

4.0 BUSINESS MANAGEMENT

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4.10 Facilities Capitalisation Programme

General Statement:

The guiding principle of The International School Aberdeen (the “School” or “ISA”) is to provide school buildings and grounds that will offer the best possible environment, within financial and site limitations, for learning and teaching in a safe environment. The purchasing and/or construction of facilities will follow the strict guidelines of this section of the Policy Manual to ensure that the needs of the School, students, and stakeholders are met.

CROSS-REFERENCE: 3.30.1 Registration and Capital/Contingency Fees

4.10.1 Facilities Capitalisation Programme

It is the policy of the Board of Trustees to provide school buildings and grounds that will offer the best possible environment within financial and site limitations for learning and teaching. The Board of Trustees specifically aims towards:

- planning new buildings and alterations so that they support the Board of Trustees' educational philosophy and goals;
- building and remodelling facilities so that they are safe and healthy for the people who use them;
- choosing building and remodelling designs that meet educational requirements and are economical, taking into account initial investment cost, expected life, maintenance, utilities, etc.

In planning new construction and alterations, it is normal practice to consult staff affected by the plans as much as practicality allows. Educational specifications will be developed in consultation with the School's Strategic Plan, school staff and other appropriate groups, such as Paloak Limited.

Relevant sections of UK and other applicable law, local building codes, and directives of government and education agencies (insofar as the School is subject to them) will be observed in planning the School's facilities.

CROSS-REFERENCE: 3.30.1 Registration and Capital/Contingency Fees
 Section 8 Appendix 1 Paloak Limited

4.10.2 Facilities Construction

Evaluation inspections of the existing school facilities and planning for major rehabilitation and remodelling will be the responsibility of the Head of School and/or his/her designate, in co-operation with the Board of Trustees and Board appointed sub-committees (e.g. Finance Committee, Facilities Planning Sub-Committee, etc.), whose duties include, but are not limited to, responsibility for planning for future construction, maintenance of existing plant, liaison with engineers, contractors, and the ISA Administration in connection with those matters.

Funding for Construction and/or Facilities Rehabilitation

It is the policy of the Board of Trustees that funding for construction and/or facilities rehabilitation will have the specific aims of:

- Limiting borrowed funds to the least possible amount and for the shortest possible time;
- Seeking financial support for such programmes from Paloak Limited and its member companies and any other companies enrolling students in ISA;

The Board of Trustees will seek additional sources of funding, and these sources may take the form of local governmental agencies, lottery grants, gifts, donations, etc.

CROSS-REFERENCE: 2.10.1 Board of Trustees' Powers and Duties
 3.30.1 Registration and Capital/Contingency Fees
 Section 8 Appendix 1 Paloak Limited

4.10.2.1 Educational Specifications

The Head of School and/or his/her designate will, with the assistance of the Middle/High and Elementary School Principals, affected staff members and recognised educational facility planning consultants, provide educational specifications, which will apply in the planning of new construction. The educational specifications will include all pertinent information that will give guidance to the Board of Trustees, the Finance Committee and its relevant sub-committees, and to the architect/contractor.

In developing educational specifications, guidance will be taken from the ISA Strategic Plan. The viewpoints of the School's professional and support staffs will be sought as necessary. Educational specifications must be presented to and approved by the Board of Trustees before the architect can proceed with the development of any plans.

CROSS-REFERENCE: Section 2, Appendix 1 - ISA Vision & Strategic Plan

4.10.2.2 Selection of Architects and Contractors

The selection of architects and contractors will be the responsibility of the Board of Trustees upon the recommendation of the Board appointed Committee and its sub-committees. Architects and contractors will be selected on the basis of a number of criteria, including:

1. experience in designing the type of building ISA needs;
2. experience in dealing with local authorities with regard to permits, construction, labour, and supply of materials;
3. cost, via tendering process;
4. general usefulness and attractiveness of the design(s) offered;
5. safety record.

