

ORGANISATION AND ADMINISTRATION

1.	Internal Communications	2
2.	Meetings - Their Agendas and Minutes	2
3.	Telephone System	2
4.	External Communication (written)	2
5.	Contact with the Media	3
6.	Policy to Manage the Use of Photographs	3
7.	Reception of Visitors	4
8.	Reprographics and Copyright	4
9.	Relationships with Outside Agencies	5
10.	Reports to Outside Agencies	5
11.	Learning Resources Centre	5
12.	Learning Support / EAL Centre	5
13.	Displays of Work	5
14.	Security	6
15.	Use of Academy Technicians	6
16.	No Smoking Policy	6
17.	Fire Drills	6
18.	First Aid Arrangements	7
19.	Letting Arrangements	7
20.	Repairs and Maintenance	8
21.	Cleaning	8
22.	Inventories of Moveable Equipment	8
23.	Inventories of Stock	9
24.	Loan of Equipment	9
25.	Health and Safety Policy	9
26.	Lost Property	10
27.	Minibus Policy	11
28.	Charging and Remissions Policy	17
29.	Academy Trips and Visits Policy	19
30.	Critical Incident Procedure	20

1. INTERNAL COMMUNICATIONS

Morning briefing (8.30-8.40am) is held each day to exchange information necessary for the day. All teaching staff (unless they are on duty) and Form Tutors are required to attend and take notes of relevant information and pass onto students where appropriate. Information for individual staff will be distributed via the pigeonholes in the staffrooms. Information should be removed from the pigeonholes as soon as possible as there is no security for any papers left there. Other communication could be through email or Facility/ePortal.

2. MEETINGS - AGENDAS AND MINUTES

The calendar scheduled for each academic year is included as Appendix 2 in the current Staff Handbook Supplement issued in September. The schedule for CPD, including meetings, is published prior to each Term, the Autumn schedule is included in the staff pack issued on the first training day in September. All meetings should have an agenda and agendas should be e-mailed to staff at least one day before the meeting. Brief notes/minutes should be e-mailed to relevant staff as soon after the meeting as possible.

Agendas for staff meetings should be displayed the preceding week. Staff wishing to have an item included on this agenda should see the Administration Manager.

Brief notes/minutes of Faculty meetings should be given to the Head of Academy and the Deputy Headteacher T&L. Brief notes of Pastoral meetings should be given to the Head of Academy and the Deputy Headteacher Pastoral Support.

3. TELEPHONE SYSTEM

The main telephone system is for use on academy matters only. Telephones are available in most classrooms and all offices. Please observe the following procedures:

- Please keep all outside telephone calls to a minimum and these should be used for academy purposes only.
- If you take a message for someone, please take full details and pass it on to the person concerned as promptly as possible.
- Unless it is an emergency, staff will not be called away from lessons to take a call nor should they leave a lesson to make a call.
- Please remember that quite often the first impression that a member of the public receives of the academy is when the telephone is answered. Please be courteous at all times.
- If someone leaves you a message, please deal with it before you leave the academy that day if at all possible.

An up-dated list of internal telephone numbers will be e-mailed to staff in September.

4. EXTERNAL COMMUNICATION (WRITTEN)

- All communications which are sent out from the academy in the name of the academy must be word processed and on the academy's official headed notepaper and approved by the Head of Academy.
- Academy headed notepaper is kept by the Administration Offices.
- Where staff word-process their own letters the standard format should be used.
- Whenever a new name, telephone number or address is used please inform the Data

Administrator so that the central database can be updated.

- If praise is received, this should be shared with others, especially the Head of Academy for Monitoring and Evaluation purposes.
- All incoming mail will be sorted by administration before being put into pigeonholes.

5. CONTACT WITH THE MEDIA

It is important that the academy promotes and encourages a strong and positive working relationship with the media. The media should be used to celebrate the success of students and staff, to promote academy events and create a positive view of the academy in the community.

All contact with the media should be made through Jack Luffman, who will liaise with the Executive Headteacher. It is important that staff provide full details of any information to be released or advertised. The press are keen to cover stories that involve a large number of children - they sell more newspapers when there are photographs of children included!

When preparing material for publication, please ensure that you give sufficient information to arouse interest and state details quite clearly when accuracy is important. Students full names should not be used.

6. POLICY TO MANAGE THE SAFE USE OF STUDENTS' PHOTOGRAPHS

The following is a brief outline, please refer to the full policy for more detail.

All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Kimberley Albelda, Joao Amaral, Simon Jay, or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

INTRODUCTION

Haven High Academy welcomes positive publicity. Students' photographs add colour, life and interest to articles promoting academy activities and initiatives. Making use of photographs in academy publicity materials can increase motivation amongst students and help parents/carers and the local community to identify and celebrate the academy's achievements.

However, photographs must be used in a responsible way, and subject to legislation.

KEY POINTS

Child Protection Issues

Risk may occur when a child can be identified in photographs when a full name is provided, whether in a publication or on a website. Care must be taken by the academy to ensure that no adaptation of the photograph can take place which could lead to its inappropriate use. Any evidence of this must be reported to the Executive Headteacher immediately and appropriate action taken.

