



Whole School Policy for School Trips

Reviewed: September 2025

Next review: September 2026

Signed _____ (Chair of Governors)

Signed _____ (Head teacher)

Why Have School Trips?

Pupils can derive considerable educational benefit from taking part in trips. They have the opportunity to undergo experiences not available in the classroom; visits help to develop a pupil's investigative skills and also encourage greater independence. They also provide pupils with knowledge and awareness of the world around them and encourage personal and social development. Trips give the children lived experiences which some may not encounter otherwise.

Planning Visits

It is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. This is known as writing a risk assessment. The group leader and other supervisors should monitor the risks throughout the visit and take appropriate action as necessary.

When writing risk assessments, the group leader/trip organiser should take the following factors into consideration:

- The type of visit/activity and the level at which it is being undertaken.
- The location, routes and modes of transport.
- The competence, experience and qualifications of supervisory staff.
- The ratios of teachers to pupils.
- The group members' fitness, competence and temperament and the suitability of the activity.
- The special educational or medical needs of pupils.
- The quality and suitability of available equipment.
- Seasonal conditions.
- Emergency procedures.
- How to cope when a pupil becomes unable or unwilling to continue.
- The need to monitor the risks throughout the visit

Other considerations which should form part of the planning stage include:

- Communication arrangements.
- Supervision ratios.
- Contingency measures for enforced change of plan or late return.
- Information to parents.
- Preparing pupils.
- Emergency arrangements.
- Arrangements for sending pupils home early.

Once a formal risk assessment has been written, the group leader should also fill in an Evolve form (category B and C trips only, please see below), which can be found online at:

https://evolve.edufocus.co.uk/evco10/evchome_public.asp?domain=nottinghamshirevisits.org.uk

The EVC lead at Manor Park will give any member of staff a username and password.

Once an Evolve form has been submitted, the EVC lead will review the trip and then pass it on to the head teacher for approval. No trip can take place until the head teacher has approved the trip via Evolve.

Financial Planning

The group leader should ensure that parents have early written information about the cost of the trip. Parents should be given enough time to prepare financially for the trip. The head teacher should ensure that banking arrangements are in place to separate the trip's receipts from other school funds.

First Aid

The minimum first-aid provision for a visit is:

- A suitably stocked first-aid box.
- A person appointed to be in charge of first-aid arrangements.
- At a minimum one member of staff should be first aid trained.

Other considerations when considering first-aid should include:

- Group size and the nature of the trip.
- Who will remain at school to administer first aid to any children who are not attending the school trip.

Supervision – Responsibilities

Teachers must understand their roles and responsibilities at all times. In particular, all teachers should be aware of any pupils who may require closer supervision and the reason for this.

Day Trips

- Support for pupils on the school's SEND register will be considered on an individual basis, dependent on individual needs.
- Children funded at HLN or AFN high will require an adult/child ratio of 1:1
- One teacher/adult for every 4/5 pupils in F1 and F2, depending on age, type and term of trip.
- One teacher/adult for every 6 pupils in years 1 and 2
- Regular head counting of pupils should take place, particularly before leaving any venue.
- The group leader should establish rendezvous points and tell pupils what to do if they become separated from the group.
- For the protection of both teachers and adults, all teachers should ensure that they are not alone with a pupil wherever possible.
- The suitability of potential supervisors should be assessed by the group leader and head teacher at an early stage of the planning process.
- All adult helpers, including teachers and parent/volunteer helpers, must understand their roles and responsibilities at all times. Supervisors should be aware of any pupils who may require closer supervision. Teachers retain responsibility for the group at all times.
- If the school is leading an adventure activity, such as canoeing, the instructor must be suitably competent to lead or instruct pupils in the activity. Competences should be demonstrated by holding the relevant National Governing Body (NGB) award where it exists.
- All supervisors should carry a list of all pupils and adults involved in the visit at all times.
- The teacher in charge remains responsible for pupils even when not in direct contact with them. Pupils should be easily identifiable, e.g. wearing a school uniform or Hi-Viz bibs, but should not wear name badges. On school trips that are deemed more adventurous or where children will be in an environment or area that is very large, pupils should wear wrist bands which have the school name and telephone number displayed. These are available from the school office.

Residential Trips

A risk assessment will be carried out before the trip, and adequate provision will be made for all children.