If a Board Member is affiliated with the selected contractor, he/she must declare their connection and recuse themselves from serving on the relevant Committee or sub-committee and / or taking part in any vote or decision-making in relation to the selection of such contractor.

The Head of School and/or his/her designate and selected members of the professional staff will work with the relevant Board-appointed committees and their sub-committee(s) in developing the physical and educational specifications and in briefing the architect(s).

The Head of School and/or his/her designate and Finance Manager will work with the Board of Trustees and relevant sub-committee(s) in managing the financial matters (capitalisation programme, site acquisition, bidding and awards) related to any remodelling and building projects of ISA.

4.10.2.3 Construction Plans and Specifications

It is the intention of the Board of Trustees that planning for new or upgraded facilities be based upon the needs of the educational programme and consistent with the School's Strategic Plan.

The Head of School and/or his/her designate, in conjunction with relevant Board appointed sub-committee(s), will recommend a plan to the Board of Trustees for facilities construction and/or rehabilitation. The recommendation will include:

- A project assessment based upon educational need in keeping with the School's Strategic Plan;
- Architect's drawing;
- Site impact and project schedule;
- Cost analysis;
- Funding recommendations;
- Timing of the project and its impact on the School;
- Assessment of projected student enrolment for the next five years of how to meet the duration of the borrowing repayment period.

CROSS-REFERENCE: Section 2, Appendix 1 - ISA Vision & Strategic Plan

4.10.2.3.1 Approval of Plans

Approval for facilities construction and/or refurbishment/upgrade will rest with the Board of Trustees. It is the responsibility of the Board of Trustees to communicate the plan to Paloak Limited and obtain their approval prior to final approval of the plan. In addition, the Board of Trustees in conjunction with the Head of School and/or his/her designate should seek to gain consensus with the School's other stakeholders, who include the faculty and staff, students, parents and the companies funding tuition for their employees.

CROSS-REFERENCE: Section 8 Appendix 1 Paloak Limited

4.10.2.4 Site Acquisition Procedure

It is the intention of the Board of Trustees that site acquisition will meet ISA's educational needs consistent with the Strategic Plan. The Board of Trustees may delegate project investigation authority to the Head of School and/or his/her designate and relevant Board Committees and sub-committees; however, final decision-making responsibility and authority rests with the Board of Trustees in conjunction with Paloak Limited.

CROSS-REFERENCE: Section 8 Appendix 1 Paloak Limited

4.10.2.5 Construction Contracts Bidding and Awards

Construction and/or facilities rehabilitation projects approved by the Board of Trustees will be tendered in the following manner:

- A team to include, but not limited to, the Head of School and/or his/her designate, Board Representative (usually the Finance Committee Chairperson), Finance Manager, Architect, Quantity Surveyor, and Project Manager (if applicable) will review the tender document.
- Selection of the main contractor will be determined after having reviewed a minimum of three bids and conducted an interview process of the candidate contractors.
- Selection criteria will include:
 1. experience in designing the type of building ISA needs;
 2. experience in dealing with local authorities with regard to permits, construction, labour and supply of materials;
 3. cost and time/schedule;
 4. compliance with the provisions of the tender document;
 5. safety record.
- The team will put forward a recommendation to the Board of Trustees for the approval of the Main Construction Contractor.
- This recommendation will include a review of the bids and a justification of the selection of the main construction contractor being recommended.

If a Board Member is affiliated with the selected contractor, he/she must declare their connection and recuse themselves from serving on the relevant Committee or sub-committee and / or taking part in any vote or decision-making in relation to the selection of such contractor.

CROSS-REFERENCE: 4.10.2.2 Selection of Architects and Contractors

4.10.2.6 Supervision of Construction

It shall be the responsibility of the Head of School and/or his/her designate, the Finance Manager, Health & Safety Officer, and the Board Appointed Committee and/or Board Appointed Representative to liaise with the Architect, Main Construction Contractor and the Project Manager (if applicable) throughout the construction process. The Head of School and/or his/her designate will provide a full verbal or written report on progress and all difficulties to the Board of Trustees at the monthly Board meetings, as a minimum.

