

The Oval School



Health & Safety Policy

Date Ratified: 13.7.17.

Signed by: *C. C. Hayes*
On behalf of School Governors

Signed by: *R. K. Chahal*
Headteacher

Review Date: *July 2018*

Statement of Intent

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

Communication

- Health and Safety is overseen by the Governing Body.
- The Headteacher is directly responsible for Health and Safety across school.
- Building Services Supervisor (BSS) is responsible for Health and Safety of the site, he reports directly to HT/SBM daily.

Staff

- The weekly staff briefing, and the weekly meetings, are used to communicate Health and Safety issues to all staff.
- For more urgent matters e-mail is used (staff must check e-mails daily).
- Health and Safety Policy is posted on school website. A copy is given to all new staff who sign to say they have read it.

Risk Assessments

People

Risk assessments are created when the need arises, dynamic planning, for:

- i) New and expectant mothers ii) Staff with disabilities

Staff meet with School Business Manager (SBM), often as a result of a Return to Work interview (maybe following time off for sickness or an operation) and a plan is created and subsequently reviewed. Help can be sought from BCC HR department. The Oval is a member of 'Staff Care' a confidential self-referral service.

As a result of such meetings some staff have had 'Access to work' audits for themselves and their working area. Specifically designed furniture has been purchased for individuals as a result.

During pregnancy staff are seen 2 times to do a risk assessment.

Pupils

Specific plans are held for some SEN pupils, in their personal files. Notices in classrooms identify needs and sign post staff to relevant documentation.

Premises

- Repairs and maintenance: BSS conducts daily housekeeping inspection on opening the school and at lock-up time. BSS plans to rectify any issues following correct procedure or plans to isolate the area until risk is removed.
- Fixed Outdoor Play Equipment: Annual external inspection, report created and sent to Health & Safety Committee. BSS inspects this equipment daily, before morning play.

- **Class room shared areas:** It is Teaching Assistants' delegated responsibility to assess all risks in their area daily. TAs must take action to address issues and or report all concerns to HT or BSS.
- **Lunch time Supervisors:** To 'sweep' (inspect) the playground before use – a dynamic risk assessment.
- **Halls:** A daily inspection by BSS and catering (Direct Services) staff.

Security / Safeguarding Arrangements

- **See Safeguarding policy:** school website updated at least annually. All staff are DBS cleared. School has a system for positive disclosures, following LA policy and Police advise.
- **Visitor control-** is via electronic entry system and new front door security system. A deliveries entrance, and post room is covered by entrance camera and CCTV system.
- **A new meeting room** provides accommodation external to the children's learning area and main school. CCTV monitors this area, also contained within are telephone and panic button. There is immediate access to HT office from meeting room – via entry fob.
- **Main school doors** are covered by electronic fob, these are issued to staff as necessary.
- **All assaults** are reported to LA. An annual continuous review of staff and pupil safety informs procedure – issues raised through Senior management meetings, to which all staff report, are taken to Governing Body meetings.
- **Lone working** – see policy.
- **Office staff** are trained in conflict avoidance

Statutory Testing

- **Property Log book** up to date and in place (see H and S files)
- **Inspection records** are up to date and held electronically with SBM.
- **Mr Murphy** is Duty Holder, when unavailable school uses BCC key holding service. Mr Murphy is fully trained in all aspects of H&S, his training is regularly reviewed.
- **Site alarms** are of highest specification, they transfer directly to Police station.

Asbestos

- **A type II Asbestos management survey** has been carried out 2008. BCC holds records.
- **Asbestos management plan** is available in school files.

Buildings Related Hazards

- **Reviewed regularly** by BSS/SBM. As above – all staff report issues to BSS and HT, an action plan is in place to deal with Risks.

Construction Projects

- **Contractors to supply:** Risk assessments, and a method statement, which must be followed. The Oval School takes advice from MAT in such issues.

Management Of Hazardous Substances

- There are no hazardous substances on site. Direct Services are employed as cleaning and catering contracts. DS follow training and procedures. Cleaning materials are locked away. Any paint is locked in BSS store – out of school.
- It is to be noted that aerosols are flammable if left in the heat.

