Pencoys Primary School

Statement of Health and Safety Policy

	Signature	Date
Governor with responsibility	**Chris Bray**	**2nd June 2020**
Headteacher	**Alex Craig**	**2nd June 2020**
Review date: 27/05/2021		

Pencoys Primary School

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the school's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its students, visitors, employees and contractors involved with its activities.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the school's activities are identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform students' parents or guardian of any health, safety or welfare issues relevant to their child or children.
7. Have detailed the arrangements for health safety and welfare in the Organisation and Arrangements associated with this policy statement.
8. We have considered our equality duties in the writing of this policy.

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health safety and welfare in the school. The individuals and groups identified below

are expected to have read and understood the school's policies and procedures for ensuring health safety and welfare and to conduct their duties in accordance with them.

The employer

The employer is Crofty Multi Academy Trust. The employer has the ultimate responsibility and must ensure that there are arrangements in place for the health safety and welfare of students, staff, visitors and contractors.

Board of Trustees

The Trustees are responsible for ensuring that mechanisms and procedures are in place for health safety and welfare. The trustees will receive regular reports to enable them, in collaboration with the Governors and Chief Executive Officer, to prioritise resources for health safety and welfare issues.

The Board of Trustees have appointed Steve Eva / Estates Manager to oversee the management of health and safety across the MAT.

The School Safety Governor is Chris Bray

Head Teacher

The Head Teacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the MAT in accordance with the Statement of Safety Policy;
- Ensuring that termly health safety and welfare inspections are carried out;
- Ensure that compliance files and reports are updated and acted upon in a timely manner;
- Submitting regular health safety and welfare reports to the Governing Body;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Identifying and facilitating employee training needs through health and safety training matrix;
- Maintain and develop their own knowledge and training in the effective day to day management of health safety and welfare (level 3 qualification)

- Liaising with governors and the employer on policy issues and any problems in implementing the Safety Policy;

- Co-operating with and providing necessary facilities for trades union safety representatives;

- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;

- Ensuring that any contractor(s) appointed to deliver services or carry out work is competent to do so and has signed the Crofty health and safety standards and site rules, code of conduct for contractors and the letter of assurance;

Whilst responsibility for the above cannot be delegated, the function of carrying out these tasks can be delegated to other members of staff. In this school the following functions have been delegated to:-

Function	Delegated to
Day to day health safety and welfare management	Alex Craig
Regular inspections	Rebecca Legg
Accident Investigation	Alex Craig
Employee training needs	Sandra Callingham-Lello & Rebecca Legg
Contractor management	Steve Eva

Competent Health and Safety Advice

The school recognises that it must have access to competent health and safety advice. The school's competent advisors are:

- Crofty MAT Estates Manager
- The Health, Safety and Wellbeing Services Team, Cornwall Council

Senior Management and Faculty/Department Heads

Senior management and faculty/department heads have responsibilities for:-

- Day-to-day management of health safety and welfare in accordance with the Health and Safety Policy;
- Drawing up and reviewing departmental procedures regularly;
- Ensuring that suitable risk assessments have been carried out for all activities where there is a significant risk;
- Carrying out regular inspections and making reports to the Head Teacher;
- Ensuring action is taken on health safety and welfare issues;
- Arranging for employee training, information and instruction;
- Passing on health safety and welfare information received to appropriate people;

- Acting on reports from employees, the Head Teacher; the Governors, Crofty MAT and the Local Education Authority.

All Employees

All employees have a general responsibility, as far as reasonably practical, to ensure the health safety and welfare of themselves and others who may be affected by anything they do or fail to do. In particular employees have a responsibility for:-

- Checking that classrooms/work areas are safe.
- Checking equipment is safe before use.
- Ensuring safe procedures are followed.
- Ensuring protective equipment is used when needed.
- Participating in inspections and the Health and Safety Committee if appropriate.
- Bringing problems to the relevant manager's attention.