4.10.2.7 Board Inspection and Acceptance of New Facilities

The Board of Trustees' appointed architect will notify the Head of School and/or his/her designate in writing when the new or remodelled facility may be used, once all necessary permits have been granted by the local planning authority. The Head of School and/or his/her designate will in turn notify the Chair of the Board appointed Sub-Committee. New facilities may not be used until they have been inspected by the Board appointed Committee or its designate(s) and until the Board of Trustees has formally accepted the facilities upon the recommendation of the Board appointed Committee or its designate(s), unless the Board of Trustees specifically approves otherwise.

It is required that all necessary HSSE issues and precautions and other legal requirements are in place and confirmed by the Board of Trustees prior to acceptance of the new facility.

4.10.2.8 Naming and Dedication of New Facilities

The Board of Trustees shall have the responsibility of naming any new buildings or sites that become the property of the ISA. They may seek advice from the Head of School and/or his/her designate, faculty, students or external organisations to assist with this process. As a guide, dedicating a building or naming a facility/building should be done in recognition of a person (or company), significant charity or contributors to ISA. The Chair of the Board of Trustees and the Head of School and/or their designate(s) shall be on hand for an official dedication/naming of a facility. If no name is chosen, the building will take a generic name (e.g. The ISA Library, The ISA Auditorium, etc).

4.10.3 Decommissioning (Closing) of School Facilities

If for any reason it is necessary to decommission any or all parts of the school facilities, the Board of Trustees, assisted by the Head of School and/or his/her designate and his staff, and in conjunction with Paloak Limited, shall review the need for all school facilities and develop a plan designed to accommodate anticipated enrolment over the next several years.

The plan will be developed after careful consideration of:

- projected enrolment;
- assessment of current school capacities;
- summaries of space utilisation rates in current facilities;
- review of special uses of school space, including adult and recreational use after school hours, and rentals;
- maintenance and operating requirements;
- evaluation of traffic patterns, travelling distances, etc;
- special problems, including an analysis of proposed transfers of students and staff if a facility were to be closed.

In developing and implementing a policy on partial or full school closure, the Board of Trustees will bear in mind the impact on other Board policies, such as its admissions policy and its policies and contracts pertaining to personnel. It is the intent of the Board of Trustees to make any of its policies related to school closure clear to all concerned. The Board of Trustees will support a process that provides an opportunity for those most affected to be involved before any decision is made. After these consultations, the Board of Trustees will attempt to provide three months lead time before closing any school or facility.

If facilities must be closed because of emergency or force majeure, the Board of Trustees will seek to protect the best interests of the School, and the safety implications from proposed closure.

CROSS-REFERENCE: 1.10.1 Memorandum and Articles of Association, Control and Purpose
 2.10.1 School Board Powers and Duties
 Section 8 Appendix 1 Paloak Limited

4.20 School Buildings and Grounds

The Board of Trustees recognises that the education of children depends on many factors, including an appropriate physical environment that is safe, clean, sanitary, attractive, pleasant and functional. The School is proud of its outstanding campus and facilities and of its long-established tradition of providing the best possible physical environment for teaching and learning.

In keeping with the Board of Trustees' policy on Facilities Capitalisation Programme, the Board of Trustees is committed to maintaining the School's buildings and grounds to the same high standards that the Board of Trustees sets for all aspects of the school programme, within the limitations of the School's financial resources.

CROSS-REFERENCE: 4.10 Facilities Capitalisation Programme
 6.50.10 Buildings and Grounds (and sub-codes)

4.20.1 School Arranged and Approved Housing and Boarding Facilities

ISA does not arrange, provide or approve housing for its staff or students. This fundamental provision remains the responsibility of the individual staff or parents or legal guardians of the students.

4.20.2 Buildings and Grounds Maintenance and Repairs

All school facilities will be maintained in good physical condition: safe, clean, sanitary, attractive, pleasant and functional as the facilities permit and the use requires.