Data Protection Act

Photographs taken purely for personal use are exempt from the Data Protection Act. This means that parents, friends and family members can photograph their child and friends participating in academy activities for the family album, and can film events in the academy. Photos taken by the media are also exempt from the Act.

Parents have the right to object to photographs being taken of their child.

POLICY

For publicity photographs taken by Haven High staff or others, and where these images appear in displays, on the website or are for publication in newsletters, or other literature, the following will apply:

- the student's full name will not appear against the photograph
- if the image is a group photo, then a group can be identified, ie Form 9T
- students should be in appropriate dress
- if images include sports wear, these images should concentrate on the activity, not on the individual, and should avoid full face and body shots
- images of students who have left the academy should not be used without their permission
- only group images will appear on the website and names will not be used

Usually, only Haven High staff film events such as academy productions or other such events. However, visitors may be allowed to film or photograph events with the consent of the Executive Headteacher and should seek permission to do so. An appropriate time and area may be offered for such photographs to be taken.

If a commercial photographer is employed, for example to work on a prospectus, the permission of parents/guardians will be sought. A clear brief will be given, making note of the academy policy.

CAMERA PHONES IN THE ACADEMY

The risks are:

- they are small and can be used without the knowledge of the subject and in areas such as changing rooms
- they can be used to bully other students
- they can be used to cheat in exams
- it is not obvious that a picture is being taken
- once an image is taken it can be modified and misused
- no flash is given off
- technology is improving all the time

Students should not have phones switched on during academy hours. If students are found using a camera phone to take pictures, it will be confiscated and parents informed.

7. RECEPTION OF VISITORS

The reception areas of the academy are supervised by the administrative staff. Visitors will be required to complete various details and wear a visitor's badge at all times whilst in the academy. There is a Reception Protocol in the policy folder.

8. REPROGRAPHICS AND COPYRIGHT

The Faculty Teaching Assistant/s will carry out all the faculty photocopying. Staff are required to ensure that copyright laws are complied with. The details of the laws are displayed in the reprographics areas.

All other photocopying should be passed to the Front Office (Marian campus), Student Services Office (Tollfield campus).

9. RELATIONSHIPS WITH OUTSIDE AGENCIES

(eg Education Psychologist, Emotional and Behavioural Support Service, Special Education Needs, Education Welfare, Youth Offending Team)

It is important to present a co-ordinated and unified image to the outside agencies and work with them positively wherever possible. Equally important for the agencies is a named contact. For our purposes, these will be as follows:

SEN/EP	–Carole Butler, Kimberley Albelda
EBSS/YOT	– Joao Amaral, Fiona Williams
Child Protection	- Joao Amaral, Ellie Hextall
Police	– Ellie Hextall, Adrian Reed

10. REPORTS TO OUTSIDE AGENCIES

Please note carefully the following points:

- It is essential that reports to outside agencies are factually correct as reports are open to all concerned in legal proceedings
- When reports are being prepared the most recent information available about academic achievement should be used - this should be readily available on the centrally held records
- Any reports produced for outside agencies should be considered confidential and appropriate steps should be taken to ensure that all documents are handled with due care.

11. LEARNING RESOURCE CENTRE

The Learning Resource Centre is available to all staff and students from 9.00am - 4.15pm. The Careers Library is located in the Resource Centre. Please note that some lessons are timetabled for this area.

12. LEARNING SUPPORT/ EAL CENTRE

The facilities in the Learning Support Centre are available both to staff and students. It is equipped with materials for supporting students who are experiencing learning difficulties of any kind and for students for whom English is an Additional Language. The range of materials includes language masters, reading books and computer software for supporting those with special educational needs.

Although some support for students is given through direct classroom support, the centre will be available for those times when students need direct individual tuition, for example a student who has specific learning difficulties and is following a programme to overcome them or students withdrawn from lessons.

Staff are most welcome to make suggestions for the addition of further materials to the Learning Support Centre.

13. DISPLAYS OF WORK

All classrooms and corridors offer plenty of scope for work to be displayed. It is an expectation that all staff will take every opportunity to display a wide variety of work from students across the full age and ability range. Displays should be as colourful as possible and should be changed at regular intervals. Although posters can make a useful addition to a display, these should not form the entire display.

14. SECURITY

The security of the buildings is the responsibility of the Facilities Manager. There is a list of keyholders for external doors, available from the Facilities Manager.

Heads of Faculty should hold a key to all rooms within their faculty area. Other staff will be given keys to the classroom for which they are responsible. As a general rule all rooms should be left locked when not in use.

A duplicate key to all desks, filing cabinets and cupboards should be handed to the Administration Manager (Marian campus) / Administrator (Tollfield campus), clearly labelled with the room number and item.

It is the responsibility of the ICT Technicians to ensure that all moveable equipment (including computers) is marked in line with the academy policy and all equipment is entered into the inventory with the relevant details (see under Organisation and Administration, item 22 concerning Inventories of moveable equipment).

