

Pupil Escort Policy (PEP)
Acceptance of PEP Copy and Agreement to Adhere to
the DTC Pupil Escort Policy

I, (Insert Name)

hereby acknowledge receipt of the Dyslexia Teaching Centre's Pupil Escort Policy and agree that it is my responsibility to read, understand and adhere to the policy at all times whilst working for/on behalf of the Dyslexia Teaching Centre.

Signed:

Date:

Dyslexia Teaching Centre (DTC)

Pupil Escort Policy

Pupil escort policy, procedures and guidance

Title:	Policy for Escorting Pupils to and from the Dyslexia Teaching Centre (DTC).
Purpose:	To give guidance to staff and tutors to ensure the safe transfer of pupils to and from the Centre.
Policy Statement:	The Dyslexia Teaching Centre is committed to ensuring a safe, consistent approach is taken so that pupils are transferred safely to and from the Centre without endangering themselves or compromising the staff who accompany them as detailed in this policy.
Application:	All staff involved in the transportation of children.
Author:	Directors

POLICY FOR ESCORTING PUPILS TO AND FROM THE CENTRE

1. Introduction.

- 1.1 This policy has been drawn up to ensure that the transfer of pupils to and from the Centre is co-ordinated, safe and communicated effectively.
- 1.2 This policy covers the following group of pupils:
 - i) Pupils transferred to/from the Centre by DTC staff.

2. Responsibilities.

- 2.1 Tutor in Charge.
 - i) It is the responsibility of the tutor in charge, caring for the child, to decide the level of escort required, in line with this policy.

3. Pupils Transferred to/from the Dyslexia Teaching Centre

- 3.1 A member of staff must escort the pupil at all times to and from the Centre:
 - i) Any pupil collected from his/her school/educational establishment should be signed out in accordance with their school's registration procedures.
 - ii) Any pupil entering the Centre should be signed in by the escorting member of staff at the register in Reception. This should be timed and signed by the named member of staff.
 - iii) Any pupil exiting the Centre should be signed out by the escorting member of staff at the register in Reception. This should be timed and signed by the named member of staff.
 - iv) Any pupil returned to his/her school/educational establishment should be signed in in accordance with their school's registration procedures.

4. Incident Reporting

- 4.1 In the event of an incident whilst escorting a pupil(s), the staff member is responsible for dealing with the incident in the manner appropriate to the nature/level of the incident and consequently reporting to the necessary authorities at the appropriate time. All accidents/incidents must be logged ASAP via the DTC Accident/Incident Report Form (see Appendix I) and given to a DTC Director.

APPENDIX I

DTC Accident/Incident Report Form

An accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property. Anyone can complete an accident report form. Once completed the form should be either handed to or sent via email to one of the DTC Directors: h&s@dyslexiateachingcentre.co.uk

Confidentiality - This form will be held securely by the Dyslexia Teaching Centre for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein.

Details of person completing this report

Full name.....

Staff/Contractor (circle relevant category)

Address & postcode.....

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Telephone contact number.....

Signature..... Date.....

Details of accident/incident

What happened. Give cause (how and why) if known:

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When it happened:

Date:..... Time:.....

Where it happened:

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Details of any persons injured

Full name.....

Staff/Student/Visitor/Contractor (circle relevant category)

Address & postcode:

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Telephone contact number.....

Nature of injury.....

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Treatment given.....

Treatment given by.....

Taken to hospital - Yes/No

If yes, which hospital and how taken.....

Off work/school as a result of accident/incident? - Yes/No (please circle)

If yes - for how many days?.....

Witness Statement(s) if any:

Name:

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Address:

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Age (approx): Sex:

Witness Statement:

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Witness Signature & Date:

Signature: Date:

For completion by a Director:

- Accident/Incident investigated - Yes/No
- Written investigation report necessary - Yes/No
- Written investigation report completed -Yes/No
- RIDDOR reportable - Yes/No. If Yes, date reported:
- Charity Commission reportable – Yes/No. If Yes, date reported:
- Witness details, statements, etc - continue report overleaf if necessary.**