Minibuses

- School is hiring a minibus. All regular safety checks adhered to. Authorised drivers are Joanne Harris, Debra Hollis, Clive Murphy, Keith Lennon, Clare Burns and Haylia Williams as of spring 2017.
- HT, Tom Moran, Chanelle Thomas, and Julie Gouldbourn have 'business use' car policy for emergency transport. Parental permission is sought. Booster seats are available in school for use in car or mini bus.

Tools And Equipment

- School does not hold any tools. BSS has personal tools locked in boiler house.
- Other – gardening tools, Forest schools equipment, cooking equipment: staff responsible for these areas must carry out regular safety Risk Assessments before tools are used. An audit of all tools is kept. They are stored safely – responsibility of post holder. Where training for use of equipment is necessary, this must be kept up to date. (example Food Hygiene training)
- Guidance on use of steps / step ladders.

Caretaking And Grounds Maintenance

- A tree report is completed by BCC. BSS inspects trees which neighbour our site monthly. Action is taken where necessary.
- BSS inspects the grounds daily. A Grounds Maintenance worker keeps site free of litter empties bins, tidies garden areas and reports and problems to BSS. School buys lawn mowing and grounds maintenance from BCC.
- Some triple point fencing exists. This is over 8 foot high, therefore not a risk to small pupils.

Contractors On Site

- School uses BCC Acivico in most large scale projects. Acivico manage the contractors for school. Landlord approval is sought for building alterations. A signing in procedure is in place and all normal security procedures are followed (DBS checks undertaken). Any large scale projects are isolated from pupils. Smaller work jobs, eg routine maintenance carried out by DBS cleared staff, otherwise contractors will be supervised at all times.
- The asbestos management plan is to be checked before any work is allowed. Permit to work procedures are in place.

Fire Safety

- Fire risk assessment is up to date and shared with Senior Leadership Team. Guidance is 'get out, get all personnel to safety – close doors on way out, take the quickest exit to front of school'.
- Regular drills and reviews are in place. These are documented, and regularly monitored. Drills are undertaken outside learning hours as well as during teaching time eg lunch time, before school starts.

Stress And Well Being

The Oval School follows BCC policy on work related stress. Issues are dealt with as they arise using BCC policy and format. School is a member of 'Staffcare' a confidential service available to all staff. School refers cases to Occupational Health (Medi Gold) for advice when necessary.

Co-operation With Other Site Users

- The Oval School does not presently 'Let' the building or site for outside use.
- Councillors use the building on Wednesday evenings. An arrangement is in place with BSS.

Snow And Ice/ Gritting

- Toolkit available from BCC.
- BSS informs HT if snow or ice are affecting the site (approx. 5.00- 6.30am). A decision is made as regards safety of pupils and staff. Headteacher may decide to close school in snow conditions, if it is judged to be dangerous to travel. Otherwise school will be kept open. BSS clears paths for kitchen staff and allows for use of front entrances to school using grit. The playground gate is kept locked and everyone uses one of 3 front entrances. Staff are deployed to each entrance by 8.30am and parents and pupils directed to the best route to avoid congestion in corridors. Children are admitted into building early to avoid queues. Parents are reminded that the paths are slippery.
- The same plan is in operation at the end of the day. Notices are placed to sign parents to the correct door for collection. Staff remain with children (as is usual) until everyone has been collected, this takes a little longer in snowy weather.
- A dynamic plan is created in response to each weather condition. The plan will be sign posted or text messaged to parents.
- Information is also posted on school website – where decisions can be made in advance.

Accident / incident

- Staff report all accidents to HT. DRB reporting form is completed by 2 persons. The Headteacher will reassess the risk and normally seek advice from Geoff Bagley DRB.
- Accident forms are reviewed annually by Governors for any similarities, any by HT regularly- to avoid re-occurrences.
- All accidents are fully investigated. Near miss incidents are also reported to HT – action is taken to remove the risk.
- All serious accidents are reported to Geoff Bagley DRB.

Infectious Disease Control

See Public Health Guidance.

Administration Of Medicines

- Follows school policy. Only prescribed medicines are accepted in school. They are kept in locked cabinet. A procedure is in place for the administration of all medicines.
- All staff have had up to date Epi pen and Asthma training – annual training.

