



Forest School Handbook

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Introduction to Forest School

Forest School is a learning process which is centred on the child and inspires them to play, explore and take risks in a natural environment. It is a long term process which builds confidence, develops resilience, encourages independence and fosters creativity. Forest schools is a holistic process which is not solely concerned with gathering knowledge. It helps pupils to develop socially, emotionally, spiritually, physically and intellectually. Forest schools takes place in a woodland or natural setting and permits pupils to develop a deeper connection with the world and everything within it. The woodland environment provides learners with an infinite source of smells, textures, sounds, tastes and visual stimuli which promotes engagement. Forest school also encourages learners to take appropriate risks, enabling problem solving, developing resilience and encouraging personal growth and development.

Within the Forest Schools sessions pupils will be provided with the opportunity to initiate and drive their own learning. They will be encouraged to explore, take risks, experience success and develop positive relationships with themselves, others and their environment. It is a process which heightens the natural curiosity in children and which will hopefully foster a healthy connection to the natural world which will stay with them for the rest of their lives.

History of Forest School

Forest School is not a new concept, it is based on outdoor learning which goes back to at least the 19th century where philosophers, naturalists and romantics recognised the importance of a connection with nature, in the development of a child. In 1993 a group of nursery nurses at Bridgewater College, Somerset, visited Denmark to look at the pre-school system. They were inspired by the open air culture ('frulitsliv') in early year's education which is seen as a way of life in Scandinavia. The nurses returned inspired and enthused by the largely outdoor, child-centred/play-based pedagogy employed by the Danes. As a result they started their own "Forest School" which had an enormous impact on their practice, as they observed children grow and blossom creatively throughout. In 1995 the college developed a BTEC in Forest School which encouraged early years practitioner's to gain the qualification and start incorporating it into their curriculum. Following this those involved in outdoor learning saw this as something that built on the UK's outdoor learning heritage and soon Forest School was being offered around the UK.

From 2000 onwards, local authorities took up Forest Schools, new training providers started to emerge, networks were created and a national governing body was formed on 7th July 2012. The Forest School Association (FSA) was launched as the new professional association for Forest School and the governing body for training.

Learning and Development

Whilst we plan to develop our own grounds to accommodate Forest School at the Cumbria Academy for Autism, it is currently not an option and so it is fortunate that we have access to an area of woodland at Maryport Church of England Primary School (Camp Road, Maryport, CA15 6JN). The site lies within the boundaries of the school and is surrounded by a fence/wall with access via a gated road which is closed during school hours.

Our primary school pupils have Forest School sessions once a week for the entire academic year. Our secondary schools pupils will have designated afternoons throughout the year in life skills classes.

Activities are very practical and usually child led, with one structured adult inspired activity at the core of the session which may include building shelters and dens, making a fire pit, creating artwork and jewellery and using tools.

At our Forest School pupils will be encouraged to:

- Problem solve
- Develop social skills
- Discover how they learn best
- Learn how to manage failures
- Develop practical skills and use tools to create and build
- Experience achievement and success
- Develop their language and communication skills
- Learn how to make decisions and evaluate risk
- Explore connections between themselves and the natural environment
- Understand the benefits of maintaining a healthy lifestyle
- Become more motivated and inspired
- Be able to reflect and evaluate

Roles and Responsibilities

Miss Hedley is the qualified Forest School Leader at the Cumbria Academy for Autism and Outdoor First Aid trained. There will always be a high staff to pupil ratio and all staff and volunteers will have undergone relevant background checks to ensure that they are safe to work with children. All staff are there to support, encourage and ensure the safety of our pupils. Staff will be encouraged to reflect on their own practice, take part in any relevant training and respond to the individual needs of each pupil.

Forest School Lead (Miss Hedley):

It is the Forest School Lead (FSL) responsibility to:

- To ensure the safety of children and adults during travel
- To ensure that animals are kept away from group
- To ensure the safety of children and adults whilst at the site
- To provide clear guidance and expectations to pupils and staff
- To carry out a safety check of the site prior to visiting
- To review the risk assessment associated with Forest School annually and following any incident.
- To check that children are dressed appropriately for the activities
- To check weather forecast and to determine if it is safe to hold the session
- To provide training with regards to using tools and equipment for staff and volunteers.
- To provide appropriate tools/ equipment and ensure that it is properly maintained and stored safely.
- To carry a back pack with all essential items which may be needed e.g. first aid kit, emergency shelter, spare clothes and food.
- To carry and administer any medication needed by individual pupils
- To have undergone all necessary background checks (DBS)

Class Teacher or Teaching Assistant:

It is the Class Teacher or Teaching Assistant's responsibility to:

- To ensure the safety of children and adults during travel and at the site

- To join in all Forest School activities and encourage pupil participation
- To ask open ended questions and following the lead of children
- To provide observations and/or take photographs on the school camera
- To dress appropriately and sensibly for Forest School sessions
- To be encouraging and supportive of the activities and the session
- To escort pupils to the toilet when needed
- To carry a back pack with a first aid kit in it, a shelter and spare clothes and food
- To carry and administer any medication needed by individual pupils
- To have undergone all necessary background checks (DBS)

First Aid Practitioner

It is the First Aid Practitioner's responsibility to:

- Carry a first aid kit
- To be trained and up to date
- To assess the situation quickly and calmly
- To check whether you or the casualty are in any danger
- To protect yourself and them from any danger
- To prevent infection between you and them
- To provide comfort and reassurance
- To assess the casualty and give first aid treatment
- To arrange for help if needed, including phoning for an ambulance
- Carry medication and administer it to pupils when needed
- To record any accidents or injuries in the accident book
- To inform SLT and parents of any accidents or injuries

Bus Driver

It is the Bus Driver's responsibility to:

- Transport the pupils and staff to and from the site safely
- To ensure that all staff and pupils fasten their seat belts, wear masks and are socially distanced
- To remain available for contact in case of emergency or a change of plan
- To ensure that the bus is appropriately cleaned following each visit.
- To ensure that pupils and staff are made aware of behavioural expectations whilst on the bus.
- To be suitably trained and have undergone all necessary background checks (DBS)

ESSENTIAL EQUIPMENT IN WELFARE BAG (PROVIDED BY THE SCHOOL):

- First Aid Kit
- Emergency Procedures
- Medical information (all children and adults)
- Risk Assessments
- Mobile Phone
- Clean Water
- Emergency whistle
- Emergency Life Blanket
- Accident forms (in school)
- Medicine for individuals
- Appropriate clothing
- Wipes and hand gel
- Toilet roll/ tissues
- Trowel
- Sun cream
- Spare clothing
- Hand warmers
- Hot water (cooler seasons)
- Extra food
- Plastic bag
- Roll mat and blanket
- Emergency shelter
- Bivvy bag
- Water bottle
- Knife/ Hand Saw
- Tick remover
- Casualty monitoring form
- Hazard tape
- Dog poo bags
- Emergency Teddy
- PPE