The care, custody and safekeeping of the School's buildings and grounds are the general responsibility of the Head of School and/or his/her designate, who, with the maintenance and custodial staff, will co-ordinate the maintenance and cleaning of the School and its grounds. Teachers should encourage students to take good care of their desks, classrooms and surroundings. All staff, students and parents should take pride in the appearance of their school and be particularly careful to dispose of waste materials properly.

Custodial and maintenance staff working in the school building or on school grounds will be under the direction of the Head of School and/or his/her designate. All custodial requests should be sent to the office of the Head of School and/or his/her designate. Requests for repairs or for the moving of equipment should be submitted in writing. In an emergency, a written request is not necessary; the office of the Head of School and/or his/her designate should be notified immediately so that the custodial staff can be called.

Requests for projects that would involve a sizable expense (in excess of £5,000 that is not budgeted) should be submitted to the Board of Trustees via the Finance Sub-Committee for approval.

CROSS-REFERENCE: 6.50.10 Buildings and Grounds

4.20.3 Buildings and Grounds Safety

All school facilities will be regularly assessed by designated and trained staff, and independently audited annually to ensure that all necessary safety systems are in place.

CROSS-REFERENCE: 6.50.10 Buildings and Grounds

4.20.3.1 Security and Key Control

In order to minimise threats to the safety of ISA's students and staff and to protect the ISA facilities against damages or losses caused by carelessness, vandalism, or theft, the School will restrict access to its premises to persons associated with the School and/or to such other persons that may be invited to the School by the faculty for authorised purposes. At the same time, as described elsewhere, the School wishes to make its facilities available for community activities to the maximum extent possible consistent with the effective operation of school activities and therefore will apply its security procedures in a manner that supports the success of those activities.

In general, the following guidelines will be observed in granting access to the School premises:

- All students, faculty and staff of ISA will have routine access to the School within designated times. All parents, visitors, employees of organisations that are supporters of ISA, and their family members must follow the School's sign-in/out procedures and wear ID at all times.
- During non-classroom hours, faculty and students will be allowed to bring guests to the School, subject to registration procedures. Such guests will remain with their sponsor whilst at the School and will leave the School with the sponsor.
- Other individuals, such as those having business with the School, non-ISA participants and spectators at sports (e.g. basketball, volleyball, etc), cultural (e.g. theatre, musical productions) and other (e.g. "Trunk or Treat", Back to School Social) community activities will be admitted according to procedures established by the Head of School and/or his/her designate consistent with the requirements of the activity and the principles established above.

The Head of School and/or his/her designate will implement the above principles and guidelines by establishing regulations that will:

- Seek to assure that all who enter school grounds do so for an authorised purpose but also that all who have an authorised purpose for entering the School are granted access;
- Maintain a culture of safety and security for all members of the school community - students, parents, and staff will work towards maintaining the security of the campus;
- Handle problems at the lowest level possible and seek involvement of the Board of Trustees or local authorities only when no other solution can be reached, with the stipulation that the Head of School and/or his/her designate should notify the Chair of the Board of Trustees as soon as possible after any incident in which police authorities are involved;
- Provide guards or other security personnel specific instructions with regard to dealing with safety, security and access to the School.
- Set specific times during which the School will be open and closed, in order to retain maximum access to school grounds whilst maintaining the security of school property;

- Ensure that keys are only in the hands of responsible persons whose duties require that they have access to school buildings or to certain rooms, desks, files, or storage places.

- With respect to the personal security of students, staff and visitors, the Head of School and/or his/her designate is authorised to take such steps and install such equipment that will most effectively ensure the security of the campus. It will be the policy of the Board of Trustees to discuss details of security measures only in closed session, and to keep careful control of access to security information.