15. USE OF TECHNICIANS

The academy technicians have been appointed to give support to specific curriculum areas and they are based in various rooms in the academy. The line manager of each technician is the relevant Head of Faculty who has the ultimate responsibility for deciding the priority of work. If you need assistance from a technician in a curriculum area, adequate notice of needs must be given to the relevant Head of Faculty.

16. NO SMOKING POLICY

This Policy has been drawn up to comply with the Smokefree Legislation. The basic principle underlying Haven High's response to the legislation, is to ensure that staff are not standing at the academy gate at break and lunchtime, smoking in full view of students and our neighbours.

The academy has complied with the legislation as follows:

- Staff are not permitted to smoke in any area of the academy. The exception to this is for events after academy hours organised for the community.
- Adults will be permitted to smoke outside the main entrance where special bins have been placed.
- There will be no smoking allowed in the federation mini buses and signage has been placed in the buses.
- No-smoking signs have been displayed around the academy.

17. FIRE DRILL

Please refer to Appendix 9 in Staff Handbook Supplement.

In summary:

On hearing the fire alarm:

- All students to be led outside by members of staff via the nearest exit. Staff should close doors behind them, but not lock them.
- Students should report to their Form Tutor in the designated assembly points. Students should line up in register order.
- Year Heads should have overall view and control of their year group. All staff should

adhere to the policy that forms part of the annual supplement to staff. The Fire Drill (Appendix 9 of the Staff Handbook Supplement) is updated regularly throughout the year.

The control of the students during a fire alarm is the responsibility of all staff, not just the Form Tutors or Year Heads. The senior member of staff on site oversees the management of students, assisted by SLT.

Form tutors should check that their students are present and report any students unaccounted for to the Year Head. When the Head of Academy or Deputy Headteacher is sure all students are accounted for and that it is safe to return to class, students will be dismissed as per the policy.

18. FIRST AID ARRANGEMENTS

First Aid Boxes are kept in the Front Office (Marian campus) or Student Services Office (Tollfield campus), where a member of staff qualified in first aid is based or can be called for. Contents of the boxes should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of all materials. Items should not be used after the expiry date shown on packets. It is therefore essential that first aid equipment is checked frequently, to make sure there are sufficient quantities and all items are usable.

If first aid treatment is required by a student, he/she must be escorted by a student or member of staff, depending on the seriousness of the injury. They must report to the named first aid person where the injuries will be assessed and treated or arrangements will be made for further treatment.

First aid materials must be taken on all academy trips but it is not always possible to have first-aiders on all trips.

19. LETTINGS ARRANGEMENTS

The following is a brief outline, please refer to the full policy for more detail. All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Kimberley Albelda, Joao Amaral, Simon Jay, or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

The aim of the academy is to offer the academy and its facilities as accessible to the community whilst at the same time ensuring that a quality educational environment is maintained at all times.

As such, it offers the premises for hire to approved applicants for educational, social and recreational purposes. The hiring is subject to availability of the premises and the suitability of the event.

All applications, correspondence and matters concerning hire should be made through the FSES Administrator at Haven High Academy.

20. REPAIRS AND MAINTENANCE

It is essential that we keep up to date with repairs and maintenance at all times. Faults or damage should be reported to the Administration Manager by email or in person.

Wherever possible and practical, reports will be attended to within 24 hours.

21. CLEANING

The academy is cleaned by a local contractor and a copy of the specification is available from the Administration Manager. If rooms are not cleaned please report the matter immediately to the Administration Manager. It is important that work surfaces are left in a tidy state at the end of the day so that the cleaners are able to do their job effectively.

22. INVENTORIES OF MOVEABLE EQUIPMENT

The ICT Technicians are responsible for keeping an inventory of all moveable equipment.

Main purposes of inventories

- A record to facilitate the control of property
- A basis on which to assess losses in an insurance situation
- A deterrent to potential thieves

What items are 'moveable' for this purpose?

Those items which are **not** permanently attached to the main structure of buildings by substantial bolts or other fixing.

What moveable property is to go on the inventory?

- Equipment operated by mains electricity
- Battery operated equipment which, at the point of decision or review as to inventory inclusion, has an individual replacement cost in excess of £25
- All other equipment which, at the point of decision or review for the inventory, has an individual replacement cost in excess of £100

It is not necessary to include on inventories any operational or office furniture and fittings.

What information is to be included?

- Make, model and serial number. If this is not available, then the best descriptive information for identification purposes should be given
- The year in which disposed of
- Annual inventory is signed and dated by external company

Entries should be made as soon as an item is either received on the premises when acquired, or leaves the premises when disposed of, or is no longer liable to be included.

Security marking

- Immediately on receipt, such items as should be security marked, which includes portable high-value equipment eg over £100, such as laptops

Procedures

- The ICT Technicians are responsible for the maintenance/annual checking of the inventory
- When new or additional property is received the Finance Administrator should be notified of the details by the member of staff receiving the property
- No stock should be disposed of unless the Finance Administrator has been consulted.

23. INVENTORIES OF STOCK

Heads of Faculty should keep a detailed list of all stock in their area which does not meet the above criteria ie. textbooks, equipment etc. This list should be included as an Appendix in the Faculty Handbook. Stock levels should be checked periodically and at least annually. Brief explanations for discrepancies in stock levels from one year to another should be given and initialled by the Head of Faculty. All major losses of stock should be investigated by the Head of Faculty and reported to the Deputy Headteacher (T&L).