Preparing Pupils

Pupils who are involved in a trip's planning and organisation, and who are well prepared, will make more informed decisions and will be less at risk. Providing information and guidance to pupils is an important part of preparing for a school trip. Pupils should clearly understand what is expected of them and what the trip will entail. Pupils must understand what standard of behaviour is expected of them and why rules must be followed.

Participation

The teacher in charge should ensure that the pupils are capable of undertaking the proposed activity. They should not be coerced into activities of which they have a genuine fear.

Pupils whose behaviour is such that the teacher in charge is concerned for their safety, or for that of others, should be withdrawn from the activity. The teacher in charge should consider whether such pupils should be sent home early. Parents and pupils should be told in advance of the visit about the procedures for dealing with challenging behaviours, how a pupil will be returned home safely and who will meet the cost.

Information to Pupils

The teacher in charge should decide how information is provided and ensure that children understand key safety information.

Pupils should understand:

- The aims and objectives of the visit/activity.
- Background information about the place to be visited.
- How to avoid specific dangers and why they should follow rules.
- Why safety precautions are in place.
- What standard of behaviour is expected from pupils
- Appropriate and inappropriate personal and social conduct.
- Who is responsible for the group.
- What to do if approached by anyone from outside the group.
- Rendezvous procedures.
- What to do if separated from the group.

Emergency Procedures

For all residential visits, all group members should carry the address and telephone number of the accommodation in case an individual becomes separated.

- Pupils should be aware of who is responsible in any instances where the group leader has delegated responsibility to another member of staff or instructor.
- If at any time there is a change in the planned schedule, new activities should be assessed and pupils provided with the appropriate information.

Transport and Pupils

Pupils using transport on a visit should be made aware of basic safety rules, including:

- Arrive on time and wait for transport in a safe place.

- Follow the group leader's instructions for accessing and departing transport.
- Wear a seatbelt and stay seated whilst travelling on transport.
- Toilets (on coaches and buses) cannot be used under any circumstances.
- Never tamper with any of the vehicle's equipment or driving controls.
- Bags must not block aisles or cause obstructions.
- Never attempt to get on or off the moving transport.
- Never lean out of or throw things from the window of the transport.
- Never kneel or stand on seats.
- Never disturb or distract the driver.
- If you feel unwell, tell a teacher or teaching assistant.

Pupils with Special Educational and Medical Needs

Every effort should be made to include pupils with special educational or medical needs. Special attention should be given to appropriate supervision ratios, and additional safety measures may need to be addressed at the planning stage.

The following factors should be taken into consideration:

- Is the pupil capable of taking part in and benefiting from the activity?
- Can the activity be adapted to enable the pupil to participate at a suitable level?
- Will additional/different resources be necessary?
- Will additional supervision be necessary?

The teacher in charge should discuss the visit with the parents of SEN pupils to ensure that suitable arrangements have been put in place to ensure their safety.

Where the activity/visit is not appropriate for any child with additional special needs, an alternative activity will be arranged and provided by the school to ensure they receive equal access to an enhanced provision and lived experiences appropriate to their developmental stage and area of need.

Pupils with Medical Needs

All teachers supervising visits should be aware of a pupil's medical needs and any medical emergency procedures. If the pupil's safety can not be guaranteed, it may be appropriate to ask the parent to accompany a particular child.

Parents should be asked to supply:

- Details of medical conditions.
- Emergency contact numbers.
- The child's GP's name, address and phone number.
- Written details of any medication required (including instructions on dosage/times) and parental permission to administer.
- Parental permission if the pupil needs to administer their own medication or agreement for a teacher to administer.
- Information on any allergies/phobias.
- Information on any dietary requirements.
- Information on any toileting difficulties.
- Parental home and daytime phone numbers and address
- Special transport needs for pupils who require help with mobility.

Enquiries should be made at an early stage about access and facilities for securing wheelchairs on transport and at residential centres, etc.

All teachers supervising the visit should be allowed to talk through any concerns they may have about their ability to support the child. Extra help and training should be requested if necessary.

If teachers are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, because of a medical condition, they should seek general medical advice from the School Health Service or the child's parents.

Communicating with Parents

Before residential visits, or when children are to engage in adventure activities, parents should be supplied with written details of the proposed visit.