In addition all employees have a responsibility to co-operate with the employer on matters of health and safety.

Volunteers

Volunteers (such as parent-helpers, etc.) have a responsibility to act in accordance with Pencoys policies and procedures for health safety and welfare and to report any incident or defective equipment to a member of staff immediately.

Volunteers are also expected to act only under the supervision of a qualified employee.

OFF-SITE VISITS VOLUNTEER AGREEMENT

School trips are an integral part of learning at our school and afford many children opportunities which are outside their usual experiences. We are pleased that you have come forward as a volunteer helper: you will have an important role to play in the success and safety of this school trip.
This is part of our school's risk assessment planning and safeguarding arrangements.

Role of the Volunteer Helper

- To be responsible and look after, in equal measure, all of the children in your group.

- To stay with your allocated group of children, ensuring that their wellbeing and safety is maintained for the total duration of the school trip.

- To promote polite, respectful and courteous behaviour towards each other and members of the public. We all go as ambassadors of our school!

- To ensure that your group keep up with the body of the school visit party, be it walking, entering or exiting from transportation or following speakers for the trip.

- To contact your child's class teacher/member of staff if there are issues with first aid, safety and/or behaviour.

- Working alongside school staff.

School staff expect volunteer helpers to:

- Comply with all of the above whilst being under the direct line management of school staff.

- Show a commitment to their group, an interest in the focus of the visit and assist children in their learning by helping them to read signs/labels/information, asking questions that encourage children to think about the task and help to explain areas of interest.

- Follow guidance from the school staff.

What is not permitted

- Volunteer helpers are not allowed to bring additional siblings on the school trip.

- Volunteer helpers are not allowed to re-organise school visit groups.

- Volunteer helpers are not allowed to smoke, drink alcohol or engage in any illegal practices.

- Volunteer helpers are not permitted to take photographs of children.

- Volunteer helpers are not permitted to use personal mobile phones during any trip unless directed by the Class Teacher.

- Volunteer helpers are not allowed to give/buy their group treats e.g., ice creams, biscuits, sweets – before, during or after the school trip.

First Aid

Designated members of staff have undertaken first aid training. You will be informed if any child in your group has medication/needs. If medicine needs to be administered, this will be done by a member of staff unless it is your child who requires medicine in which case you will be asked to administer this and be responsible for carrying the medicine.

All other medicines and first aid kit will be carried by staff.

Emergencies:

You are expected to inform a member of staff as soon as possible.
If you have become separated from the rest of the school party, please telephone one of the members of staff on your contact list or telephone the school.

Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the school's Health and Safety Policy is fulfilled.

Procedure List

		Page
1.	Arrangements for Supervision of Students	7
2.	First Aid	8
3.	Medicines	11
4.	Accidents/Incidents	12
5.	Risk Assessment	14
6.	Fire	15
7.	Electricity	16
8.	The Control of Hazardous Substances	17
9.	Work Equipment	18
10.	Personal Protective Equipment	19
11.	Working Alone	20
12.	Violence	21

1. Arrangements for the Supervision of Students

Opening Times

The school will be open from:-

8.35AM (unless attending breakfast club)

And will close to students at:-

3.15PM (unless attending an after school club)

on weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

Supervision arrangements

- Breakfast club runs from 8.00AM until 8.35AM
- Break times and lunch times are staggered according to age groups. TA's and teachers supervise playtimes and MDS supervise lunchtimes.
- After-school clubs are many and varied and are supervised by members of staff. They run from 3.15PM until 4.15PM for 10-12 sessions each term. Pupils attending after-school clubs are picked up from reception at 4.15PM or, if parents have given written permission, they walk home.

Details must be included for the location and time for drop-off and collection of students by parents/guardians. Contingency plans for supervising students who have not been collected will also need to be considered.

After School Lettings

Unless specifically agreed in the Letting Agreement the school does not provide supervision for any groups using its facilities as part of a letting/hiring arrangement.