Staff are asked to exercise proper stock control methods on a day to day basis to ensure that losses are kept to a minimum. Evidence of careful and appropriate stock control measures being applied will be needed before new purchases are agreed.

24. LOAN OF EQUIPMENT

Any member of staff or any student wishing to loan equipment from the academy must make their request to the Academy Technicians. A form will need to be completed, describing the item(s) or showing the serial numbers of all items loaned and accepting all responsibility for the equipment for insurance purposes.

25. HEALTH AND SAFETY POLICY

The following is a brief outline, please refer to the full policy for more detail.

All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Joao Amaral, Kimbereley Albelda, Simon Jay, or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

It should be read in conjunction with the general statement of safety policy issued by the Lincolnshire County Council and the Education Department's Health and Safety policy.

Haven High Academy recognises the importance of safety, health and welfare, in the successful operation of all its activities. It believes in the active participation of every person within the organisation, in order to achieve and maintain the highest standard of accident prevention. Success in this relies on initiative, teamwork and the co-operation of all members of staff.

The Governors and Executive Headteacher are required by the Health and Safety at Work Act 1974, to allow facilities for consulting with Trade Union safety representatives, and to establish safety committees where requested.

- All staff are required to familiarise themselves with this statement and any other relevant safety information.
- All staff are responsible for reporting to the Executive Headteacher any hazards or safety defects which they cannot eliminate themselves. In turn the Executive Headteacher will report to the Governors any defect which cannot be eliminated.
- The Health & Safety Officer, Steve Chester, is available for advice and guidance on hazards and legislation affecting the activities of education establishments.

Machinery and electrical equipment

- Staff must ensure that all safety guards and eye protection equipment are present, serviceable and utilised when any machine is in use.

- Staff must not attempt repairs or make modifications to machinery other than those normally associated with daily operations. Any defects or malfunctions must be reported to the Executive Headteacher at once.
- No staff or students should bring any item of electrical equipment into the academy without it being checked with the Safety Officer before use. These items will not be covered by the academy insurance whilst they are on the academy premises.

Fire arrangements

Please read the Fire policy as mentioned in section 17 above.

First Aid arrangements

Please see section 18 above.

Reporting of accidents

All accidents to students, staff and visitors must be recorded as soon as possible on the appropriate documentation for accident reporting (see Education Health and Safety Manual for accident reporting procedure).

All serious accidents, near misses and dangerous occurrences must be reported by the Executive Headteacher to the Governing Body, the County Council and, where necessary, to the HSE using the appropriate form. In all cases the Executive Headteacher is responsible for ensuring that such remedial action as is reasonably practicable is taken to avoid a repetition of the incident.

Safety representatives

The Health & Safety Officer is Steve Chester. Any member of staff has the right to take up an issue on health and safety with the H&S officer. There shall be an appropriate form (forms will be provided by the Education and County Council) for the reporting of hazards.

Induction Training

All new and existing members of staff must be familiar with the Health and Safety Policy. The policies are available on the website or as hard copies.

New members of staff should be made aware of any special responsibilities under the Health and Safety Policy.

Emergency arrangements to be listed in the Supply Teachers Handbook and details included regarding the location of the full Health & Safety Policy.

26. LOST PROPERTY

Introduction

Haven High Academy encourages students to take responsibility for their personal property, offering advice about labelling and valuable goods not being brought to the academy. This information is given in the planners and induction booklets and reinforced by Form Teachers and Heads of Year. The PE Faculty also adopts a policy regarding the safe keeping of personal belongings.

The academy has a disclaimer in that it states clearly in the induction booklet that the academy will not be responsible for property brought into the academy eg. large amounts of money, cycles, personal music players. The academy has taken steps to minimise the opportunity for property such as cycles to be tampered with or stolen.

Entitlement

Students have an entitlement to property found in the academy being retained for a period of time and the procedures to reclaim lost property being clearly explained. It is however, the students' responsibility to reclaim property which is lost although the academy does make efforts to find/identify missing articles.

Implementation

In the first instance students should enquire at the Front Office (Marian campus) , Student Services Office (Tollfield campus) for lost property.

The following are the procedures for dealing with lost property:

- Uniform should be named. Students need to be reminded of this at the start of each term.
- If the property is named, it should be returned to the Form Tutor, Year Head or directly to the student by the Front Office (Marian campus) , Student Services Office (Tollfield campus)
- If the property is unmarked, it should be handed to the Front Office (Marian campus) , Student Services Office (Tollfield campus). It will be kept for six weeks.

Unclaimed property:

- If in good condition, it will be laundered and stored as spare uniform.
- If not in good condition, it will be disposed of.
- Sports property will be dealt with as above, except that some unclaimed property will be stored in the PE area for use as spare equipment.
- Students can approach the Front Office (Marian campus) , Student Services Office (Tollfield campus) concerning lost property at any time, **except** during lessons.

27. MINIBUS POLICY

The following is a brief outline, please refer to the full policy for more detail.