The following information on matters that might affect pupil health and safety should be given to parents:

- Dates of the visit.
- Visit objectives.
- Times of departure and return – parents must have agreed to meet their child on return.
- Modes of travel, including the name of the travel company.
- Size of the group and the level of supervision.
- Details of accommodation, with supervisory arrangements on site.
- Details of provision for special educational or medical needs.
- Procedures for pupils who become ill.
- Names of the leader, of other staff and of other accompanying adults.
- Details of the activities planned.
- Standards of behaviour expected (this information may take the form of a code of conduct which parents should sign).
- What pupils should not take on the visit or bring back.
- Details of insurance taken out for the group as a whole in respect of luggage, accident, cancellation, medical cover, any exceptions in the policy and whether parents need to arrange additional cover.
- Clothing and equipment to be taken.
- Money to be taken.
 - Details on the cost of the visit.

Parental Consent

Head teachers or group leaders should seek consent for:

- All visits out of school involving pupils in school.

For category A trips (see below), the school holds a blanket consent form that was filled out by parents when the child enrolled at the school. This form permits teachers and teaching assistants to take children out of school for trips locally that occur during the school day, e.g. to the library, church, etc. Prior to these trips, teachers should check individual consent forms, which are held in the school office.

Adventure Activities.

If parents withhold consent, the pupil should not be taken on the visit, but the curricular aims of the visit should be delivered to the pupil in an alternative way, wherever possible. If the parent gives a conditional consent, the head teacher will need to consider whether the pupil may be taken on the visit or not.

A parental consent form should be completed for each pupil in the group.

Some general issues to consider include:

- Allergies/phobias the pupil may have.

- Any contagious or infectious diseases suffered within the family during the preceding 4 weeks, and any recent illnesses suffered by the pupil.
- Whether the pupil suffers from travel sickness.
- Whether the pupil has any night time tendencies, such as sleepwalking.
- Any other information which the parent thinks should be known.
- Parental home and daytime phone numbers and addresses.
 - An alternative contact, with their phone number and address.

Medical Consent

This should form part of the parental consent form. Parents should be asked to agree to the pupil receiving emergency treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities. If parents do not agree to this, the head teacher may decide to withdraw the child from the visit, given the additional responsibility this would entail for the group leader.

Early Return

The group leader should tell parents if they will be expected to fund the early return of a pupil whose conduct gives cause for concern on a visit. A written agreement may be necessary.

Pupils' Contact with Parents

The group leader will be in regular contact with parents via the school office (email) or Dojo, which will keep them updated on the adventures, progress and well-being of the group.

Parents will have a number to ring for information in the event of an incident during the visit or late arrival home. Parents should have destination details.

Planning Transport

The group leader must give careful thought to planning transport. The main factors to consider include:

- Passenger safety.
- Type of journey – local or will it include long-distance driving, i.e. motorways.
- Traffic conditions.
- Weather.
- Journey time and distance.
- Stopping points on long journeys for toilet and refreshments.
- Supervision.

Seat Belts

All minibuses and coaches which carry groups of children must be fitted with a seat belt for each child. Seat belts must be worn by all staff and children.

Supervision on Transport

The group leader is responsible for the party at all times, including maintaining good discipline.

All group members should be made aware of the position of the emergency door, first-aid and anti-fire equipment on transport.

Factors that the group leader should consider when planning supervision on transport include:

- Safety when crossing roads – pupils need to know how to observe the safety rules set out in the Highway Code and the Green Cross Code.
- Drivers of buses and coaches must comply with legislation covering maximum periods of driving and minimum rest periods.
- Head counts, by the group leader or another delegated teacher, should always be carried out when the group is getting off or onto transport.
- Responsibility for checking that seat belts are worn.
- Travel sickness tablets should only be administered to a pupil with previous written authorisation from the parents.

Hiring Coaches and Buses

The group leader is responsible for ensuring that coaches and buses are hired from a reputable company. Operators must have the appropriate public service vehicle (PSV) operator's licence. When booking transport, the group leader should ensure that seat belts are available for pupils.

If any of the group members use a wheelchair, the group leader should ensure that the transport used has appropriate access and secure facilities.

Private Cars

Teachers and others who drive pupils in their own car must ensure their passengers' safety and that they have an appropriate licence and insurance cover for carrying the pupils. Head teachers should consider whether consent should be obtained before pupils can be carried in a teacher's private vehicle.