FIRE LIGHTING EQUIPMENT:

- Fire blanket
- Bucket of water
- Emergency fire/burns kit
- Cotton wool
- Matches
- Flame resistant gloves

ESSENTIAL EQUIPMENT – FIRST AID:

- Contact cards
- Latex gloves
- Bandages

- Plasters
- Burns gel
- Burns dressing
- Eye wash
- Scissors
- Cotton wool
- Antiseptic wipes
- Tick removers
- Bites and sting spray/cream

ESSENTIAL EQUIPMENT – CLOTHING (PROVIDED BY PARENTS):

It is essential that children wear appropriate clothing that will protect them from both hot and cold weathers. Children will also need comfortable long sleeved clothing that will protect them from cuts and scrapes. Children may get muddy during the forest schools sessions so please ensure clothes are 'old' and that they have spare clothes and a carrier bag to put their muddy clothes in to.

Clothing list:

- Waterproof trousers
- Waterproof coat (with hood!)
- Long sleeved top
- Full length trousers
- Warm boots/ Wellies
- Thick socks and a spare pair!
- Gloves and wholly hat
- Sun hat and sun cream

Forest School Policy

This policy has been specifically written so that all parents, staff, volunteers and governors at the Cumbria Academy for Autism have a shared understanding of the Forest School and its implementation at our school.

The contents of this policy should be read alongside the following policies:

- Health and Safety Policy
- Behaviour Policy
- Overarching Safeguarding Statement
- SEN Policy
- Single Equality Scheme Policy

All of which can be found on our school website:

<https://www.cumbriaacademyforautism.org.uk/page/?title=Policies&pid=21>

Within this policy, the term 'Forest School Leader' refers to Miss Hedley who holds a fully recognised Level 3 Forest School Practitioners qualification.

Environmental Considerations and Sustainability

One of the principles of our Forest School is to promote environmental awareness and encourage sustainability. The children are taught respect and responsibility for the world around them. Both children and adults are encouraged to respect their environment and to be aware of conservation issues of the woodland around them.

We aim to promote respect for wildlife and our woodland environment. This will be achieved partly through detailed long-term, medium-term and lesson planning. Careful reference will be made to our woodland management plan and ecological impact assessment. If appropriate, reclaimed, recycled and sustainable resources will be used to maintain and develop our Forest School Site.

Landowner Agreement

The area of woodland is owned by Maryport Church of England Primary School and St Mary's Church. The landowner will ensure the property is kept in a condition that is not likely to cause injury or damage to people on the land. The landowner is not liable for willingly accepted risks taken by visitors pursuing activities on the land. Maryport Church of England Primary School have public liability insurance cover. The Forest School leader has public liability insurance cover for pupils and planned activities. In addition, if a charge is made for use of your property, you will need commercial liability insurance. Maryport CE Primary school has a lettings policy (Please see Appendix A) in place that will be filled out each time for bookings. Contacts for Maryport CE Primary include Mrs Mandy Penn (Business Manager) and Mrs Joanne Ormond (Head Teacher).

Equality and Diversity

In the first instance please refer to the school Single Equality Scheme Policy. All people involved in Forest School sessions will be treated with respect and equality. Our priority is to ensure that children and adults have access to a safe and secure environment. Activities will be appropriate for the individual needs of each pupil and will be differentiated so that every pupil can experience success. All activities will be fully inclusive and a thorough evaluation will take place following each session to ensure that practice is being consistently improved.

We believe that any contributions made by staff, volunteers and pupils in our sessions will be listened to and appreciated. We will not tolerate any offensive language or behaviour that would undermine the ethos of our Forest School.

Health and Safety Considerations

In the first instance please refer to the Cumbria Academy for Autism's Health and Safety Policy. The health and safety of the adults and children is paramount at all times throughout any Forest School activity and session. Safe practice is reinforced through regular reminders and all staff involved will be thoroughly trained and briefed before each session.

The Forest School programme provides children with opportunities to develop independence and to take responsibility for their own learning. Whilst being independent in their learning, they will develop early risk assessment strategies and understand that their actions have consequences.

The Forest School Leaders will carry out risk assessments at the beginning of each term which will take account of seasonal changes. In addition the Forest School Leader will carry out a risk assessment before each session so that the area can be assessed for any dangers.

The Forest School site situated in a forest opposite the Maryport Church of England Primary School (Camp Road, Maryport, CA15 6JN)

Grid reference: NY04084 37038

The woodland is approximately 5.5 acres and is at an altitude of roughly 147.6ft. The woodland is 0.3 miles from the coast (Solway Firth).



The Forest School Leaders and other practitioners regard their duty of care when working with pupils as extremely important. For the safety and protection of all individuals we will ensure the following:

- Everyone involved in Forest School is briefed on health and safety and risk assessment of the site.
- Staff and volunteers are made aware of all of the policies and procedures involved in Forest Schools. They will be provided with this information during induction which will be held as an INSET. All staff must attend an induction and adhere to the guidance contained within all of these policies.
- All members of staff at the Cumbria Academy for Autism undertake Child Protection training. Any concerns are reported to the Head Teacher and SENCO (Mr Aindow), Deputy Head (Mrs

Kirkbride) and the Safeguarding Lead (Mrs Stuart). This will ensure the school's child protection policy can then be followed.

- The Forest School Leaders and other school staff delivering sessions all have an enhanced level CRB check.
- Suitable clothing and appropriate footwear must be worn at all times. During winter months pupils are expected to wear sturdy footwear or wellington boots, hats, scarves, gloves and waterproof outerwear. Sunscreen and hats should be worn in the summer months.

Assessing and Reducing Risk at our Forest School

One of the reasons for introducing Forest School to the Cumbria Academy for Autism is a belief that children are sometimes overly and unnecessarily protected from risks and that, ironically, this makes them less safe in the long run. At our Forest School we undertake a range of activities which contain a degree of risk. Risk serves to challenge our pupils and encourages them to work outside their comfort zone. It also helps develop pupils in the following areas:

- Developing gross motor skills
- Developing the ability to manage own risks
- Develops the ability to solve problems and make decisions.
- Develops self confidence
- Develop resilience
- Allows pupils to explore boundaries
- Encourages independence
- Develops emotional wellbeing
- Develops mindfulness
- Increases communication and language
- Develops empathy, social skills, self-awareness and regulation.

