



φύσις

Incident Off-Site Policy

Physis [fie-sis] a Greek word meaning the natural energy for growth, change and development.



The Quantum Leap Programme at Physis Heathgates Academy

Physis Quantum is a specialist provider of exciting and innovative services to Children and Young People in a variety of different settings.

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Physis Heathgates Academy

(Part of The Physis Group)

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This guidance is intended to be used to guide all teachers and care staff responses when off site with the students.

Ethos and Approach:

- Trips and visits should only take place following a thorough location risk assessment which has been read and signed off by either the Head Teacher or Deputy Head.
- All full time teaching staff must have read and signed the Individual Behaviour Plans and be aware how a student's behaviour may affect the trip
- Wherever possible student behaviour should be managed without the need to request external support, e.g. police but the safety of everyone is paramount.
- Students should be prevented from causing damage to themselves, other people and equipment/property. If the students cannot be talked down then the use of NFPS physical intervention may be necessary by those trained in its use.

Actions to be taken if an incident develops when off-site:

- Ensure the safety, as far as possible, of all individuals
- Assistance is available as required by ringing the Head Teacher (07474 373122), Operations Manager (07835 873498) or the appropriate Home (Heathgates 01948 841260) Chapel House (01630 685128)
- Isolate the student who is causing the difficulties and allow the other students to continue with the visit or leave the site.
- Remain at the venue to support where possible, ensuring that all students and staff have left safely following an incident.

Upon Returning to the School/Home:

- De-brief with the Head Teacher or Deputy Head
- Check that any accident report forms have been correctly completed and sent to the home and school
- Contact the venue to explain or apologise if required
- Liaise with care teams and therapy teams regarding the incident
- Ensure that any written records of the incident have been completed and circulate these reports as is required
- Update the student's Behaviour Management Plan as required
- Discuss during the next teacher's meeting