Volunteers should be carefully vetted by the school before they are permitted to drive pupils in their car. The driver is responsible for making sure that pupils have a seat belt and booster seat at all times. Head teachers who wish to use parents or volunteers to help transport pupils in their own cars must ensure that they are aware of their legal responsibility for the safety of the pupils in their care. Parents' agreement should be sought (on a consent form) for their children to be carried in other parents' cars. It is advisable that parents who drive pupils are not put in a position where they are alone with a pupil. The group leader should arrange a central dropping point for all pupils rather than individual home drops.

Insurance

The group leader must ensure, well before the group departs, that adequate insurance agreements are in place.

Cancellations

Some parents may cancel their child's place in the visit. The group leader should forward any cancellations to the insurer/operator as soon as possible, in writing, if a replacement is not available. Delay in notification may incur cancellation charges.

Types of Visit

- Category A – Local regular visits which occur during the school day, e.g. walking to the library.
- Category B – Visits which occur yearly and usually require transport to a destination that is not local to the school.
- Category C – Adventurous activities or Residential Visits.

Category A trips do not require an Evolve form. Category B and C trips need an Evolve form. Evolve forms for Category B trips should be submitted for approval 4 weeks before the trip commences. Evolve forms for Category C trips should be submitted for approval 8 weeks before the trip commences.

When planning category B and C trips which use external venues and/or facilities offered by a commercial company (e.g. adventure activities), the group leader should follow the policy of Evolve and check:

- Whether the provider is legally required to hold a licence for the activities it offers and, if so, whether the provider actually holds a licence.
- It is illegal for a provider of licensable status to offer a licensable activity without a valid licence.
 - An additional checklist should be filled in, which can be found upon Evolve.

A licensed provider does not necessarily have to hold a licence for all its activities. However, the following activities – where undertaken by young people under 18 years unaccompanied by a parent – need a licence: climbing, trekking (skiing, cycling, horse riding, walking, sledging or skating) and watersports including sailing, canoeing and rafting. Further advice is contained on the DFE website and upon Evolve.

Coastal Visits

Group leaders and other teachers should be aware that many of the incidents affecting pupils have occurred by or in the sea. Further advice is contained on the DFE website and upon Evolve.

Farm Visits

Farms can be dangerous so farm visits should be carefully planned. The merits of an exploratory visit should be considered. Further advice is contained on the DFE website and upon Evolve.

Residential Visits

A good rule of thumb is 1 teacher for every 6/8 pupils. Issues to be considered include:

- The group should ideally have adjoining rooms, with teachers' quarters next to the pupils' – the leader should obtain a floor plan of the room reserved for the group's use in advance.
- There must be separate male and female sleeping/bathroom facilities for pupils and adults.
- The immediate accommodation area should be exclusively for the group's use.
- Ensure there is appropriate and safe heating and ventilation.
- Ensure that the whole group are aware of the lay-out of accommodation, its fire precautions/exits, its regulations and routine and that everyone can identify key personnel.
 - If rooms have televisions, these should be removed/disabled to avoid access to adult content or inappropriate programmes and/or films.
- Security arrangements should be in force to stop unauthorised visits.
- The manager/owner of the accommodation should be asked for assurances that the staff, including temporary workers, have been checked as suitable for work with young people.
- Locks on doors should work in the group's rooms but appropriate access should be available to teachers at all times.
- There should be drying facilities.
- There should be adequate space for storing clothes, luggage, etc.
- Adequate lighting – it is advisable to bring a torch.
- There should be provision for pupils with special needs and those who fall sick.
- Windows should be secure and electrical connections safe.
- Where possible, pupils should not be lodged in ground floor rooms.
- The fire alarm must be audible throughout the accommodation.
- There should be recreational accommodation/facilities for the group.

After arrival at any accommodation it is advisable to carry out a fire drill as soon as possible.

Parent volunteers

We are very grateful to parents/ carers who support the school when attending trips and events outside of school. Without this support, the visits would be unlikely to go ahead. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all.

1. *Mobile phones must be switched off and not used at any time during the time with the children.*
2. *Parents or other helpers will not escort any child or children to the toilet.*
3. *Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.*
4. *No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school device. All pictures will be checked by the head teacher before they are published on the website or sent home if this is required.*
5. *Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in the event of an accident.*
6. *Parents or any other helpers will conduct themselves in a professional and courteous manner at all times. They will not use bad language, take or consume alcohol or smoke (including vaping) on any school trip.*
7. *Parents or other helpers will not buy any food or drink on the trip. If food or drink is to be consumed, then this should have been brought from home and will only be consumed during designated lunch breaks. All food should be kept in a bag/lunchbox.*

In the event of an emergency, the team leader will have sole responsibility for contacting the appropriate emergency services, the school and/or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader. They will follow the instructions given by the team leader and will act to promote the safety of all children and adults. In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. The school will seek advice from the County Hall, publicity and solicitor departments as appropriate.