Whilst there is always a chance that pupils could sustain an injury, we believe that with careful supervision, full training and good practice, we aim to ensure that risks are reduced to manageable and acceptable levels. We have full written risk assessments in place for:

- Site
- Weather conditions and general welfare
- Group
- Individual
- Buildings shelters and dens
- Rope and String
- Fire
- Food
- Water
- Collecting natural materials
- Being off the ground
- Billhooks

- Bowsaws
- Penknives and Potato peelers
- Mallets
- Kelly Kettle
- Loppers
- Sheath knife

All these Risk Assessments can be found in Appendix B and on our school website Forest School page. Written Risk Assessments are constantly reviewed and regularly updated in order to reflect the safest practice possible at the Cumbria Academy for Autism's Forest School.

Fire Lighting

If a fire is lit at our Forest School, it is always supervised by a Forest School Leader. Fires will never be left unattended. Safe fire practice is always adhered to. There will always be a water bucket, fire gloves and fire blanket next to the fire.

Children are taught and reminded of the fire circle rules from their first visit to Forest School.

These are:

- Sit on the benches/ seating around the fire pit.
- There is a boundary of logs surrounding the fire. Do not go into this area.
- Keep the area around the fire circle free from debris
- NEVER cross the fire circle
- Do not add logs onto the fire unless instructed by the Leader.
- When leaving the seating area, step behind the benches and exit the area in a calm and controlled manner.

Cooking and Eating at Forest School

Forest School Leaders and other adults are aware of the following when cooking and eating at Forest School:

- Open fire cooking is only permissible in the designated areas.
- Everyone should wash their hands before handling food and drink.
- All food is stored in appropriate containers.
- Only clean equipment is used.
- Any dietary requirements are noted and catered for.
- Food will be cooked correctly.
- All equipment and waste is cleared away.

COSHH

Hazardous substances are stored out of the reach of pupils and are clearly identified with a hazard sticker. Hazardous substances will be carried by the Leader and will not be left unattended at any time. All staff should ensure that they are aware of relevant COSHH regulations.

Extreme Weather Procedure

'Poor Weather Conditions' are considered as snow, rain, wind, thunder/lightning storms and heat.

At the Cumbria Academy for Autism, we believe that children should experience learning in their environment no matter what the weather, however responsibility must also be taken to ensure the safety and wellbeing of all children and adults.

It is the responsibility of the Forest School Leader to check local weather information before leaving the school. During outdoor sessions the Forest School Leader is responsible for deciding if a session should be discontinued due to poor weather. The reasons for continuing/ceasing a session are detailed below:

Weather	Reasons to continue	Reasons to cancel
Snow	Snow has settled and children have arrived with suitable clothing for a session in the Snow.	Snow is still falling, freezing and slippery conditions.
Rain	Light rain, children are wearing suitable clothing.	Heavy rain, unsuitable clothing and the ground becomes too slippery.
Thunder and lightning	Low rumbles of thunder, clear skies	Rumbles of thunder grow louder. Visible lightning bolts
Wind	Light wind	High wind and danger of falling branches and trees.
Heat	Medium heat, pupil wears sun protection. Keep in shaded areas and offer water regularly.	Extreme heat. Risk of sun stroke and heat exhaustion.

Before starting Forest School sessions, parents are reminded to ensure their children bring appropriate clothes to school for the session. Before going outside, the Forest School Leader ensures that children and adults are wearing weather appropriate footwear and clothing.

In the event that the weather conditions worsen during a Forest School session, all children and adults will return to the school where they will partake in an alternative indoor activity.

Manual Handling

Correct handling techniques must be followed to minimise the risks of injury. A variety of injuries may result from poor manual handling and staff must ensure they model safe manual handling and adhere to guidance. The Forest School leader must assess the age and ability of the pupils in order to determine whether it is safe and appropriate for them to move loads such as logs or rocks, due to the weight, size and shape, taking into consideration factors such as weather conditions. In accordance with their assessment they will inform pupils and staff as to whether or not they are allowed to move loads or not.

Transport

Our current site is located approximately nine miles from the school premises. We will travel there by coach supplied by a local company. Forest School visits will be completed in accordance with our policies and procedures for school trips, including checked designated school transport providers.

Staffing to child ratios will be dependent on the class size and the individual needs of the group. There will generally be 1:3 staff to pupil ratio (if not a higher adult to pupil proportion).

A second approved vehicle should ideally be available to transport an injured child or adult, therefore one member of staff should follow the minibus in their car. They must hold business insurance and two

adults must accompany any child. Any drivers must have the relevant Insurance clearance from the school.

Welfare

Toileting: Children will be encouraged to use the toilet before leaving school. There is a toilet onsite and should a pupil need to go to the toilet they will be accompanied by an adult who has relevant DBS checks. Toilet paper will be provided and pupils will be encouraged to wash their hands and apply hand sanitiser. In case of emergence the Forest School Leader will carry a trowel and wet wipes. If a child has a wetting or soiling accident, they will be changed in accordance with the Intimate Care and Emotional Wellbeing Policy.

Hand Washing: Whenever possible, soap and water will be used for handwashing at snack time. Disposable paper towels will be used for drying and bagged for disposal. Anti-bacterial wipes and hand sanitiser will be available throughout the session.

Snack time or cooking: During snack time or cooking activities, food hygiene regulations will be adhered. Pupils will wash and dry hands and sit on the benches when consuming any food or drink. Drinking water will be supplied.

Tools

The safety of all participants is of paramount importance. Participants ensure that tools are used safely by adopting the following:

- Tools are stored correctly in school and checked after each session.
- Rules are set out clearly at the beginning of the tool use session.
- Leaders ensure that tool talks are given before any tools are used.
- Children are supervised at all times whilst using tools of any description on a 1:1 ratio with an adult
- Inappropriate use of tools will not be tolerated and will result in immediate withdrawal from the task.
- Tools must be stored out of reach of children when not in use in sessions.
- Tools to be carried to the Forest School site by adults only.
- All staff to be aware that tools being used in each session and to have read the risk assessments.
- Tools must be carried safely.
- Any damaged tools should not be used and should undergo repair
- Tools should not be left lying around on the ground, they should be stored in a designated area.
- Pupils should never be left unattended with tools.
- The area around the tool should be cleared of any trip hazards
- There should be enough space to use the tool i.e. two arm's length and the tools length away from anybody else.

Dealing with strangers, members of the public and dogs

The Forest School Site is surrounded by a perimeter fence and wall. Entry to the woodland is via a gated road, which is closed during school hours. However, there's always the possibility of these measures being breached. The following procedures will be adopted:

- Children will be informed to never approach any person or animal (living or dead) within the forest or school grounds.

- Staff will look for dog/animal owner and ask for its removal. If the dog is stray, the situation will be risk assessed and it may be determined by staff that children should be taken to the building until the dog is under control.
- Children will be told to inform a member of staff who will challenge any stranger on the site.

First Aid

Level 3 Forest School Leader is qualified in outdoor first aid. A First Aid Kit is always available on the Forest School site. It is the Forest School Leader's responsibility to ensure that the First Aid Kit is brought onto the site at the commencement of the session and returned to school after each session.