2. First Aid

Assessment of Needs

An assessment of first aid needs has been carried out and has identified that the following numbers of trained staff is required:-

First Aid at Work Qualified

AC	LJ	GA	CB	RJ	MB	AF	RO
MGol	MG	NJ	TK	JK	SM	EM	BL

3 Day First Aid at Work

BL

Emergency Aid Qualified

80% of staff

Paediatric First Aid Qualified

JB	SB	TBrim	RF	JG	AH

First Aid Coordinator

Jenny Beesley is responsible for overseeing the arrangements for first aid with the school. The First Aid Coordinator's duties include ensuring that:-

- First Aid equipment is available at strategic points in the school.

  Staff room, Shared Area and Pre School
- A sufficient number of personnel are trained in first aid procedures

  80% of staff
- First Aid qualifications are, and remain, current.

This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.

First Aiders

The first aiders listed above will provide first aid treatment for anyone injured on site during the school day. They will also provide, as appropriate, first aid cover for:-

- Trips and visits
- Extra-curricular activities organised by the school (e.g. sports events, after school clubs, parents' evenings, school organised fund raising events etc.)

First aid cover is not provided for:-

- Contractors
- Events organised by third parties, fetes, evening clubs, etc.

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of Injuries

The school will rely on the knowledge and experience of its trained first aiders in order to administer appropriate treatment to injured persons.

In emergency situations the first aider will call (or instruct another member of staff to call) 999 and request that an ambulance and paramedics attend.

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline

111

And, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students

In the event of a suspected head, neck or spinal injury to a student it is the policy of this school, in addition to the normal first aid procedures, that the student's parent/guardian is contacted and informed of the injury.

The attending first aider, in consultation with the parent/guardian, will decide the appropriate course of action in each case. The first aider will ensure that treatment is not delayed by difficulties in contacting the parent/guardian.

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

Other Significant Injuries

Any other serious injury will be notified to the parents/guardians by the quickest means possible (normally by phone).

In addition to the procedures above the school will notify parents/guardians of any other significant injury by way of:-

- A telephone call

Copies of written notification are recorded in the first aid log.

Escorting Pupils to Hospital

When it is necessary for a student to be taken to hospital they will be accompanied by a member of staff (2) – unless the student's parent/guardian is in attendance.

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

3. Medicines

The school recognises that it has a responsibility to support pupils with medical and mental health needs.

Pencoys follows the Department for Education's guidance on managing medicines in schools and early years settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/suppo rting-pupils-at-school-with-medical-conditions.pdf)

Medicine in School

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to students as long as:-

It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or

It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and

Written parental consent has been given.

The school does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below).

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the school day.

Dispensing Medicine

All requests for the dispensing of medication must be accompanied by a consent form completed, signed and dated by the student's parent or guardian.

Rebecca Legg, Class Teacher or TA is responsible for receiving medicines, checking consent and dose information, checking "use by" dates and dispensing medication.

All medication will be kept in a secure location and in the conditions required by the medication supplier.

Medication may only be dispensed by the Class Teacher or Class TA but must be witnessed and checked by 2 members of staff. A record will be kept of all medication dispensed. The medication log will be checked before dispensing medication (to prevent accidental "double-dosing").

Medication for personal use by members of staff must also be kept in a secure location. Handbags, etc. containing such items must be locked away and not be left in the classroom where students could gain access to them. Staff must not share their medication with any student.

Self-Management of Medication

This school does not allow students to carry or manage their own medication.

Emergency Asthma Kits

This school's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachmentdata/file/350640/guidanceonuseofemergencyinhalersinschoolsSeptember20143.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The school keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Storage of Medicine

Medicines will be securely stored in the locked medicine fridge in the staff room.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by [First Aid Trained staff].

Training

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

Sharing of Information

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition

- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

4. Accidents/Incidents

Reporting Officers

The following members of staff have access and authority to report accidents and incidents:

Rebecca Legg and Alex Craig

Staff are required to report all accidents/incidents to a reporting officer within a 3 day timescale.