All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Kimberley Albelda, Joao Amaral, Simon Jay, or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

The Boston Witham Academies Federation has a fleet of 6 minibuses. 3 buses are based at the Marian campus and 1 at the Tollfield campus.

Anyone booking the buses should ensure that they are returned clean and tidy.

The minibus keys are kept in Student Services (Marian Campus). All bookings must be made through the FSES Administrator.

A Responsibilities of the academy:

The proper maintenance of a passenger carrying vehicle is of the utmost importance.

The driver and the federation are responsible for the condition of the vehicles. This applies to federation minibuses and to any that are hired by the federation.

The FSES Administrator, along with the Admin Manager, is responsible for the operation and maintenance of the vehicles. They, together with the driver and Site Managers, will ensure that:

- The vehicles are licensed in the correct category and that the Road Fund Licence, MOT and permit are valid (see Section C)
- The insurance covers all requirements and is valid (see Section F)
- The vehicles drivers' driving licences are of the correct category, are valid and comply with the insurance and legal requirements. This will be achieved by an initial check and subsequently, every 6 months (see Section D)
- The drivers of the vehicles receive familiarisation training. Regular drivers receive MIDAS training (see Section E)
- The vehicles are being maintained correctly, the vehicle checks are being carried out and defects are being reported and rectified. 10-weekly inspections are carried out by Johnson Motors. (see Section G)
- The drivers are aware of the federation Minibus Policy relating to the loading of the vehicle (See Section I) and the use of seat-belts (see Section J)
- The drivers are aware of and conform to the federation's drivers hours (see section K) and unplanned incident plan (see Section M)

B Responsibilities of the driver:

The driver has the ultimate responsibility for traffic-related matters whilst the vehicles are on the highway. This responsibility covers personal driving standards, road worthiness of the vehicles and the conduct of the pupils/students carried in the vehicles. The driver has sole responsibility for the bus.

To ensure safe operation of the minibuses, the driver will comply with the following:

- Fulfil the requirements of the driver licensing laws (see Section D) and possess the competence to drive the vehicle (see Section E)
- Be familiar with aspects of the vehicle and carry out visual pre-journey vehicle maintenance checks (see Section H). A defect report should be completed when faults are detected and passed to the FSES Administrator
- Be familiar with the tyre pressure, minimum tread of tyre, length and height of vehicle.
- Observe safe loading practices for the vehicle (see Section I)
- Ensure that seat belts are secured at the beginning of each journey and that passengers are reminded of the necessity to keep them fastened. If a student/pupil refuses to wear a seat belt, he/she should not be allowed to travel on the minibuses (see Section K).
- Conform to the federation's drivers' hours rules (see Section K)
- Be familiar with the federation's set procedure for dealing with unplanned incidents (see Section M)
- Observe the appropriate speed limits of 50mph for single carriageways, 60mph on dual carriageways and on motorways. The driver must never use the 3rd or 4th lane of a motorway.
- No door to be opened unless instructed by the driver
- The back door must never be locked while the vehicle is in use
- Anyone stopped by VOSA or the police need to inform C. Gratton immediately

A driver must not attempt to drive the vehicles if he/she is feeling tired or unwell. The driver must never drive if under the influence of alcohol or drugs. A driver on prescribed medication must always ask his/her doctor whether it is safe to drive. A mobile telephone must be taken on any journey outside the environs of Boston. A long journey needs 2 planned stops (C Britchford to be informed)
No smoking is allowed on the mini buses.

Minibus with disabled lift:

- The lift must only be operated by a trained member of staff
- The trained member of staff must ensure all the wheelchair is safely secured with the correct straps
- The lift must be serviced every 6 months, with a safe working load test (Lolla) done every year
- If the bus was to breakdown, set on fire or have an accident the driver must make sure that all able-bodied people are off first and the student in the wheelchair last

C Vehicle licensing:

A minibus permit will be obtained from the County Council.
All academies to make sure they display the Boston Witham Academies Federation Section 19 permit

Where a minibus is hired from a supplier, it is the responsibility of the member of staff hiring the vehicle to ensure that the necessary permit is obtained. If our staff drive a hired minibus we need to display the relevant academy's Section 19 permit in the bus. If the hire company also supply a driver the Section 19 permit does not need to be displayed.

D Driver licensing:

Drivers passing a test for an ordinary licence will not be allowed to drive a vehicle with more than 8 passengers seats without a further test or unless permitted to do so under the Section 19 permit. Drivers who passed their test before 1st January 1997 will not be affected.

Drivers aged 70+ will need to check what is required with the FSES Administrator as different conditions apply to them.

Drivers of the minibuses will:

- Have a full current driving licence of the correct category of entitlement.
- Be over 21 years of age with at least 2 years of driving experience*
- Have no driving offences, unless notified to the insurance company and their agreement obtained for that member of staff to drive the minibus.
- Not suffer from heart disease, epilepsy or diabetes.

*unless, exceptionally, agreed with the insurance company as a named driver.