In cases of minor injury, such as cuts and grazes the Forest School Leader will administer first aid, complete the accident book and notify parents.

Emergency Procedures

It is vital that emergency procedures are adhered to. These are in place to safeguard pupils and adults alike. If a serious incident takes place, it will be essential to carry out an investigation promptly.

Should a serious incident or accident occur, the Forest School Leader will ensure the safety of other participants by adopting the '1, 2, 3 - Come to me' call. Participants will be made aware of this procedure for calling everyone together in initial sessions of Forest School.

In cases of emergency the Forest School Leader or other trained adult will administer first aid to the casualty. They will inform the school office who will alert parents and/or emergency services if necessary. They will inform the head teacher if the incident requires further medical treatment.

If an accident occurs to a pupil, member of staff or visitor that requires help in addition to first aid e.g. Fire, Ambulance and Police, then the LA must be informed of the circumstances as soon as possible. An accident form will be completed and a copy faxed to the LA.

In the event of serious injury (this includes amputation, serious burns, acute illness, fracture, loss of sight or consciousness, or if detained in hospital over 24 hours, or death); the Health and Safety Executive (HSE) must be informed. These notifications are a legal requirement.

The 'Accident Report Form' requires a written statement to be made with reference to the sequence of events, actions taken and responses and times of these actions. Names of witnesses should be recorded. The statement should then be signed, dated and given to the Head Teacher. A copy will then be sent to the LA. The original form will be kept in school.

Insurance

The Cumbria Academy for Autism is insured by Risk Protection Arrangement (RPA). All activities involved with Forest Schools is covered in this policy. Please see Appendix D for a copy of the certificate so you can see the details and cover provided.

Evaluation Procedure

The Forest School Leader will plan all sessions thoroughly, taking into account the specific needs of each pupil. They will reflect and evaluate each session after its completion. At the end of each term the leaders seek feedback from pupils and accompanying staff which will be used to inform future planning.

Safeguarding at Forest School

Safeguarding at Forest School is in line with Cumbria Academy for Autism's Safeguarding Policy which is available on the school website or from the school office. During a Forest School session, we are committed to taking all reasonable measures to safeguard and promote the welfare of each child in our care. We will do this by the practice of safe recruitment in checking the suitability of staff and volunteers working with children and by protecting each child from any form of abuse, whether from an adult or another child.

The contents of this policy should be read alongside the following policies:

- Anti-bullying policy
- Use of images policy
- Child protection policy and procedures
- Code of conduct
- Safer Recruitment policy

All of which can be found on our school website:

<https://www.cumbriaacademyforautism.org.uk/page/?title=Policies&pid=21>

A summary of the policy is included below:

- Every child has the right to be kept safe from danger and learn in a safe and secure environment
- All staff involved in Forest School hold relevant DBS checks
- All Forest School staff attend regular safeguarding training
- All concerns and disclosures are confidential and will only be shared with the school's designated safeguarding leaders and necessary agencies, if appropriate.
- Staff will not discuss personal information given by parents with other staff members except where it may affect planning for the child's individual needs. Personal information about children is to be kept securely.

Photographs

Parent's permission will be sought before photographs are taken of children, either as individuals or in groups, as per school guidelines.

Missing Child Policy

In the event of a missing child the following procedure should be followed:

- Prior to the session a head count will be undertaken.
- This will be repeated at regular intervals during the session.
- The boundary areas will be established with the group. A staff member is to patrol the boundary areas at all times.
- In order to identify where children are during the session if away from the group, the Forest School leader or staff member will call '1, 2, 3 where are you?'. All staff and children are to return to the group. This call will be carried out regularly to establish whereabouts of child/children.
- If it becomes apparent that a child is missing, an adult will blow the emergency whistle to call the group together quickly and a head count will be taken.

- If a child appears to be missing, 2 adults to stay with the group whilst the remaining staff/volunteers 'sweep' the area.
If a child is still missing after 10 minutes an adult is to alert the Police and inform the school IMMEDIATELY.

Volunteer policy

Volunteers are welcome in our Forest School ensuring that they adhere to the following criteria:

- A volunteer must sign in and out at the school and wear an appropriate lanyard which would identify them as a volunteer and not a member of staff.
- A volunteer (if regularly attending) must undergo the relevant DBS background checks.
- A volunteer must not take a child to the toilet. He/she is to alert a staff member who will assist the child.
- No volunteer is to be left alone with a child. This is to ensure the safety of the volunteer as well as the child.
- We ask that volunteers do not take their mobile phone to the woodland.

Prevent Duty

Our policy and understanding of the Prevent Duty is detailed in the schools 'Child Protection' policy. The school takes guidance from the DFE and the KCSIE 2020 document. Annual staff training takes place to ensure all staff are up to date with Prevent Duty training.

Social media

The school has an 'Acceptable Use Agreement' in place for our pupils, parents and staff (please see Appendix B & C)

Social Media (The school website and Facebook page), are used to celebrate the work and achievements of our children. Our Facebook page is a closed group and therefore only parents, family members, school staff and students (if at acceptable usage age) have access to the content. Please refer to our E-Safety Policy for further information.

Cumbria Academy for Autism's safeguarding team consist of Mrs Karen Stuart (Designated Safeguarding Lead and Class 1 Teacher) and Mrs Sarah Kirkbride (Deputy Designated Safeguarding Lead and Deputy Head Teacher).

Appendices

Appendix A



MARYPORT CHURCH OF ENGLAND PRIMARY SCHOOL

LETTINGS ARRANGEMENTS FOR ACADEMIC YEAR 2020-2021

Maryport C of E Primary School welcomes the opportunity to share their school with the community and it will be open for Letting on a regular basis between 3.30pm and 9pm for a variety of reasons. The School reserves the right to use its facilities for its own use, giving reasonable notice. Letting charges will be used to support the budgetary costs of the school.

Our lettings arrangements operate within the framework of the school's Single Equality Scheme/Objectives.

Each application for lettings will be treated individually, but with the following criteria being taken into consideration:

Availability and Suitability of Premises

- Do we wish to let the premises?
- Is the booking an appropriate use of our building?
- Which parts of the premises should be let?
- What arrangements are needed for the opening and closing of the building?
- Can we ensure Security of the building?
- Will facilities for Disabled persons be required i.e. accessibility to buildings, toilet facilities etc.?
- Are 'letting' rooms suitable for community use? i.e. sufficient space, adequately heated and lit.
- Can access to facilities be gained without going through areas restricted to school use such as classrooms and staff areas?
- Is there sufficient external lighting to allow safe access and egress?

The School reserves the right for Staff to enter the Hall at all times.