CROSS-REFERENCE: Student / Parent Handbooks
 6.50 Safety Management (and sub-codes)

4.20.3.2 Vandalism

Any persons found vandalising the School or any school property may be subject to disciplinary actions and/or criminal investigation. Any instances of vandalism should be reported immediately to the Head of School and/or his/her designate. The Head of School and/or his/her designate will effect repairs immediately upon conclusion of investigation or collection of any remaining evidence if the cost is estimated to be less than £2,000. Competitive quotes will be obtained for damages in excess of £2,000. The Head of School and/or his/her designate will make available to the Board of Trustees a complete investigation of the incident, the results of the competitive quote and recommendations for security changes to prevent a similar vandalism incident. If there is conclusive evidence that a student is responsible for an act of vandalism, the offending student or the parents of the offending student may be held accountable for the cost of repairing any damage as a condition of continued attendance at the School.

CROSS-REFERENCE: 3.60.3 Bids and Quotations
 4.20.3.1 Security and Key Control
 6.50.5.1 CCTV
 8.40.2 Student Conduct

4.20.4 Emergency Plans and Drills

In case of fire or any other type of emergency, students and staff must be prepared to evacuate the School without panic and in the least possible time. To that end, the Head of School and/or his/her designate and his staff shall maintain a plan to assure the safe and orderly movement of all persons in the School to the safest available area in the event of a national or local emergency or in case of fire. Special drills will be arranged by the Head of School and/or his/her designate, in conjunction with the HSSE Committee to train everyone in procedures to be followed in particular types of emergency (fire, bomb threats, intruder, etc.). The Board of Trustees considers the safety of the children, faculty, and support staff members as paramount.

An emergency warden system has been developed by the HSSE Committee and members of ISA staff. Procedures exist to communicate with authorities in the event of an emergency. Emergency plans and drills will be maintained to comply with current Health and Safety Executive recommendations.

Indefinite or Long-Term Closings

The Board of Trustees, upon the recommendation of the Head of School and/or his/her designate, shall close the School indefinitely, or for such a term as it may be determined necessary, if the Board of Trustees finds that the continued operation of the School will be accompanied by such tension, potential disorder, or potential impairment of peace and goodwill in the community that the effective education of the students becomes impossible or if the Board of Trustees finds that the continued operation of the School is not in the best interests of the School itself. In either case, the Head of School and/or his/her designate shall be responsible for setting in motion the contingency plans developed to deal with such temporary or permanent closings of the School.

CROSS-REFERENCE: 4.20.4.5 Emergency Closings
 4.20.4.6 Long-Term Closings
 6.50.1 Emergency Procedures

4.20.4.1 Accident Prevention and Reports

Within the framework of the School's overall HSSE policy, everyone in the School is expected to be safety-conscious and alert to conditions that may be dangerous to the people using the buildings and grounds. The emphasis to make the School a safe place to work and study lies on **prevention** and **forethought**, not merely on regulations for coping with accidents and emergencies. The School will actively develop, maintain and improve its safety culture amongst the staff, students and the ISA community.

Should any accident occur in a school building, on school grounds, on a school bus or in any other place or situation where the School is responsible for the welfare of students and staff (e.g. during school trips), the accident should be reported per procedure in the appropriate manner. This must be done whether or not any obvious injury or damage is evident.

The making of prompt, complete, and accurate incident reports is essential not only for proper insurance coverage but also for the prevention of any similar mishap in the future. Any employee of the School who witnesses an accident has a responsibility to comply with the established HSSE reporting system. An accident resulting in a potentially serious injury is reported at the time of injury to the Head of School and/or his/her designate, the relevant Principal, the School Nurse, and the Health & Safety Officer. It shall remain the responsibility of the Head of School and/or his/her designate in conjunction with the HSSE Committee to ensure all corrective actions and recommendations are communicated to all staff and implemented as soon as is practicable. All incidents are discussed at the monthly HSSE meetings.

CROSS-REFERENCE: Section 6 Health, Safety, Security & the Environment (HSSE)

4.20.4.1.1 Illness of students and staff

All occurrences of sickness during the school day should be reported to the School Nurse and documented. Any pattern of ill health that could potentially lead to a larger problem shall be notified to the Head of School and/or his/her designate. Local public health officials will be advised as necessary. The Head of School and/or his/her designate will notify the Board of Trustees immediately should the matter require the notification of the public health authorities.