E Driver assessment/training:

Drivers of the minibuses are responsible for the safety of the vehicles and their passengers. It is therefore essential that they undertake some familiarisation training

and assessment before first driving the minibuses. In this connection, no member of staff may drive the minibuses until they have taken the Site Managers for a drive in the vehicle and satisfied him/her of their competence to drive it. All drivers who undertake to drive the minibuses are also deemed to have accepted the conditions laid down within the Minibus Policy. Regular drivers to have MIDAS minibus training.

F Vehicle insurance:

The minibus is insured on a fully comprehensive basis with a reputable insurance company through Lincolnshire County Council (Zurich insurance).

G Vehicle maintenance:

The driver and the federation are responsible for the condition of the vehicles, whether our own or hired. The FSES Administrator is the member of staff responsible for ensuring the correct maintenance and cleanliness of our vehicles and for ensuring that systems are in place and followed with regard to the following elements:

- Vehicle running checks. These will be carried out daily by the site managers. In addition the driver needs to do a walk-round check before they drive the bus (this has to be documented)
- Reporting of defects. These will be reported in writing by drivers to the FSES Administrator, or if unavailable, the Administration Manager, and will show the nature of the defect, when and by whom it was reported and will have a section to record the action taken to rectify it, when and by whom. Where a defect is found which is considered to render the minibus as being unroadworthy, it will be noted in the minibus booking diary/defect book and all drivers made aware of it. The minibus should then not be used until the defect has been corrected.
- Safety inspections and services. The vehicles will be serviced in accordance with the manufacturers' recommended schedule of servicing. A safety inspection will be carried out by Johnson Motors at the same time as the MOT pre-test service and inspection. The buses are inspected by Johnson Motors every 6 weeks. A safety inspection form will be completed by the "inspector" at this time. It will list all items checked and indicate the condition of those items. The person carrying out any repairs required should sign, date and state any rectifying action taken. All other servicing and repair (when required) will be carried out by Johnson Motors.

Minibus with disabled lift:

- The lift must be serviced every 6 months, with a safe working load test (Lolla) done every year

H Vehicle checks for the driver:

The driver must be familiar with the position of all the controls, including the fire extinguisher, first aid kit, spare wheel and tools. Before starting the journey, the driver will carry out a visual check. This will include:

- Walking round the vehicle checking that the bodywork/glass is intact and that the doors open freely and close securely. Checking seats and seat belts/restraints.
- Checking that the driver's seat and rear view mirrors are secure, intact and adjusted as necessary.

- Checking windscreen washers and wipers.
- Checking lights, indicators, horn, warning lights and instruments.
- Checking tyres for condition (including the spare)

The Site Managers will carry out a full check as outlined below on a daily basis:-

- Walking round the vehicle checking that the bodywork/glass is intact, doors open freely and close securely, checking seats and seatbelts/restraints.
- Checking that the driver's seat and rear view mirrors are secure, intact and adjusted as necessary.
- Checking windscreen washers and wipers.
- Checking lights, indicators, horn, warning lights and instruments.
- Checking tyres for condition (including the spare)
- Checking engine coolant and oil levels.
- Checking screen washer fluid level.
- Checking brake fluid and battery levels.

Any defects should be recorded and reported to the FSES Administrator

I Safe loading

The minibus must not be overloaded. Where passengers and luggage are to be carried, then the combined weight must be assessed. Maximum gross vehicle laden weight is 3.5 tonnes, this is equivalent to a full complement of 16 or 17 people (including the driver) with hand luggage, and a full tank of fuel. If luggage is carried in the minibus it must not restrict the gangway. All gangways and exits must be kept clear and it must always be possible to open emergency exits from the inside. A roof-rack must not be used on the minibuses but a trailer of approved design may be fitted in order to carry excess luggage. When a trailer is fitted, maximum speed must not exceed 50mph.

J Seat belts

Seat belts/restraints are fitted to all seats. It is a legal requirement to wear the seat belts and it is the driver's responsibility to ensure that the seat belts/restraints are secured at the beginning of each journey. Passengers should be reminded of the necessity to keep them fastened, this may be done by means of an announcement by the driver or group leader or by means of an audio-visual display presentation or by signs displayed at every seating position. A student/ pupil refusing to fasten a seat belt must not be allowed to travel in a federation minibus.

It is also a legal requirement that drivers must use them (the only exception is where the driver holds a medical exemption from a doctor, as in a Certificate of Exemption from Compulsory Seat Belt Wearing)

Any student under 12 or 135 cm high could need a booster seat on the buses.

K Driver's hours

It is important that the driver is not tired, particularly after a day at work, or a long period teaching. Breaks should be built into journey planning.

The following restrictions will apply:

- After a full day's work, when the destination is more than 1.5 hours driving time away (equivalent to 50 miles or more) **two** drivers will be taken and the drivers changed after 2 hours.

- After a half day's work, when the destination is more than 2 hours driving time away (equivalent to 80 miles) **two** drivers will be taken and the drivers changed after approximately 2 hours.
- At weekends and during holidays no driver shall drive for more than 6 hours on any one working day. Continuous driving must not exceed 2 hours after which a break of at least 15 minutes must be taken. If driving under EC rules a break of at least 45 minutes after 4 ½ hours is required. If driving under domestic drivers' rules a break of at least 30 minutes is required after 5 ½ hours of driving.
- The working day must not exceed 16 hours between times of starting and finishing work (including work other than driving and off duty periods during the day.)

