site Activities. Failure to fully comply with procedure could mean that activities are cancelled or take place without the formal support of the school.

7.0 This policy must be read in conjunction with the Safeguarding and Child Protection Policy, the Off Site Activities Policy, the Health and Safety Policy Statement and Manual and also the Risk Assessment Policy.

### REVIEW OF THE POLICY

This policy will be reviewed by the DEPS and the Leadership Team in conjunction with the Head of the Co-Curricular Department.

Review: September 2020 (DEPS)

This policy makes reference to the following School policies, copies of which can be located on Merlin in the 'My Policies' section:

- Health and Safety (Reviewer: DEPS)
- Off Site Activities (Reviewer: DEPS)
- Risk Assessment (Reviewer: DEPS)
- Safeguarding and Child Protection (Reviewer: BD)

Revision History:

Revision	Date	Description of changes	Requested By
	September 2015	Reviewed	Alasdair Heath
	September 2016	Reviewed	Alasdair Heath
	September 2017	Reviewed	Alasdair Heath
	September 2018	Reviewed	Alasdair Heath
	September 2019	Reviewed	Alasdair Heath

Review Leader: Director of Estates, Property and Services  
Reviewed: September 2019  
Next Review: September 2020

Review: September 2020 (DEPS)