CROSS-REFERENCE: 6.40 Health Management (and sub-codes)

4.20.4.2 Fire Prevention and Drills

The Head of School and/or his/her designate, in conjunction with the HSSE Committee, will ensure that proper fire and safety precautions exist and are applied. At least one fire drill will be held each semester.

As fires can occur on the first day of school, the discussion of and instruction in proper emergency procedures will be one of the first priorities for classroom teachers at the beginning of each semester. It will be the responsibility of the Head of School and/or his/her designate to maintain specific, detailed fire and emergency plans for all rooms of the School facility. The plans will be made available to staff, parent volunteers, and all other visitors to the School and be widely posted, discussed and regularly practised as scheduled in a written schedule. Lives may depend on how confidently, quickly and calmly everyone can carry out these planned instructions; no effort must be spared in ensuring that they are clearly understood by all.

In devising and carrying out fire emergency plans, concern for human life and safety will prevail over concern for property.

CROSS-REFERENCE: Section 6 Health, Safety, Security & the Environment (HSSE)

4.20.4.3 Disaster Plans

The Head of School and/or his/her designate will ensure that the School has a plan to enact in the event of a natural disaster (i.e. earthquake, flooding, tornado, gale force winds, heavy snowfall, etc.). In the event of such a disaster, the safety of the students and staff of the School are of paramount importance. The plan should clearly establish an organisation for dealing with disasters: consider safe havens for the various hazards, evacuation routes and procedures, identification of any missing persons and a means for communications. This plan shall be communicated to the staff, and reviewed annually for updates and amendments. A copy shall be provided to the Board of Trustees for reference.

CROSS-REFERENCE: Section 6 Health, Safety, Security & the Environment (HSSE)

4.20.4.4 Bomb and Intruder Threats

The Board of Trustees acknowledges its responsibility to ensure that a policy is in place, which allows for the safety of the children under its care. At the same time, it wishes to deal firmly with bomb threats and to discourage this type of disruption, which poses a danger to everyone in the School even when it is merely a threat and a nuisance.

The Board of Trustees acknowledges that a threat to the children under their care may exist from an intruder on campus.

The Head of School and/or his/her designate will ensure that procedures for dealing with bomb threats and intruders are in place and that all staff and students are familiar with the procedure.

The Head of School and/or his/her designate shall notify the Chair of the Board of Trustees if either of these situations occurs.

CROSS-REFERENCE: Section 6 Health, Safety, Security & the Environment (HSSE)
 4.20.4 Emergency Plans and Drills

4.20.4.5 Emergency Closings

Temporary Closings (to a maximum of five days)

The Head of School and/or his/her designate is authorised to close the School, delay the opening time of school, dismiss school early, or hold students in school past dismissal time if, in the judgement of the Head of School and/or his/her designate, actual or potential hazards jeopardize the safety and well-being of students and staff.

Instructional days lost due to emergency closings may be rescheduled by the Head of School and/or his/her designate in consultation with the Board of Trustees. The annual number of teaching days as set by teacher contracts will not be reduced except in extraordinary circumstances.

The Head of School and/or his/her designate have the authority to cancel up to a maximum of five instructional days per academic year (i.e. snow, flooding, structural damage to the facility, conditions that pose a risk to health, etc) without having to extend the school calendar.

If it is necessary to cancel school before school hours, particularly as a result of inclement weather during the winter months, the Head of School shall inform relevant local media, teachers and school staff of school cancellation. In addition, each family will be informed by the best possible direct individual method. The information will also be posted on the ISA website: www.isa.aberdeen.sch.uk.

The Head of School is responsible for amending all official school transport in light of cancellations.

In cases of early school closure, all after-school activities will be cancelled

CROSS-REFERENCE: 4.20.4 Emergency Plans and Drills

4.20.4.6 Long-Term Closings

If the Head of School and/or his/her designate consider it necessary to close the School for longer than five days, he/she will make a recommendation to the Board of Trustees before announcing the closing of the School.