Healthcare Plans

Healthcare plans must be drawn up for any child with a medical condition that needs management. Care plans for children with specific medical needs are kept in SEN room and School Office. (See Administration of Medication Policy)

First Aid Arrangements

- All TAs and LTSs have a one-day first aid certificate. Clare Burns, Ann Horrocks, Michelle Richardson, Camelia Paton-Devine and Tom Moran have full first aid training and are school's designated members of staff for first aid.
- All treatments are recorded and reported, see accident books. The report is dated and includes treatment given. A first aid station is in operation each break time. During class time, pupils see their TA. The qualified first aider AH can be called to deal with emergencies or higher level first aid treatment.
- First aid equipment is ordered and kept well stocked.
- Defibrillator trained staff are Ann Horrocks, Tom Moran, Michelle Richardson, Karen Pickersgill, Rachel Chahal, Fatim Willshire and Clare Burns.
- Sharp boxes are kept in Lower Staff Room on Medicine cabinet and in locked store cupboard in EYFS.
- Needle stick injury – staff/pupil must go to hospital for treatment immediately.

Off Site Educational Visits

- See Educational Visits policy – follows BCC model. Headteacher is Educational Visits co-ordinator.
- Also trained as EVC: C.Mason, H. Williams J.Harris, D.Williams
- Before attending a visit, a risk assessment must be carried (see guidelines in EV policy) and handed to Headteacher at least a week prior to the visit. Risk assessments are checked and discussed with HT. EVERY member of staff going on visit must be briefed and have read and discussed a copy of RA for that visit. All staff are advised NOT to attend a visit without proper information regarding all risks.
- Risk assessments are stored in school office, after being agreed by HT.
- School has appropriate insurance for all pupils and staff attending off site visits.

Curriculum Areas: See Separate Policies

- PE
- Science
- Allotment
- Forest Schools
- Cooking room
- DT

Office Safety

School offices are covered by regular risk assessments. This process is managed by Mrs Clarke. Senior Office Manager.

Health And Well Being

Stress and absence management is covered by following BCC policy and liaising with Employee Relations for BCC.

Smoking is not permitted anywhere on the school site.

Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. Site manager/ ICT technician – as appropriate, staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment or equipment brought from home, must be introduced to school without the agreement of the Headteacher and proper checks / tests put in place.
- Staff are reminded not to 'daisy-chain' electrical cables. Any PATT tested equipment deemed failed or unsuitable to be removed from site.
- Electrical equipment will be tested regularly in accordance with PATT testing policy. Plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Electrical sockets should be switched off before a plug is removed.
- Fire fighting equipment and alarm systems are maintained via annual contract.
- PE equipment & Dining room furniture is maintained via an annual contract. Substances, such as, cleaning materials, etc., are kept locked in appropriate storage areas.

Curriculum – Use Of Resources

• We follow Birmingham LA guidelines with regard to safety of subject specific areas, science, art for example. In addition the following have higher risk aspects: PE / Clothing = all children will change into suitable clothing for the activity in which they will participate –details of clothing are listed in the school handbook. Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur. Jewellery = the wearing of jewellery and nail varnish by children is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E.

Lifting And Moving

- Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Staff trained annually also.
- Children should be stationed at the corners of each piece of equipment.
- A leader of the group says when the lift should start.

Restraint

All staff are trained bi-annually in City Councils restraint policy – ‘team teach’. Staff will judge when this is necessary – having sought to use other methods initially. Children should only be restrained if it is for their own Health and safety or for that of others. School staff are insured and legally covered by Birmingham education Authority once trained, to implement team teach techniques of restraint.

School Building Access

Any adults on site who do not work in the school and who are not wearing a visitors badge must be escorted & reported to the school office.

Vehicles

- Parents are requested not to bring their cars onto the school site.
- Staff cars should be parked in the marked bays. Other areas should remain clear.
- Wherever possible deliveries should be made once the children are safely in the building. Other trade vehicles should park safely and not block doorways. Emergency vehicle entrance and exit to be kept clear at all times.
- Security lights are present in the visitors’ car park & playground.
- When two or more people work late they should try to leave the building together and especially during dark winter evenings.
- Cars should be parked as close to the access doors as possible.
- If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 999 if concerned about their own or the school's well-being.