Additionally, advice may be sought from Nottinghamshire Police. This is to safeguard and protect all those involved.

Before the visit

A short meeting will be held to explain to all helpers the following:

- ♣ Purpose of the visit, including proposed learning outcomes
- ♣ Role and responsibility of supporting adults
- ♣ Any particular needs of individual children or a group of children
- ♣ Difficulties or possible problems that may arise, as highlighted from the risk assessment
- ♣ Notification of who the team leader, first aiders and road crossers are
- ♣ Notification of appropriate clothing to be worn (as appropriate)
- ♣ Expectations with regard to confidentiality
- ♣ Expected level of behaviour and an awareness of Professional Codes of Conduct

Helpers will be asked to sign a declaration (see below) that states that they have received information regarding roles and responsibilities and that they understand the procedures they need to take if there is an accident.

Emergency Procedures

Teachers in charge of pupils during a visit have a duty of care to make sure that the pupils are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would. Teachers should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Emergency procedures are an essential part of planning a school visit.
If an accident happens, the priorities are to:

- Assess the situation.
- Safeguard the uninjured members of the group.
- Attend to the casualty.

Inform the emergency services and everyone who needs to know of the incident.

Who Will Take Charge in an Emergency?

The group leader would usually take charge and would need to ensure that emergency procedures are in place and that backup cover is arranged. The group leader should liaise with the representative of the tour operator.

Pre-arranged School Home Contact

The school contact's main responsibility is to link the group with the school and the parents, and to provide assistance as necessary.

All those involved in the school trip, including teachers, pupils and parents, should be informed of who will take charge in an emergency and what they are expected to do in an emergency.

School Mobile Phone

The school trip leader will take the school's mobile phone. This will be switched on and fully charged. The phone number will be printed on the risk assessment. In the event of an emergency or to query any school trip member can contact the trip lead using the phone number on the risk assessment. Alternatively, any trip member can contact the school office, which will then ring the trip leader.

Emergency Procedures Framework during the Visit

If an emergency occurs on a school visit, the main factors to consider include:

- Establish the nature and extent of the emergency as quickly as possible.
- Ensure that all the group members are safe and looked after.
- Establish the names of any casualties and get immediate medical attention for them.
- Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures.
- Ensure that a teacher accompanies casualties to the hospital and that the rest of the group is adequately supervised at all times and kept together.
- Notify the police if necessary.
- Inform the school contact.
- Details of the incident to pass on to the school should include: nature, date and time of incident, location of incident, names of casualties and details of their injuries, names of others involved so that parents can be reassured, action taken so far, action yet to be taken (and by whom).
- Notify insurers, especially if medical assistance is required.*

Notify the tour operator.*

*This may be done by a school contact.

- Write down accurately and as soon as possible all relevant facts and witness details, and preserve any vital evidence.
 - Complete an accident report form as soon as possible.
 - No one in the group should speak to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families.
- No one in the group should discuss legal liability with other parties.

The main factors for the school contact to consider include:

- Ensuring that the group leader is in control of the emergency and establishing if any assistance is required from the home base.
- Contacting parents. The school link is the contact between the group and parents. Parents should be kept as well-informed as possible at all stages of the emergency.
- The school contact should act as a link between the group and the chair of governors and arrange for the group to receive assistance, if necessary.
- Liaison with media contact.

The reporting of the incident using appropriate forms, if necessary.

Media Contact

Education Authorities usually have a designated person to deal with media enquiries. The media contact should liaise with the school contact, the group leader and, where appropriate, the emergency services. In the event of an emergency, all media enquiries should be referred to the public relations department of Nottinghamshire County Council via the head teacher. The name of any casualty should not be given to the media.

After a Serious Incident

It is not always possible to assess whether uninjured group members have been traumatised or whether pupils or staff in school have been affected. Schools in this situation have sometimes found it helpful to contact local community support services and to seek professional advice.

Date: October 2025

Next Review: October 2025

Guidance for parents & carers who support on school trips and visits.