CROSS-REFERENCE: 4.20.4 Emergency Plans and Drills

4.20.4.7 Health, Safety, Security & the Environment (HSSE) Reporting to the Board

The health, safety, security and environment (HSSE) of children and employees at ISA are of paramount importance to the Board of Trustees. Whether on campus or involved in a school activity off campus, the Board of Trustees has the ultimate responsibility and the potential liability for their safety. The Board of Trustees will ensure the resources and expertise necessary to inspect and maintain optimum HSSE standards where available. HSSE is a specific category under Board Goals, discussed monthly. The Head of School shall make the Board of Trustees aware of any significant HSSE developments.

CROSS-REFERENCE: Section 6 Health, Safety, Security & the Environment (HSSE)

4.30 Student Transportation

The Board of Trustees recognises the importance of providing a reliable and dependable transportation service for the students of ISA. School-owned vehicles may only be driven by school employees who have undertaken the appropriate training and should only be used for school purposes and in accordance with the School's insurance policies. Other transportation for students from Kindergarten to Grade 12 to and from school is a sub-contracted service. These routes, bus stops, and schedules will be made available to the parents before the first day of classes.

From time to time, the Head of School and/or his/her designate may recommend alternative arrangements for the transportation of students to and from school to the Board of Trustees. It shall be the responsibility of the Head of School and/or his/her designate to ensure that the costs of busing are minimised and utilisation of the buses are maximised.

The students shall be met at the designated bus stop closest to their home. There shall be no deviation from the prescribed route except at the direction of government or local authorities.

Use of the School bus service is defined as a privilege, and the School reserves the right to suspend or revoke the privilege at any time if a student fails to abide by the stated rules of conduct.

The School is not responsible for students before they get on the bus in the morning and after they get off the bus in the afternoon. Kindergarten children should be taken to the bus either by an adult or by a responsible older student, and met upon their return. The School requires that students in grades 1-5 are also taken to the bus for the start of their day and met on their return home.

Occasionally, students may be transported to an off campus event in an ISA employee's car. The School carries business use insurance for this eventuality.

Costs for busing are included as part of the general tuition fees and are non-refundable under any circumstances.

During ISA-sponsored field trips (local or abroad), it is the responsibility of the Head of School and/or his/her designate to ensure transport is provided throughout to meet the School's requirements. This responsibility can/shall be assigned to the teacher in charge of the field trip in order to ensure quick decision-making if the transport provided does not meet requirements.

CROSS REFERENCE: 4.30.1 School Buses and Safety
 Section 6: Health, Safety, Security & The Environment (HSSE)
 8.40.2.3 Student Conduct on School Buses

4.30.1 School Buses and Safety

The Board of Trustees recognises the importance of the safety of each student and member of staff, as well as the general public when dealing with student transportation to and from school. ISA does not own school buses beyond a 16-passenger capacity, and sub-contracts the busing service for our Kindergarten to Grade 12 students.

The suppliers will be audited for their maintenance records and safety records and the Head of School and/or his/her designate shall ensure that this audit is carried out annually. At the time of awarding the school transportation contract and during annual audits throughout the contract period, the Head of School and/or his/her designate shall ensure the bus driver qualifications are maintained at the highest possible level. This requirement may be provided by the Head of School and/or his designate approving all new drivers or by appropriate supporting documentation being presented by the transportation contractor.

The Head of School and/or his/her designate will ensure that the bus drivers are briefed in connection to dropping off of students. This will be done on at least an annual basis and at any time when a new driver joins the ISA routes.

In addition to the responsibilities on the transportation company, our students must abide by the guidelines provided for in the Student Conduct on School Buses.

A sick or injured student may be prevented from travelling on the school bus at the discretion of the Head of School and/or his/her designate including the School Nurse/first aider/member of staff if the nature of the injury or illness makes it unsafe for that student or other students to do so. In such cases, the parents will be notified and the student will be cared for on the school premises until the parent or other named adult is able to collect that student.