Exemptions

- The school will not allow its premises to be let to persons or organisations that in the Governor's view, disturb the principles of Community Cohesion, or bring the school into disrepute.
- Lettings will not be made to persons under 18 years of age. The school will ask for evidence of adulthood where the person 'appears' not to be 18 years or older.
- Lettings that involve the attendance of children and young persons under 18 will not be made unless

the school has seen evidence of appropriate Safeguarding Children Procedures including DBS checks for those leading the activity and details of training undertaken, unless the letting is to a private individual e.g. for a birthday party/anniversary etc.

- Lettings will not be made to persons or organisations that do not provide evidence that they have Public Liability Insurance (£5 million Public Liability Insurance) unless the letting is to a private individual e.g. for a birthday party/anniversary etc..
- Lettings will not be allowed for political and religious meetings or for other purposes as specified by the Head teacher or Governing Body.

Indemnities

- The Hirer shall indemnify the School against all actions, proceedings, claims and demands that might arise as a result of use of the premises by the Hirer, except where Occupiers Liability legislation applies.
- The School and the Local Authority shall be indemnified from and against all actions, proceedings, costs, claims or demands arising out of the performance copyright works on the School premises.

Local Conditions

- No smoking, or vaping, is permitted anywhere on the school grounds.
- No dogs are permitted anywhere on school grounds.
- No alcohol shall be brought or consumed on school premises or any part thereof except by recognised organisations. It is the responsibility of the hirer, on behalf of the recognised organisation, to obtain any necessary license for the sale of alcohol.
- No alterations or additions to the electrical installations at the school may be made.
- No additional staging, curtaining or scenery may be erected without the previous consent in writing of the Head teacher and shall be returned to their original state immediately after use, at the expense of the hirer.
- Where any use involves the erection and/or dismantling of a stage, this will be carried out by the hirer at his/her expense and at his/her own risk.
- All such curtaining or scenery shall be rendered non-inflammable. Stage scenery and other effects must neither be brought on to the school premises nor taken away while the school is in session except with the express permission of the Head teacher.
- Furniture, including chairs, must not be removed from the school premises nor for use either on the playing field or playground or in any other building outside the school unless prior permission has been applied for and granted by the Head teacher.
- No advertising may be placed in any area of the school premises without the direct permission of the Head teacher.
- The use of any preparation or material for the purpose of preparing a floor for dancing is not allowed, as this may make the floors dangerous for normal use. The safe condition of the floors shall be deemed acceptable to the hirer after inspection and will remain the hirer's responsibility during the letting.
- If the terms and conditions of hiring are contravened in any way, the Head teacher reserves the right to cancel any permission for further use and will inform the hirer in writing. In such event, the hirer will not be entitled to any compensation or refund of any payment made in respect of such use.
- It is the responsibility of the hirer to ensure that any area of accommodation used in the course of the letting is left in the condition in which it was found and is maintained in a safe condition during the letting.
- **There is strictly no access to any other areas of the school except the central corridor adjacent to the hall unless by prior arrangement with the Headteacher.**

Charges

The current hire rate for use of the school building is £15 per hour for children's lettings and effective from 01.09.19, £20 per hour for adult lettings. Where only part of an hour is required, additional fees of £3.75 (or £5 effective 01.09.19) per quarter hour will be levied.

The current rate for use of the school field is £10 per session.

If the school field is water-logged, the Head teacher has the right to cancel the activity.

Charges for Lettings may be reduced or waived at the discretion of the Governing Body.

Payment is normally due in advance of the letting. However, this is subject to negotiation with the individual hiring the facilities at the discretion of the Headteacher. Cancellation of a booking may result in the loss of any payment made, depending on the circumstances of the cancellation – see below.

Cancellations

- The Governing Body must be notified of any cancellation at least 4 weeks prior to the date of let. However, notification at the earliest possible time is appreciated.
- Where notification is given to the Governing Body at least 4 weeks prior to the date of the let, the booking charge will be refunded in full apart from any administration charge. Your custom will be welcomed again at any time in the future.
- Where notification is given to the school between 2-4 weeks prior to the arranged date of the let, the hirer will be entitled to a 50% refund only.
- Where notification of cancellation is given less than 2 weeks prior to the arranged date of the Let, the hirer will not be entitled to any refund.
- Where a cancellation is made by the Governing Body of the school, the hirer will be entitled to a full refund. The Governing Body will endeavour to notify the hirer at the earliest possible moment, however, no guaranteed period of notice can be offered. Regardless of when notification is given to the hirer, the hirer will not be entitled to any compensation.

Please note: The above conditions apply for cancellation of total or part of a booking.

Where the Hirer makes a permanent cancellation during the course of a letting agreement, the Hirer will receive a refund for any outstanding sessions but no compensation will be available. The administration charge (if any) will still stand.

Administration

Governors have adopted the following procedures:

- The Head teacher will make arrangements for the management and approval of lettings applications.
- All applications should be in writing and accompanied by evidence of third party indemnity insurance and, where relevant, appropriate Safeguarding Children Procedures. The agreement, along with insurance and safeguarding documents, must be signed annually.

- Credit facilities will not be given. All payments should be made in advance of the lettings, except at the discretion of the Headteacher.

Damage to the School Building or School Property

- The school Caretaker will inspect the building, and school property as part of his Lettings Duties, at the end of the letting.
- The Hirer is responsible for insuring their own staff and equipment and shall reimburse the School for any damage caused during the period of hire. Any damage caused must be reported to the Caretaker or Head teacher.
- The Head teacher will estimate the costs of any damage and inform the organisation/individual as soon as possible.
- Advice will be sought from the LA Legal Department if necessary.
- An invoice for the damages will be raised and sent, as soon as an accurate figure can be obtained.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought onto the premises at the sole risk of the owner.

Health and Safety

- Appendix B attached to these Arrangements "Conditions of Hire", accompanies the Lettings Booking Form (Appendix A), which are sent out to all requests for a letting. It includes information on Site Security, Fire Safety, First Aid and Accidents and Welfare arrangements and other local conditions of use.
- Any incident or accident must be reported, in the first instance, to the Caretaker or Head teacher and accidents recorded in the School Accident Book.
- Maryport Cof E Primary School reserves the right to require sight of risk assessments carried out by organisations using the School premises, in advance of any Letting.
- The hirer must have a mobile telephone available to them in case of emergencies. Do not rely on office telephones being available as these rely on an electricity supply.

These Arrangements will be reviewed in the light of any incidents that have arisen arising out of a new Letting: to ensure that the Arrangements remain appropriate; that Health and Safety standards are met; that the Arrangements ensure adequate protection for the school grounds and building, and for school staff/pupils.