Students are required to report all accidents/incidents to a member of staff.

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This school records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

Any incident resulting in an injury to a member of staff

Any incident resulting in an injury to a visiting member of the public

Any incident resulting in an injury to a contractor on the school site

Any incident resulting in an injury to a student which was (or might be) due to

- The condition or layout of the premises or facilities
- The condition of any equipment in use
- The level (or lack) of supervision
- The level or quality instruction or training provided

Any “Dangerous Occurrence” as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any “Occupational Disease” as listed in RIDDOR.

Further guidance on what should be reported is available through the Online System or the School Messenger website.

The Online Accident Reporting System will automatically forward a report to the Health and Safety Executive where the description of the accident/incident meets the criteria set out in RIDDOR.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple “Day-Log” which will be kept in the school

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log in the office.

The Near Miss Log is kept by Rebecca Legg.

The Near Miss Log will be reviewed termly by the Headteacher in order to identify any areas of concern, which may require attention. Numbers of incidents recorded through the Headteachers report to governors

Reporting Timescales

	Reporting timescale
Students will report accidents/incidents to a member of staff	Straight away if possible and in any case on the same day as the incident
Staff will report accidents/incidents to a reporting officer	Straight away if possible and in any case on the same day as the incident
Reporting Officers will complete the online report	Usually within 48 hours and in any case within 7 days.

Accident/Incident Investigation

All incident reports will be reviewed by Alex Craig who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by Alex Craig) will be reported to the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

If deemed necessary the Health Safety and Wellbeing Services Team will carry out an independent investigation of the accident/incident.

6. Risk Assessment

Risk Assessment

The school will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using EEC LIVE Risk Management Software or use templates created by Crofty MAT.

Alex Craig is responsible for managing the risk assessment process and producing relevant reports for the Head Teacher and the Governors.

Copies of risk assessments are available on line.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

All adults going on trips must read and sign a copy of the risk assessment for that trip. This signed copy must be returned to the trip co-ordinator and a senior member of staff.

Alex Craig or Rebecca Legg

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of safe working procedures are available from School office.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is Rebecca Legg.

The Head Teacher will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term.
- Recording the significant results of the fire evacuation drills
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Head Teacher on issues of significance.

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:-

Rebecca Legg Tracy Broughal

Lisa Johns

Fire Alarm when Parents are on Site

1. Parents not to mingle with children
2. Pupils to be released at the teacher's discretion after the Head or Deputy has given permission
3. Make it very clear to pupils and parents that they must not enter the building under any circumstances

Evacuation and Registration Procedures

In the event of the fire bell sounding, all children and staff must vacate the building and proceed in an orderly manner to the hard play area where children should line up in their respective classes so that the class teacher can do a head count.

Rebecca Legg, Tracy Broughal and Lisa Johns are responsible for checking toilets and quiet rooms within their own classrooms.

Class registers will be given to class teachers to check off names if the head count does not tally.

Class registers are kept in the office.

Close all doors (and windows if time allows) to prevent the spread of fire.

8 Electricity

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

Annually

Tests will be carried out by a Crofty MAT recommended provider.

All test Certificates will be kept in the office for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment should not be bought into the school.

Coordinator

IT team is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. This list is kept on line.

Ellis is responsible for ensuring that a fixed wiring inspection is carried out for the premises.

9. The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

The exception to this is for substances and preparations used in Science – these substances and preparations are used in accordance with the Hazards provided by the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS).

A central copy of COSHH assessments is kept in the office and Cleaning Cupboard.

Staff Responsibilities

Staff shall not use any hazardous substance without first having read the COSHH Assessment (or Hazard in Science).

Staff shall inform the COSHH Coordinator of any new hazardous substance purchased in order that an assessment can be made prior to use.

COSHH Coordinator

Rebecca Legg is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council or the supplier.