CROSS-REFERENCE: 4.30 Student Transportation
 8.40.2.3 Student Conduct on School Buses

4.30.1.1 Supplier Pre-qualification Standards

The Board of Trustees recognises the importance of the safety of each student and staff, as well as the general public when dealing with transportation for school purposes. The School does not own school buses and must sub-contract the busing service for our students. Suppliers will be awarded contracts for this service for the entire school year based on the safety records of the suppliers, maintenance records of the suppliers' buses, bus availability, reliability, dependability, professionalism and economic considerations.

It will be the responsibility of the Head of School and/or his/her designate to have appropriate standards set as minimum performance measures pre-qualifying the suppliers before tendering bus services. Once pre-qualifying has been returned, only qualified suppliers meeting the minimum standards will be allowed to tender. Prior to award of tender, audits of maintenance records and safety management systems will be carried out by the Head of School and/or his/her designate, along with safety inspections of the equipment of the proposed supplier. Upon successful completion of these audits and inspections, a contract will be awarded to the most cost effective supplier meeting all of the criteria.

CROSS-REFERENCE: 4.30 Student Transportation
 4.30.1 School Buses and Safety

4.30.2 Non-Bus Transported Students

The School will not accept the responsibility for the students' safety in any instances where students do not use the school bus service to and from school. The School strongly recommends that parents should accompany their children in Grade 5 or below to and from the School, whether walking or riding a bike. The School will accept responsibility for these students once they have entered the school building and until the time they leave the school building to return home at the end of their school day.

4.30.3. Student Transportation in Private Vehicles

The School will not accept the responsibility for the students' safety in any instances where students ride or drive in private vehicles either to and from school or during the school day. This is inclusive of car pools arranged by parents or companies.

4.30.4 Student Transportation Insurance and Liability

The School sub-contracts daily busing for our students to and from school and some field trips. However, this does not eliminate the School's potential liability in the event of an accident. In addition to the insurance responsibilities of the transportation company, the Head of School and/or his/her designate will ensure that appropriate liability insurance is in place to ensure that the School is covered in the event of an accident.

The School does not provide insurance for lost goods and will not be responsible for personal effects that a student may carry from time to time. Therefore, it is the policy of the Board of Trustees that parents are responsible for the provision of insurance for all personal property which may be lost or damaged, for example musical instruments, school books, calculators, personal technology, etc.

4.40 Food Service in the School

The School offers a daily cafeteria service. Individuals will pay the cost of any purchases.

It is the School's intent that this service need not be subsidised by the School; however, upon the recommendation of the Head of School and/or his/her designate, the Board of Trustees may authorise funds to subsidise the programme if it is deemed necessary.

Students who have particular dietary requirements are catered for individually. Such students are introduced to staff and an open communication between student, parent and catering staff is encouraged.

The School operates an Allergen Awareness Policy.

All food catering offered must comply with all UK and other applicable food hygiene and safety regulations. A mandatory, unannounced inspection by the Environmental Health Officer occurs on an annual basis. As part of the School's annual oil company HSSE Audit, the cafeteria services may be audited to determine if the required standards are being met.

4.50 Insurance Management

ISA will maintain adequate levels of insurance against losses through fire, theft, accident, liability and other risks, as the Board of Trustees (advised by the Head of School and/or his/her designate) sees fit. It will be the responsibility of the Head of School and/or his/her designate to obtain bids from appropriate insurance companies and ensure that appropriate coverage is maintained. Appropriate coverage will be defined as sufficient to replace the School in its entirety in the event of catastrophic loss.

Coverage for staff and students will be provided in accordance with UK and other applicable law, and within the terms of the School's insurance coverage.

The School's insurance programme, as a whole, will be aimed at providing the best protection for the School, its students, staff and its property. It will be the responsibility of the Board of Trustees and the Administration, in a joint effort, to keep pace with inflation and other changes that may affect insurance coverage and to ensure that protection is adequate at all times.