Duties

- Pupils enter the building from 8.45am school bell is rung at that time.
- At 3.20pm/ 3.30pm the class teachers supervise the children leaving school.
- At break times: members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.
- Outdoor Duty: the staff on duty cover the playground and field when in use The bell should be rung promptly at the end of break.
- Indoor Duty: If it is a wet playtime staff stay with their classes until they have made contact with another member of staff and arranged to cover one another for a short release time.
- All staff (teaching and non-teaching) should be in their classrooms to receive the children as they come in first thing in the morning, from morning break and after lunch.

Lunchtime Supervision

- Schools HLTA Clare Burns, is responsible for the organisation and management of lunch times, and works with a team of Supervisory Assistants.
- The Headteacher, Heads of School and Inclusion Manager and two AHTs also provide support at lunchtime. Lunch time supervisor provides a lunch time club.

- All staff have a collective responsibility at all times and should speak to children and support the supervisory staff whenever the need arises.

- Any children working in classrooms or activity areas must be supervised by a class teacher.

First Aid

Health and Accidents to Children or Staff

- School staff are expected to take reasonable action as responsible adults, to deal with injuries, etc., that children sustain until the child can, if necessary, receive professional medical treatment.

- Disposable gloves should always be used when dealing with blood and other bodily fluids, and should then be double wrapped and disposed of safely.

- First aid boxes for school journeys are stored in the store room next to HT office as well as other items required to be on hand during a journey

- Lunch time Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head which causes concern parents will be contacted and given the option of coming to school to check the child themselves or leaving the child to recover and return to class. All bumps to head in Reception & Nursery are reported home immediately

- A note should be made in the Accident Book, which is kept in the medical room, of all actions taken. Serious accidents will also require an accident form to be completed and may require statements from all staff involved. Any child that goes home should be recorded as having done so and the class teacher and attendance worker informed.

- Accidents to staff must also be reported – BCC accident form, available in school office, and a record kept in the Accident Book, which is kept in the school office.

Medication Policy

- Epi –pens stored in child’s class room. Boxed with child’s name and photograph. All staff should be trained annually, in use of epi-pen and aware of who can administer.

- All medication, except inhalers, must be recorded when taken on the appropriate Administration of Medicines/Treatment Form, which is kept in the school office. Staff trained annually in asthma awareness.

- It is the responsibility of the admin staff and class teachers, to ensure children have access to inhalers/medicines on any off- site visits.

- See Administration of Medication Policy.

Allergies

Information about children who suffer from an allergy will be published in all classrooms and offices . All staff will be informed of the individuals involved. Class teachers are issued with lists informing of any medical issues concerning children. The school has identified those able to administer adrenaline via an Epi Pen when necessary.

Contagious Diseases

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow LA guidance on advice/reporting of diseases and, if in doubt, we

contact the school nurse.

Headlice

Incidents of headlice are reported to parents of children in the class where an outbreak has occurred. Letters inform parents of methods of treatment. In severe cases parents may be asked to collect pupils from school and treat them before returning, to avoid spreading lice.

Personal Safety

- All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- Staff should not climb on chairs or tables. A stepladder is available for use and is stored in BSS cupboard – request from site manager. All steps to be checked annually – responsibility site manager.
- Both staff and children should take care when moving or lifting equipment. If in doubt seek help. (See notes re PE in curriculum section of this document).

Violence

- Staff should always take steps to minimise the possibility of violence in school..
- All acts of violence and aggression are recorded and reported to LA termly. Parents may be sent a warning letter by School / LA if necessary. All meetings held in the meeting room.
- Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Admin. Staff using VDUs should vary their work routines and follow guidance on regular eye tests.

Educational Visits

For any visit to take place off the school site, a letter home requesting permission is required

- Parents are asked to sign a form giving their permission for visits within walking distance in the city when pupils join our school. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency. Parents are asked to update regularly.
- One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office. The list(s) should also include the registration number of any vehicle(s) involved.
- If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach.
- Each adult on the visit should have a copy of the list and a copy should also be left with the driver at the front of the coach.
- The pupil : adult ratio recommended by the authority for the activity must be met.
- Where transport is by car, each adult should also carry an official list with the names of their passengers, and appropriate emergency contact details. If it is the intention to change vehicles for the return journey, school must know that car registration too. There should always be 2 adults in a car transporting children.