Date: September 2020

To be Reviewed: July 2021

MARYPORT COF E PRIMARY SCHOOL

LETTINGS BOOKING FORM

ATTACH 'CONDITIONS OF HIRE'

This form is to be completed by the person responsible, on behalf of the hirers. It is understood that this person will be responsible for the payment of all charges relating to this booking and will ensure that all aspects of our Lettings Arrangements are adhered to at all times.

ACCOMMODATION REQUIRED (i.e. hall, field, kitchen etc.)	TIME		DATE(S)	TOTAL HOURS	COST PER HOUR	TOTAL COST
	FROM	TO				
TOTAL COST						
Name of Hirer:						
Address:						
Contact Tel No.						
Name of Organisation:						
Purpose of Hire: <i>(if fundraising, state where proceeds will be applied)</i>						
Estimated No. of People present?						
How many chairs will be required?						
How many tables will be required? Adult:						

Children:	
Any other equipment required?	

DECLARATION			
I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the school schedule of charges and agree to comply with the conditions overleaf. I have attained the age of 18 years.	Public Liability Insurance Policy No.		
	Expiry Date:	/ /	
	Level of Cover:	£	
Signed:		Date:	

FOR OFFICE USE ONLY			
Cancellation Costs:	£	Admin Costs (if any):	£
Booking Confirmed (Date):		Invoice Sent (Date):	
		Payment Received (Date):	

MARYPORT COFE PRIMARY SCHOOL

CONDITIONS OF HIRE

TO BE ATTACHED TO THE 'LETTINGS BOOKING FORM'

General Conditions

- The person signing the Booking Form shall be considered the 'hirer' and must be over 18 years of age.
- The person/organisation requesting the letting (the Organiser) has the responsibility to provide evidence of Public Liability Insurance (up to £5 million) for the period of the Letting.
- Children under 18 cannot be present during the Letting, without appropriate Safeguarding Children Procedures in place, and the Organiser requesting the letting must provide evidence of this (unless the letting is to a private individual e.g. for a birthday party/anniversary etc.).
- The premises will only be used for the event described on the Booking Form.
- The hirer will be responsible that all activities take place in a safe manner.
- The behaviour and safety of persons on the premises for this booking are the responsibility of the hirer.
- The hirer is also responsible for ensuring that access to restricted parts of the school not forming part of the letting is not permitted.
- A qualified person must be present during all session that are considered to be of a hazardous nature, e.g. karate, gymnastics, judo etc. or where the club/organisation is a youth group. It is the responsibility of the hirer to check the qualifications of those supervising such activities and to establish that Enhanced Disclosures are held by all relevant persons.
- The hirer is responsible for the adequacy, suitability and safety of all equipment brought onto the premises.
- It is the responsibility of the hirer to obtain any necessary licences for the sale of alcohol or the provision of public entertainment.

The school has a comprehensive Health and Safety Policy and its building is well maintained and regularly inspected to ensure that standards remain high.

If you have any concerns about the Health and Safety of our site, it is your duty to inform the Caretaker or Head teacher so that we can take appropriate action. We appreciate your support. The Caretaker can be contacted by phone during the letting.

MICHAEL ROSS 07841842563

School phones may not always be available, and you must ensure you have a mobile phone to summon medical aid.

Damage to the School Building or School Property

- The hirer is responsible for ensuring that all areas are left clean and tidy as found. This includes all outside areas as well as indoor areas. If this is not found to be the case the hirer will be charged a penalty sum to cover costs of any repairs or cleaning required.
- No stiletto heels or similar objects are allowed in the gym/hall area.
- The School will **NOT** accept responsibility for any loss of or damage to any property owned by any person using the premises during the period of the letting. Property shall be brought on to the premises at the sole risk of the owner.

Site Security

- The school has a Security Policy and the site security is very good. Entry to the school is via a remote operated door with an intercom that allows all visitors to be vetted. Once inside the secure entrance, further access can be gained only by a key fob. These security measures mean that your event is safe from gatecrashers, or those persons you may know, but do not wish them to attend.
- During the Letting, the person responsible, (the Organiser,) must be vigilant in ensuring that people do not attempt to enter parts of the school that are not let.
- As people are leaving the building during or at the end of a Letting, the Organiser or other designated person must be present at the front exit, to prevent anyone from entering through the remote operated door as people are leaving.
- The Organiser must ask all those attending the Letting to ensure that they do not take any action that could jeopardise the security of the building.

Parking Arrangements

- Where car parking is required, the hirer must undertake the proper stewarding and control of the parking area. The hirer must maintain safe entry and exit from the premises and provide and maintain clear access for emergency vehicles and service vehicles.
- The car park gates will not be locked during your letting, to enable those wishing to leave by car to do so. The school is not responsible for any damage to, or theft from cars parked in the car park, and those attending the Letting should be informed of this by the Organiser, as part of the introductory Health and Safety information.

Fire Safety

- You will be given a map of the school showing the emergency exits from the room/s you are hiring and the designated assembly point clearly marked.
- On entry to the building for the Letting, the Organiser must make themselves aware of the position of the Emergency Call Point in the entrance lobby; and the nearest emergency exit from the room(s) they are hiring.
- You must have identified in advance, the person who would act as a Fire Warden: i.e. the person who would make sure that all those attending the letting had left the common areas, toilet areas and the room(s) you are hiring, via an emergency exit; and that someone had activated the Fire Alarm.
- All final exit routes from the building have an emergency call point. The Organiser should prepare and familiarise themselves in advance by walking the most obvious emergency exit route from the room(s) hired to that route's final exit point and noting the position of the call point.
- Fire Extinguishers are positioned at each final exit point. **You are not expected to use a Fire Extinguisher in the event of a fire although you can tackle a small fire if you have been trained to do so and can do so without putting yourself or others at risk.**
- At the start of your Letting, you must ask each person to sign an attendance sheet which has the person's name clearly written, the purpose of the Letting and the date of the Letting.
- Before proceeding with your event, you must give basic fire safety information to those present as follows:
 - Point out the emergency evacuation exits, signposted in white on a green background.
 - In the event of a fire, the alarm will sound a 'loud wail'.
 - You should leave the building by the nearest fire evacuation route and gather at the designated Assembly Point which is the top playground at the rear of the school.
- If you need to leave the building in the case of an emergency and the alarm has not sounded, then the alarm should be activated using the nearest Emergency Call Point.
- Undertake a head count and use the 'Attendance' sheet to identify that all persons have been accounted for. If anyone is found to be missing this must immediately be reported to the Fire and Rescue Service on arrival.
- Under no circumstances should anyone re-enter the building until the 'all clear' has been given by the attending Fire Service Officer.
- Once all persons have evacuated the building and Fire and Rescue Services have been summoned, contact must be made with the Caretaker, **MICHAEL ROSS 07841842563** or Head teacher **Mrs Ormond 07875747423**.
- The school No Smoking Policy MUST be adhered to at all times both inside the building and on school grounds.
- No naked flames are permitted without the express permission of the Head teacher and production of a suitable and sufficient risk assessment which identifies how risks will be managed.

