

RODOLFUS CHORAL FOUNDATION

The Rodolfus Choral Foundation Limited

RISK MANAGEMENT POLICY

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Aims

This policy seeks to outline general risk management scenarios and the Foundation's policy regarding possible recurring events.

Those to whom this document applies fall into the following categories:

Adults: For the purposes of this policy the term and references to 'Adult' means the following: to all people 18 and over who work for or provide education or management on behalf of the Foundation (whether paid or un-paid), including as staff, volunteers, observers and guests.

Students: any person receiving education from the Foundation, in a school setting, on a residential choral course, or as a member of the Rodolfus Choir.

Young Person/Child: any person under the age of 18 who is receiving education from the Foundation, in a school setting, on a residential choral course, or as a member of the Rodolfus Choir.

BOARDING STANDARDS

1. Genders separated where possible
2. Bathrooms for girls-only and boys-only use
3. **Staff on duty in house whenever students in the house**
4. Staff/adults to have separate bathrooms from students
5. **Avoid 1:1 time with children in boarding house.** If an issue occurs call for another of member of staff to come and help

6. At no time should a member of staff be alone with a student in their room, except in the most serious of emergencies.
7. If staff need to enter a student's room, either in an emergency or with two staff present, the door must always be open

SUITCASES

1. Students responsible for suitcases they bring
2. Staff to avoid heavy lifting particularly those with existing conditions

COACH TRAVEL

1. All to wear seatbelts
2. List of personnel carried by staff and held at office
3. Staff to carry mobile phones and have number of coach company
4. Student to staff ratio is 1:10 minimum

MISSING STUDENTS ON TRIPS (See Missing Persons Policy)

1. Students to have ID tag with mobile number of member of staff
2. Students to stick together in groups of 3 or more
3. Number off regularly (where each student has a unique number)
4. Clear instructions for meeting up time and place
5. Clear procedure to follow if students get separated.

THEFT OR LOSS OF PROPERTY

1. Brief students to look after their belongings
2. To leave expensive items locked in suitcase

FIRE MANAGEMENT

1. Fire procedures explained at welcome meeting
2. Fire notices in all rooms
3. Fire drill carried out on day 1 and subsequently as necessary
4. Nominal rolls with all staff at all times
5. Supervisory staff available at all times house is occupied
6. No smoking in houses or use of other ignition sources

7. Nominal roll available by front door
8. Hair dryers/straighteners used in corridors only

MEDICAL INCIDENTS (See First Aid Policy)

MISSING PERSONS (See Missing Persons Policy)