- Where transport is by minibus the Minibus Policy must be adhered to.
- Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.
- All coaches hired by the school will have seat belts fitted, adults should ensure that they are used.
- Adults must base themselves in different parts of the vehicle to minimise the risk of all adults being injured.
- Children should not sit in the front seats of the coach nor in the centre back seat.
- Children should not be seated by an emergency exit.
- Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.
- On a visit involving transport the following should be easily accessible:
 - Plastic gloves; First aid kit (containing official list of adults and children on the party, plus the school name and telephone number); Drinking water and beaker; Paper towels and hankies; and 'Sick bags'.
 - NB: class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

Critical Incidents

- The school has in place contingency measures for critical incidents. Following DRB MAT guidance: - Road traffic accident involving pupils/accident during school trip - Aggressive or violent incident in school; and - Disaster in the community.

Section 5 Competence

- Governors delegate Health and Safety to Governing Body. HT is directly responsible and Mr Murphy BSS has delegated H & S responsibility for Site.
- All the above are advised by Geoff Bagley DRB on a regular basis.
- Staff will be given H & S policy each September and sign to say they have read it.
- Training needs for staff will be identified and reported to HT and cpd co-ordinator C Mason
- All attendance at H&S courses is recorded in SIMS and reviewed as necessary

Section 6 Monitoring and Review

Accident forms are examined by HT to seek any common occurrences. This will be reported to GB for July meeting when an annual Health and Safety report is made and details any actions necessary as a result of the report. A time frame will be given, as per the importance of the task. Tasks will be delegated to individuals and reported back to GB

APPENDIX A

Fire Policy Statement

The Oval School will provide a safe and healthy working environment with respect to fire safety in its establishments. The Site Manager AND, WHERE APPROPRIATE, STAFF will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards. ALLSTAFF
- Checking all escape routes are clear. FIRE MARSHALLS
- Checking all fire doors can be opened quickly and easily. Site manager / FM
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open. ALL STAFF
- General housekeeping standards are adequate. All staff
- Building generally tidy. ALL STAFF
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms). SITE MANAGER
- Waste containers stored externally in a secure compound. SITE MANAGER

The named Fire Safety Co-ordinator is the Headteacher, Rachel Chahal, or in her absence the DHT Joanne Harris/ Dawn Williams. Responsibilities:

- Checking all areas: Headteacher - overall supervision.
- All toilets – Fire marshals
- Classrooms – class teachers. And close doors as you leave.
- Phoning fire service – School secretary
- Unlocking gates to allow access – office staff
- Registers and visitors book – School office manager G Hopcraft.
- All staff have copies of evacuation plans. These are also kept in the policies and procedures file.
- Copies of fire evacuation plans are posted on the internal doors of classroom cupboards and the school office.
- The fire alarm is tested weekly by the Site Manager and recorded in the Fire Manual, which is kept in the school office.
- A fire drill is completed once a term. A record is kept in the Fire Manual which is kept in the school office.
- A fire safety risk assessment is carried out by the Site Manager . A report is then presented to the governing body committee.
- Systems and extinguishers are checked on a regular basis. This is recorded in the Fire Manual.
- The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Manual.
- The Fire Safety Policy will be reviewed annually.

APPENDIX B

Evacuation Procedures

- The overall aim is to save life, therefore evacuation is of paramount importance. Staff are not expected to fight fire nor should they go back into the building. Only trained fire marshals are to use fire extinguishers
- Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point and informing a marshal where the fire has been seen.
- Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the school office.
- On hearing the alarm: Staff responsibility
- Direct children to: 1) walk quietly to the nearest exit and 2) walk quietly in single file to the assembly points on the main playground
- Ensure that the classroom is empty before leaving and close the door.
- Children will line up in register order.- in the assemble area.
- Everyone on site, children and adults, must leave by the nearest exit.
- School secretary will call the fire brigade
- Fire Marshalls will check the children's toilets & shared areas are empty.
- The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Admin staff will also unlock the playground gate to allow access for the fire brigade and upper school to assemble at front of school where necessary.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.
- Classes should stand still and quiet until asked to re-enter the building.
- NB: As the attendance register reflects the true number of children in school at the start of the morning or afternoon, it is important that it is completed quickly and accurately and then returned to the school office. Please ensure that children arriving after registration has taken place report to the school office.
- Teachers should be mindful of any child that is later taken off site for illness or an appointment.
- If any visitors are present the adult they are working with should ensure that they know what to do.