First Aid and Accidents

- The Organiser should have a fully charged mobile phone on their person so that in an emergency, the appropriate emergency services can be summoned.
- The Organiser/the organisation is responsible for First Aid provision during the letting.
- There should be a competent person who is trained and available to give First Aid. You should provide your own basic First Aid resources.
- Any incident or accident must be reported, in the first instance, to the Caretaker or Head teacher and accidents recorded in the School Accident Book, held in the school office.

Welfare Arrangements

- You will be made aware of the nearest adult /pupil toilets to the room(s) you are letting.
- Facilities for Disabled persons are located in the corridor next to the hall. The Organiser will be shown its location during the initial Lettings Meeting. Its location is marked on the plan of the school showing emergency exits.
- In an emergency, the occupant of the Disabled Toilet can summon help by pulling on the red cord. A buzzer will then sound, and a light will come on above the door. The alarm can be turned off by pressing the reset button on the right hand wall near the door. The door can be opened from the outside using a coin in the slot of the lock.
- Only adults preparing food/refreshments are permitted access to the kitchen, where an agreement has been made. Kitchen regulations must be adhered to at all times.
- If you are using kettles or the staffroom kitchen area etc., to make drinks, we ask you to take proper care for your own Health and Safety. Please mop up all spills carefully, at once, so that there can be no risk of slipping.
- There will be a Wet Floor sign in medical room, which you may use if needed.
- **There is strictly no access to any other areas of the school other than the central corridor adjacent to the hall unless by prior arrangement with the Headteacher.**
- No alcoholic drinks may be consumed or brought onto the premises unless written permission has been applied for and received from the Governing Body. No alcoholic drinks may be sold without the necessary license, and this must be shown in advance to the Governing Body – it will be the responsibility of the hirer to obtain all necessary licences.
- No food or drink is allowed in any area except designated social areas, unless prior written permission has been granted.

The hirer's signature on the Lettings Booking Form confirms his/her agreement of the above conditions of booking and all other aspects of our school Lettings Arrangements.

Appendix B



STAFF / VOLUNTEER

ACCEPTABLE USE POLICY AGREEMENT

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This Agreement is designed to ensure that all staff and volunteers are aware of their responsibilities when using any form of ICT. This applies to ICT used in school and also applies to use of school ICT systems and equipment out of school and use of personal equipment in school or in situations related to their employment by the school. All staff and volunteers (where they are using technology in school) are expected to sign this Agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with the ICT Coordinator or Mr R Aindow (Head Teacher).

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using technologies for educational, personal and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Keeping Safe

- ★ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head teacher.
- ★ I will only use my own user names and passwords which I will choose carefully so they cannot be guessed easily. I will also change the passwords on a regular basis, (Every 90 days).
- ★ I will not use any other person's username and password.
- ★ I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.
- ★ I will ensure that my data is regularly backed up.
- ★ I will ensure that I 'log off' after my network session has finished.
- ★ If I find an unattended machine logged on under another user's username, I will **not** continue using the machine – I will 'log off' immediately.
- ★ I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- ★ I will not accept invitations from school pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.

As damage to professional reputations can inadvertently be caused by quite innocent postings or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities as a Governor at the school, such as parents and their children.

- ★ I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by school procedures to disclose it an appropriate authority.
- ★ I will only transport, hold, disclose or share personal information about myself or others as outlined in the school personal data guidelines. I will not send personal information by email as it is not secure.
- ★ Where personal data is transferred outside the secure school network, it must be encrypted. Personal data can only be taken out of school or accessed remotely when authorised, in advance, by the Head teacher or Governing Body. Personal or sensitive

data taken off site in an electronic format must be encrypted, e.g. on a password secured laptop or memory stick. Staff leading a trip are expected to take relevant pupil information with them but this must be held securely at all times.

- ★ I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:
 - do not reveal confidential information about the way the school operates;
 - are not confused with my school responsibilities in any way;
 - do not include inappropriate or defamatory comments about individuals connected with the school community;
 - support the school's approach to online safety which includes not uploading or posting to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute;
- ★ I will not try to bypass the filtering and security systems in place.
- ★ I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

Promoting Safe Use by Learners

- ★ I will support and promote the school's Online Safety, Data Protection and Behaviour Policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- ★ I will model safe use of the internet in school.
- ★ I will educate young people on how to use technologies safely according to the school teaching programme.
- ★ I will take immediate action in line with school procedures if an issue arises in school that might compromise a learner, user or school safety or if a pupil reports any concerns.

Communication

- ★ I will only use the school's email/Internet/Intranet/Learning Platform and any related technologies for professional purposes or for uses deemed 'acceptable' by the Head teacher or Governing Body.
- ★ I will communicate on-line in a professional manner and tone, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions. Anonymous messages are not permitted.
- ★ I will not engage in any on-line activity that may compromise my professional responsibilities.
- ★ I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- ★ I will only communicate with pupils and parents using the school's approved, secure email system(s). Any such communication will be professional in tone and manner.
- ★ I am aware that any communication could be forwarded to an employer or governors.
- ★ I will only use chat and social networking sites that are approved by the school.
- ★ I will not use personal email addresses on the school ICT systems unless I have permission to do so.

Research and Recreation

- ★ I will not browse, upload, download, distribute or otherwise access any materials which are illegal, discriminatory or inappropriate or may cause harm or distress to others.
- ★ I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.
- ★ I know that all school ICT is primarily intended for educational use and I will only use the systems for personal or recreational use if this is allowed by the school.

Sharing

- ★ I will not access, copy, remove or otherwise alter any other user's file, without their permission.
- ★ I will respect the privacy and ownership of others' work online at all times and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission, and will credit them if I use it.
- ★ Where work is protected by copyright, I will not download or distribute copies (including music and videos). If I am unsure about this, I will seek advice.
- ★ Images of pupils and/or staff will only be taken, stored and used for professional purposes using school equipment in line with school procedures.
- ★ I will only take images/video of pupils and staff where it relates to agreed learning and teaching activities and will ensure I have parent/staff permission before I take them.
- ★ If images are to be published on-line or in the media I will ensure that parental/staff permission allows this.
- ★ I will not use my personal equipment to record images/video unless I have permission to do so from the Head teacher or other member of the Senior Leadership Team.

- ★ I will not keep images and/or videos of pupils stored on my personal equipment unless I have permission to do so. If this is the case, I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that for which I have permission.
- ★ Where these images are published (e.g. on the school website/prospectus), I will ensure that it is not possible to identify the people who are featured by name or other personal information.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

Buying/Selling/Gaming

- ★ I will not use school equipment for on-line purchasing, selling or gaming unless I have permission to do so.

