



## **MSE Policy: Safety**

MSE is committed to providing a safe and secure environment for its students both in school, in student accommodation and during activities organized by the school. Student safety is central to all of the arrangements we make for Under 18s and the following procedures are in place to minimize risk and maximise safety at all times.

### **School safety**

Because the school is responsible for student safety, MSE cannot take responsibility for students who leave the premises or go out from their host family at night without permission. Students must remain on the school premises or in their accommodation at the agreed times unless specifically given permission by a Group Leader. Anyone in breach of this rule may have his or her course suspended.

### **Risk Assessments**

MSE carries out risk assessments for all activities and visits that might present a risk for staff or students. Such activities include;

- Classroom games and activities
- Afternoon activities such as sport or social activities
- Visits and trips around and outside London

Risk assessments are carried out by the Director of Studies and the Principal in conjunction with the teacher who is responsible for leading a student activity. Any concerns identified during a risk assessment are subject to further discussion and action by the Academic Management team (Principal and Director of Studies) to remove or manage the risk. The teacher leading an activity will sign a risk assessment and understand the nature of the risk.

Risk Assessments are recorded and filed with the Director of Studies.

### **Fire Safety**

MSE has weekly fire bell tests as well as two annual fire drills. Teachers and supervisory staff are responsible for leading students safely to an assembly point should the fire alarm sound when it is not a bell test. In the event of a real emergency, all students will need to follow the evacuation procedure which is explained during the student induction.

### **Student ID**

16 -17 year olds in adult classes are required to wear a coloured lanyard with a photo ID at all times when in school. Students aged 10 -15 are required to wear a

green wrist band at all times. Both student ID and wrist bands have the school emergency number on them.

### **Emergency Phone numbers**

Students are required to have the Group Leaders' phone numbers on their phones as well as the school 24/7 emergency number which is on the lanyard photocard and the wrist band. Where appropriate, students should also carry the number of the host family they are staying with.

### **Travel**

Students aged 10 -15 are not allowed to travel unaccompanied on public transport. Students aged 16-17 may travel independently on public transport provided their parents have completed a consent form allowing them to do so.

Under-18s should only take taxis home at the end of an activity when agreed by their Group Leader. Students should only travel with a friend using a licenced black cab. Students should always confirm their safe arrival home with the Group Leader or teacher.

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