APPENDIX C

If The Building Has To Be Evacuated During Lunchtime, on hearing the alarm:

- Children listen to the instruction and walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground. Direction will be given by Lunch time supervisors – they will be trained termly.
- Children will line up in register order.
- Everyone on site, children and adults, must leave by the nearest exit.
- Admin. staff will call the fire brigade .
- The admin staff will issue registers, check the signing in book and unlock the playground gate. Staff with the help of the Supervisory Assistants will carry out roll call at the assembly point.
- The Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX D

Critical Incident Planned Response Road Traffic Accident involving Pupils/Accident during School Trips.

Immediate action:

- **Remove children from danger if possible/appropriate contact emergency services Bring children home as soon as possible**
- **Obtain accurate information and inform school (uncertainty breeds rumour which adds to distress).**

Action as soon as possible:

- **The school (most likely the administrative office) will contact families of those involved. Contact lists are found in the school office. If you cannot get through ask them to ring the school, do not leave a message.**
- **If there is death or serious injury the police will inform parents (possibly with a member of staff).**
- **Plan communications to and from school (e.g. use mobile/fax line as an outgoing line to leave main line free if it is expected that many parents will be trying to contact the school).**
- **Give the same level of information to everyone, provision of a script is sensible. The Headteacher and Deputy Head will be responsible for drafting of a script.**
- **The administrative office will make a careful note of those parents who still need to be informed. If support is required a designated support assistant will help.**
- **The Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will probably best be told in classes. Only facts should be given, do not speculate on the causes and consequences.**
- **School will contact the LA Safety Officer (currently Frank Sparks) and Chair of Governors. The Headteacher or Deputy Head will inform the press office. Press or media will not be allowed onto school premises.**
- **If there is need for an assembly point the school hall or library should be used. Refreshments would be made in the staff room by members of staff and brought to the hall. Staff toilets would be available for adults to use.**
- **Staff present at an incident should be offered support.**

APPENDIX E

Critical Incident Planned Response Aggressive or Violent Incident in School (attack by aggressive parent or pupil)

- The front entrance door lock can be activated by a switch in the office. If it is anticipated that an aggressive parent or intruder are on their way to school the office door will be kept locked. If appropriate the police will be called.
- However, on some occasions parents have entered the building and proceeded to demonstrate aggressive behaviour to teachers, often in front of pupils. If this is the case the following should be observed: - Remove children if possible. - Seek immediate help (ask a child to go to next door teacher). - Try to remain calm and ask aggressor if they would like to sit down to discuss the problem. - Staff going to aid the teacher should be accompanied by another adult. - They should remove the children if they are still present. - The Headteacher should be informed. - If the situation is out of control the police should be called. - In extreme cases it may be necessary to use restraint procedures but this must not be done alone. - If the situation can be calmed and the aggressor leaves the premises, all doors must be locked. - The Headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may forbid the parent from further contact with the teacher/ school also reported to LA. - No comments will be given to the media and the press officer will be informed if necessary. - In the extreme case of a teacher or child being held hostage, all other children and staff must evacuate. The police must be immediately informed and will provide guidance.

APPENDIX F

Critical Incident Planned Response - Disaster in the Community (e.g. fire, explosion, major road accident, civil disturbance, terrorism)

Immediate action:

- **If this happens within the close proximity of the school it will be necessary to remove children from any danger (use evacuation procedures).**
- **Contact emergency services.**
- **If the incident happens outside of the immediate vicinity of the school accurate information should be obtained.**
- **If the incident occurred outside of school hours accurate information should still be sought so that discussions in school can be based on fact.**

Action as soon as possible:

- **Inform children of the incident. This should be told simply and without fabrication..**
- **If it is necessary to keep children behind after school, children will stay with their class teacher and parents informed accordingly. Emergency services will advise.**
- **Attempt to stick to normal school routines as soon as possible.**

Later action:

- **Give staff "Permission " to talk.**
- **Headteacher / admin officer to contact outside agencies where appropriate (e.g. EP's).**
- **Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).**
- **Express sympathy (visit those who may be in hospital or bereaved).**
- **Identify high risk pupils/staff.**
- **Monitor effects of all involved.**
- **Organise treatment if necessary.**

Agreed By The Governing Body: July 2017

To Be Reviewed By The Governing Body: July 2018 This policy will be reviewed sooner if a substantial change to school occurs