Problems

- ★ I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the ICT Coordinator or Head teacher.
- ★ I will not install any hardware or software on a computer or other device without permission of the SLT / ICT Coordinator.
- ★ I will not try to alter computer settings without the permission of the SLT / ICT Coordinator.
- ★ I will not cause damage to ICT equipment in school.
- ★ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ★ I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- ★ I understand this forms part of the terms and conditions set out in my contract of employment.
- ★ I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors and in the event of illegal activities the involvement of the police.

✂ -----

Staff/Volunteer Acceptable Use Agreement

I will use the school network in a responsible way and observe all the restrictions as explained in the staff ICT Acceptable Use Agreement. I agree to use ICT by these rules when:

- ✓ I use school ICT systems at school or at home when I have permission to do so
- ✓ I use my own ICT (where permitted) in school
- ✓ I use my own ICT out of school to access school sites or for activities relating to my employment by the school

Staff/Volunteer Name			
Job Title (where applicable)			
Signed		Date:	

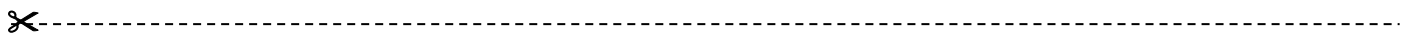


PUPIL ACCEPTABLE USE AGREEMENT

EYFS, KS1 and KS2

These rules will help us to be fair to others and keep everyone safe.

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class email address or my own school email address when emailing.
- ★ I will only open email attachments from people I know, or who my teacher has approved.
- ★ I will not give my username and passwords to anyone else but my parents.
- ★ If I think someone has learned my password then I will tell my teacher.
- ★ I will only open/delete my own files.
- ★ I will 'log-off' when I leave a computer.
- ★ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ★ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ★ I will not give out or share my own/or others details such as name, phone number or home address.
- ★ I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ★ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ★ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ★ I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.
- ★ I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.



Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation, please contact Mr R Aindow (Head Teacher) or Mrs S Kirkbride (Deputy Head Teacher)

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

We have discussed this document with (child name) and we agree to follow the online safety rules and to support the safe use of ICT at Cumbria Academy for Autism.

Parent Name		Pupil Class	
Signed (<i>Parent</i>)		Date	
Signed (<i>Pupil</i>)		Date	

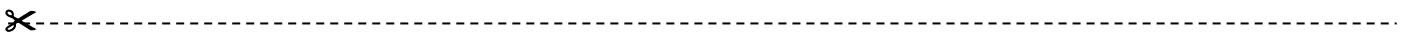
PUPIL ACCEPTABLE USE AGREEMENT

SECONDARY SCHOOLS

- ★ I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for educational purposes.
- ★ I will only log on to the school network/Learning Platform, other systems and resources with my own user name and password. I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username or password.
- ★ I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- ★ I will only use my school email address for educational purposes. I will check my email regularly and carry out routine "housekeeping" of my email messages.
- ★ I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- ★ I will make sure that all ICT communications with pupils, teachers or others is responsible, polite and sensible. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- ★ I will 'log off' when leaving a computer.
- ★ I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- ★ I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
- ★ I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- ★ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- ★ I am aware that when I take images of pupils and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school.
- ★ I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- ★ I understand that I am responsible for my actions, both in and out of school and that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (e.g. cyberbullying, use of images or personal information etc.)
- ★ I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- ★ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- ★ When I am using the internet to find information, I should take care to check that the information that I access is accurate as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- ★ I will respect the privacy and ownership of others' work online at all times and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).

- ★ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- ★ I will only use my personal hand-held/external devices (USB devices) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- ★ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ★ I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
- ★ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- ★ I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- ★ I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted and any illegal activities will be reported to the Police.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this Agreement, access will not be granted to the school ICT system.



Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, learning platforms, email and mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of online safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher, Mr R Aindow (Head Teacher), or Mrs S Kirkbride (Deputy Head Teacher)

I have read, understood and agree to follow the terms of this Acceptable Use Agreement when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. camera, PDA, USB stick, etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Pupil: _____

Class/Year Group: _____

Parent Signature		Date	
Pupil Signature		Date	



Department for Education

Confirmation of risk protection arrangement (RPA) membership

The Department for Education's risk protection arrangement (RPA) is a voluntary arrangement for academies, free schools and local authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.


The following academy trust or multi-academy trust is a member of the RPA.

NAME OF MEMBER ORGANISATION:	Cumbria Academy for Autism
MEMBERSHIP NO/URN:	143723
MEMBERSHIP PERIOD:	01 September 2020 to
RPA MEMBERSHIP RULES:	Standard

(1)	EMPLOYER'S LIABILITY
Limit of Indemnity	Unlimited
(2)	THIRD PARTY PUBLIC LIABILITY
Limit of Indemnity	Unlimited
(3)	PROFESSIONAL INDEMNITY
Limit of Indemnity	Unlimited
(4)	PROPERTY DAMAGE
	Loss of or damage by any risk not excluded to any property owned by or the responsibility of the Member including property the responsibility of the Member due to a lease or hire agreement Cover
Limit	Reinstatement value of the property

NOTES:

1. Indemnity is subject to the RPA membership rules.
2. In accordance with the provisions of paragraph 1 of Schedule 2 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 1998/2573), the Secretary of State for Education hereby certifies that any claim established against the named member organisation above in respect of any liability to the employees of the kind mentioned in section 1(1) of the Employers' Liability (Compulsory Insurance) Act 1969 will, to any extent to which it is otherwise incapable of being satisfied by the aforementioned employer, be satisfied out of moneys provided by parliament.
3. A General Principles Clause is included.

Signed: 

Dated: 08 March 2018

Tony Foot
Director of the Funding and Analysis Directorate



Department
for Education

RPA Team Contact Details

Reporting a New Claim

Submit via: www.rpaclaimforms.co.uk

Urgent Incident Notifications

Phone: 0330 058 5566

Claims Updates or Queries

Phone: 0330 058 5566

Email: rpa@topmarkcms.com

Overseas Travel Emergencies & Urgent Incidents

Phone: 0203 475 5031

Overseas Travel Pre- travel Advice & Guidance

Website: <https://traveltracking.northcottglobalsolutions.com/default.aspx>

Username: NGS.Topmarksolutions

Password: topmarksolutions2018

Please email the following for access to E-Learning library:

t2ops@northcottglobalsolutions.com

Queries on the Risk Management or Cover Provided

Phone: 0117 976 9361

Email: RPAAdvice@willistowerswatsonsecure.com

Access to the RPA cover helpdesk is available 9.00 to 17.00 Monday to Friday excluding bank holidays.

For assistance accessing the RPA Risk Management Portal: RMBluesupport@willis.com

Queries on Funding or How to Join/Leave the RPA

Email: Academies.RPA@education.gov.uk