The Coordinator is responsible for ensuring that COSHH assessments are seen and understood by those staff who are exposed to the substance/preparation.

The Coordinator is also responsible for ensuring that any updated COSHH assessments received are seen and understood by those who are exposed to the substance/preparation and that the COSHH file is kept up-to-date.

The Coordinator is responsible for ensuring that COSHH assessments are also obtained from contractors on site (both regular contracts such as cleaners and caterers and from builders, decorators, flooring specialists, etc.) where persons may be affected by their use on site or the storage of such substances/preparations may need to be controlled.

In addition, any hazardous substances or preparations being used by visiting artists, crafters, etc. must have appropriate COSHH assessments before being used in the school.

10. Work Equipment

Alex Craig is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

Staff must not use new items of work equipment unless appropriate training has been given.

Display Screen Equipment

All reasonable steps will be taken by the school to ensure the health and safety of employees who work with display screen equipment (DSE). It is the intention of the school to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that inappropriate work practices or poorly set up workstations may encourage the onset of ill health. The school will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication. Staff are encouraged to complete the DSE Fick Training online.

11 Personal Protective Equipment

School Responsibilities

Personal protective equipment (PPE) will be supplied to control hazards only as a last resort – i.e. where the hazard cannot be removed or reduced to an acceptable level of risk by other means.

Where provided the school has a duty to ensure that PPE is used effectively. Managers will be expected to monitor the use of PPE and enforce its use where necessary.

Assessment of Need

The need for PPE will be determined during the Risk or COSHH Assessment process.

Where identified as necessary PPE will be provided without cost to staff or students.

Purchase and Storage of PPE

Rebecca Legg will be responsible for the purchase of PPE ensuring that it is of the correct type, is suitable for the purpose and of the correct size to ensure that the fit is comfortable for the wearer and takes account of any health or medical conditions.

In addition, Rebecca Legg will ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

When issued with PPE; staff and students are required to wear it correctly.

Staff must take all reasonable precautions to ensure that PPE is stored and maintained properly.

12 Working Alone

It is recognised that, from time to time, it may be necessary for school staff to work in situations or locations which are remote from other members of staff. This will include staff working in the evenings, weekends or during the holiday in the school on their own.

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the lone working policy to control these risks will be kept in the Policy folder.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head Teacher.

Manual Handling

All reasonable steps will be taken by the school to ensure the health and safety of employees who undertake Manual Handling activities. A manual handling operation is the movement of a load by direct or indirect human effort (by hand or bodily force) including transporting, supporting, lifting, lowering, pushing or pulling.

This policy will apply to:

- People who undertake manual handling activities as part of their normal duties/work
- Any activity that involves handling of a load as described in the definition

School Security

Alex Craig is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Alex Craig and Rebecca Legg are responsible for carrying out checks of the premises during school holidays.

School Staff/Governors Responding to Call-Outs

Staff nominated as out-of-hours key holders are sometimes required to attend site following the activation of the alarm. When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

Alex Craig and Rebecca Legg are the school's nominated representatives who will **respond** in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

Police attendance

In any call out situation it is preferable to meet the police at the site entrance or at the police station before travelling to the site. This ensures that there will be at least two people present on site with a direct link to support should it be required.

Or

Security Firm Personnel Attendance

Having a contract with a security firm who will respond to alarm activations without recourse to a [school/academy] key holder or who will arrange for someone to meet a staff member with the key whilst they check the site Kestrel Guards.

13 Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

Responsible Person

Alex Craig is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Emergency Classroom Procedure

There is a yellow HELP card in each classroom for emergencies. Send a child with this card to the office for immediate help. Do not leave the room yourself. There is also an intercom – lift receiver and dial 201 – this will put you through to reception (This is an example, please amend to reflect school procedures)

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school the following staff are trained in Team Teach techniques:-

Jo Gibbs Alex Craig

Jenny Beesley

A specific policy and procedures aimed at the control of students has been adopted and is kept in the Policy file.