L Use of minibus

The federation minibuses may only be used for the benefit of students/pupils in the federation. The minibuses are only insured for use in the UK and not for journeys abroad. All use of the minibuses must be booked in advance and availability confirmed with the relevant person at each academy.

M Unplanned incidents, driver illness or minibus breakdown

Journeys involving the federation minibuses will always be staffed on the basis of two approved adults* to provide for accident/emergency situations except on local journeys which are defined as those within 50 mile radius of the Haven High (but see also Section K on Driver's Hours and Supplement to Trips and Visits Policy).

*An approved adult is a person of 21 years, or above (but with a minimum of 2 years driving experience), who has been checked by the member of staff responsible for the minibuses, namely the FSES Administrator.

In the event of an incident whilst on a journey that is likely to cause a delay of any kind, the Haven High or contact should be informed as soon as possible. A mobile telephone should be taken on every trip if possible.

In the event of illness to the driver the following procedures should operate:

- For journeys where the destination is less than 50 miles, and there is only one driver:
- Where a driver is unfit to continue driving the following individuals have agreed to be contacted for an emergency call out if outside the academy day.

Administration Manager (Haven High)	01205 319503
Facilities Manager (Steve Chester)	07896785716
Site Manager (Tony Brown)	07833705683
C Britchford	07960481517
- Prior to the journey the driver should make sure at least one of the drivers on emergency call out is aware of the trip and the travel arrangements and would be available should the emergency call out be necessary.
- For journeys where the destination is greater than 50 miles and there is more than one driver:
- Where the second driver takes over due to illness of the other driver, the second

driver shall assess the situation and if it is felt that a further driver is needed then an emergency driver on standby should be contacted, as above.

In the event of a breakdown outside the county, the AA should be contacted immediately on 0800 - 616300. Membership number is M03424702LGH. Reference documents are kept in the minibuses. In the event of a breakdown inside the county, drivers will find guidelines on necessary action in the minibus glove compartment.

Should another minibus be required, depending on the severity of the breakdown or the length of time before the AA can attend, useful contact numbers are as follows:

Translinc	01205 365287
Phil Haines mini bus hire	01205 722359
Tempests Garage	01205 480252

In the event of any incident or accident involving a passenger or driver while on a minibus the driver must complete a full report of the event and pass to the relevant person at each academy. The person responsible for First Aid at the relevant must be informed too. This must happen even if the person involved appears to have sustained no injury.

Drivers planning a trip involving the use of the minibuses are required to acquaint themselves thoroughly with these procedures and with procedures for Coping with Emergencies (see Critical Incident Policy).

N Internal procedures

1. Prior to Journey/Trip.

- Book the mini-bus (and driver) through the FSES administrator.
- Liaise with Bridget Blackham as trip co-ordinator
- See the Site Managers regarding a familiarisation drive and a check of the controls (if you have not driven the mini-bus before).
- Make arrangements for emergency call out (see Section M)

2. Day of use.

- Ensure all doors are unlocked prior to the journey
- Ensure all passengers are seat-belted in before commencement of the journey and remain so throughout, as required by law.
- ensure there is no eating/drinking/smoking on the minibus at any time.

3. Arrival at destination (or parking for any length of time).

- Ensure all doors/windows are locked and the dead lock is secured to the steering wheel and brake/clutch pedal.

4. Return to the academy.

- Return the mini-bus to the front of the academy
- Ensure all windows/doors are locked and deadlock replaced as above.
- Check the condition of the vehicle and report any damage to FSES Administrator immediately.

- Ensure the interior is tidy and dispose of rubbish.
- Check that the minibus lights, internal and external, are switched off.
- Report any general problems regarding the vehicle to the FSES Administrator
- Return the keys to the relevant place immediately on return.

5. Useful information

- Keys are kept in Student Services for vehicles on the Marian Campus.
- Refuelling: The academy has a BP Plus Card account which is valid at all BP, Texaco and Total service stations, the nearest of which is the High Street Garage Boston. The card is kept by the Finance Administrator and should be obtained before proceeding on any journey which might involve refuelling the minibuses. Please return the card and any receipts for fuel to the Finance Administrator on completion of the journey.

* **Remember:** The mini-bus uses diesel fuel.

- Emergency numbers:
AA (see handbook in mini-bus for emergency number)

28. CHARGING AND REMISSIONS POLICY

The following is a brief outline, please refer to the full policy for more detail. All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Kimberley Albelda, Joao Amaral, Simon Jay or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

1 The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy: -

- i Academy trips and residentials : All costs;
- ii Activities outside Academy hours : All costs;
- iii Materials : A contribution towards the costs of materials purchased by the Academy in relation to items produced by students which will be taken home for personal use;
- iv Acts of vandalism and negligence: the Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- v Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested.

2 If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.

3 There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made, which are not supported by the Academy.

4 If a late exam entry fee is the direct result of actions by a student or parent(s), the Governing Body may seek to recover the fee from the parent.