We are very grateful to parents/ carers who support the school when attending trips and events outside of school. Without this support, the visits would be unlikely to go ahead. There are, however, certain procedures that must be adhered to for the safety and protection of children, parents and staff. The following must be maintained in the interest of all.

- 1. Mobile phones must be switched off and not used at any time during the time with the children.*
- 2. Parents or other helpers will not escort any child or children to the toilet.*
- 3. Parents or other helpers will not be solely left in charge of a group without a member of the school staff being present.*
- 4. No photographs of children will be taken unless asked specifically by a member of the school staff team. These will only be taken using a school camera or an iPad. All photographs will be checked by the Head teacher before they are published on the website or sent home if this is required.*
- 5. Parents or any other helper will not be expected to administer any medicines or first aid. This will be the responsibility of the school team. All helpers will know who the first aiders are in the event of an accident.*
- 6. Parents or any other helpers will conduct themselves in a professional and courteous manner at all times. They will not use bad language, take or consume alcohol or smoke (including vaping) on any school trip.*
- 7. Parents or other helpers will not buy any food or drink on the trip. If food or drink is to be consumed, then this should have been brought from home and will only be consumed during designated lunch breaks. All food should be kept in a bag/lunchbox.*

In the event of an emergency the team leader will have sole responsibility for contacting the appropriate emergency services, the school and/ or parents. No other phone calls will be made by any other member of the trip team unless asked to do so by the team leader. They will follow the instructions given by the team leader and will act to promote the safety of all children and adults. In the event of a serious accident, there is an expectation that any parent or helper will not speak to the press or any other person. The school will seek advice from the County Hall, publicity and solicitor departments as appropriate. Additionally, advice may be sought from Nottinghamshire Police. This is to safeguard and protect all those involved.

Before the visit

A short meeting will be held to explain to all helpers the following:

- ♣ Purpose of the visit including proposed learning outcomes
- ♣ Role and responsibility of supporting adults
- ♣ Any particular needs of individual children or a group of children
- ♣ Difficulties or possible problems that may arise as highlighted from the risk assessment
- ♣ Notification of who the team leader, first aiders and road crossers are
- ♣ Notification of appropriate clothing to be worn (as appropriate)
- ♣ Expectations with regard to confidentiality
- ♣ Expected level of behaviour and an awareness of Professional Codes of Conduct

Supporting school trips

Name of helper

Trip supporting

Date

I have received information regarding my role and responsibility, and understand the procedures I need to take if there is an accident.

Signed

CHILD PROTECTION SUMMARY

This summary sheet is for staff and other volunteers who work in the school to support our children. Ensuring such staff and adult helpers read this sheet contributes to the school's commitment to safeguarding and promoting the welfare of pupils. As an adult working in this school you have a duty of care towards all pupils. This means you should act at all times in a way that is consistent with their safety and welfare.

If you have a concern about a child, particularly if you think s/he may be suffering or at risk of suffering harm, it is your responsibility to share the information promptly with the Designated Safeguarding Person for Child Protection (DSP): Miss Hanson, Mr Fennell or Mrs Dolby.

The following is not an exhaustive list but you might become concerned as a result of

- seeing a physical injury which you believe to be non-accidental
- observing something in the appearance of a pupil which leads you to think his/her needs are being neglected
- witnessing behaviour which gives rise to concern
- a pupil telling you that s/he has been subjected to some form of abuse

In any of these circumstances you should write down what you observed or heard, date and sign the account and give it to a DSP.

If a pupil talks to you about (discloses) abuse you should:

- listen carefully without interruption, particularly if s/he is freely recalling significant events
- only ask sufficient questions to clarify what you have heard. You might not need to ask anything but, if you do, you must not 'lead' the pupil in any way so should only ask 'open' questions
- make it clear you are obliged to pass the information on, but only to those who need to know
- tell a DSP without delay
- write an account of the conversation as soon as you are able (definitely the same day), date and sign it and give it to a DSP.

Do not ask the pupil to repeat the disclosure to anyone else in school, ask him/her or any other pupil to write a 'statement', or inform parents. You are not expected to make a judgement about whether the child is telling the truth. If the behaviour of another adult in the school gives rise to concern you should report it to the head teacher. Remember – share any concerns, don't keep them to yourself.

This school has a safeguarding policy and more detailed procedures on child protection which are available from the school office.