Remissions

The Governing Body may remit charges in full or in part to parents after considering specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Executive Headteacher will authorise remission in consultation with the Chair of Governors.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary, that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

29. ACADEMY TRIPS AND VISITS POLICY

The following is a brief outline, please refer to the full policy and the supplement to the policy for more detail. All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Kimberley Albelda, Joao Amaral, Simon Jay, or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

Staff should follow the check list below and liaise with Bridget Blackham well in advance of the trip.

CHECKLIST FOR TRIPS AND VISITS

All items marked * on the following checklist must be left with the Administration Manager prior to departure (checklists from Bridget Blackham (EVC Haven High)):

1. Date of trip*
2. Year/Form groups to be involved*
3. Number of boys and girls
4. Itinerary*
5. Approval form and risk assessment
6. Transport arrangements and vehicle registration numbers*
7. Total cost of transport
8. Cost of accommodation
9. Insurance form completed and returned to county
10. Cost of insurance
11. Other expenses (please specify)
12. Members of staff involved*
13. Group leader*
14. Approval by Governing Body, where appropriate
15. Proposed cost per student (show breakdown)

16. Draft letter to parents
17. Consent form
18. Up-to-date list of participants (including contact names & numbers)*
19. Passport and currency arrangements (if necessary)
20. Date of briefing meeting with parents and the domestic arrangements for this
21. Final letter to parents
22. Insurance certificate (copy *)
23. Administration Manager informed for booking supply
24. Catering Manager informed
25. Policy for Coping with Emergencies
26. Transport booked
27. Letter to confirm transport
28. Letter to confirm accommodation
29. Financial summary (including receipts)
30. Emergency telephone contact *
31. Emergency pack collected

30. CRITICAL INCIDENT PROCEDURES

The following is a brief outline, please refer to the full policy for more detail. All the policies can be found on the website. A hard copy of policies can be found in the staffrooms, the admin offices or with Ellie Hextall, Kimberley Albelda, Joao Amaral, Simon Jay, or Sally Wharff on Marian Campus or with Carolyn Sumner on Tollfield Campus.

The purpose of the policy is to:

- outline routines and procedures to reduce the danger inherent in certain situations
- assist staff in coping with disasters if and when tragic incidents occur.

The policy gives details of procedures that should be followed and by whom, instantly, in the short term, medium term and long term.

Major incidents could be:

- Death of a student or member of staff;
- Death or serious injury on an academy trip;
- Epidemic in the academy or community;
- Violent incident in the academy;
- A student missing from home;
- Destruction or major vandalism in the academy;
- A hostage taking;
- A transport accident involving academy members;
- A disaster in the community;
- A civil disturbance or terrorism.
- Major fire or flood

The Critical Incident Management Team (CIMT) will comprise the following staff:-

Adrian Reed, Executive Headteacher
 Ellie Hextall, Head of Academy
 Kimberley Albelda, Joao Amaral, Simon Jay, Sally Wharff Deputy Heads
 Polly Champion, Admin Manager
 Chair of Governors

All group leaders on Out of Academy Activities must allocate responsibilities as outlined below :

ACTION CARD 2
GUIDANCE FOR GROUP LEADERS ON OUT-OF-ACADEMY ACTIVITIES

THERE HAS BEEN A MAJOR INCIDENT

INSTRUCT ALL COLLEAGUES TO RECORD THEIR ACTIONS AS SOON AS POSSIBLE

ALLOCATE KEY RESPONSIBILITIES – as outlined by the emergency action cards

INFORM OBTAIN FACTS AND INFORMATION CALL THE EMERGENCY SERVICES USING 999 SYSTEM RETAIN ANY RELEVANT EQUIPMENT INFORM SENIOR ACADEMY STAFF CONTACT HEALTH AND SAFETY REPRESENTATIVES REQUEST ASSISTANCE ON SITE AS NECESSARY PREPARE TO DEAL WITH THE MEDIA	ADULT 1 - INFORMS <ul style="list-style-type: none"> • Group Leader
SAVE ADMINISTER FIRST AID WHERE POSSIBLE ESTABLISH A CONTACT POINT WITH THE EMERGENCY SERVICES TRAVEL WITH CASUALTIES TO HOSPITAL COMPLETE ACCIDENT FORMS	ADULT 2 - SAVES <ul style="list-style-type: none"> • Nominated adult to be shown on risk assessment
CARE CALL OTHER ASSISTANCE AS NECESSARY KEEP A RECORD OF WITNESSES KEEP OTHERS INFORMED OF SITUATION CONSIDER ABANDONMENT OF ACTIVITY ARRANGE FOR NON CASUALTIES TO RETURN TO THE ACADEMY REMAIN AVAILABLE TO EMERGENCY SERVICES AND SUPERVISING COLLEAGUES	ADULT 3 - CARES <ul style="list-style-type: none"> • Nominated adult to be shown on risk assessment

MAINTAIN VITAL COMMUNICATIONS WITH COLLEAGUES AT ALL TIMES

Details of these action cards will be presented to trip organisers by Bridget Blackham along with all the necessary risk assessment documents.