



Crumpsall Lane Primary School

**Crumpsall Lane Primary School
Health and Safety Policy
October 2020**

Date	Amendments made
October 2020	Rewritten in line with The Key Model Policy

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Statement of intent

At **Crumpsall Lane Primary School**, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

Signed by:

_____ Executive Headteacher

Date: _____

_____ Chair of governors

Date _____

Legal framework

- 1.1. This policy has due regard to statutory legislation including, but not limited to, the following:
 - Health and Safety at Work etc. Act 1974
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Management of Health and Safety at Work Regulations 1999
 - Control of Substances Hazardous to Health Regulations 2002
 - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
 - The Regulatory Reform (Fire Safety) Order 2005

- 1.2. This policy has due regard to national guidance including, but not limited to, the following:
 - DfE (2014) 'Health and safety: advice on legal duties and powers'
 - DfE (2015) 'Health and safety for school children'
 - DfE (2020) 'Keeping children safe in education'
 - DfE Early Years Foundation Stage Statutory Framework
 - DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
 - HSE (2014) 'Sensible health and safety management in schools'

- 1.3. This policy should be used in conjunction with the following school policies and procedures:
 - Asbestos Management Plan
 - Medical Conditions Policy
 - Educational Trips and Visits Policy
 - Lone Working Policy
 - Adverse Weather Policy
 - Invacuation, Lockdown and Evacuation Policy & procedure
 - Fire Risk Assessment
 - Fire Evacuation Plan

2. Duties of the Governing Body

- 2.1. The **governing body**, in consultation with the **Executive Headteacher**, will:
- Ensure familiarity with the requirements of the appropriate legislation and codes of practice.
 - Create and monitor a management structure responsible for health and safety in the school.
 - Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
 - Periodically assess the effectiveness of the policy and ensure any necessary changes are made.
 - Identify risks relating to possible accidents and injuries, and make reasonable adjustments to prevent them occurring.
- 2.2. The **Governing Body** endeavours to provide:
- A safe place for all users of the site including staff, pupils and visitors.
 - Safe means of entry and exit for all site users.
 - Equipment, grounds and systems of work which are safe.
 - Safe arrangements for the handling, storage and transportation of any articles and substances.
 - Safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
 - Supervision, training and instruction so that all staff can perform their duties in a healthy and safe manner.
 - Where necessary, protective equipment and clothing, along with any necessary guidance and instruction.

3. Duties of the Executive Headteacher

- 3.1. The Executive Headteacher has the overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- 3.2. The Executive Headteacher will take all reasonably practicable steps to ensure the Health and Safety Policy is implemented by the Head of School and all other members of staff.
- 3.3. The Executive Headteacher will designate a health and safety officer to be responsible for the day-to-day implementation of the Health and Safety Policy. This person will also be the designated contact with the Local Authority and the HSE where necessary.

4. Duties of all staff

- 4.1. All members of staff will:
- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
 - Cooperate with their employers on health and safety matters.
 - Carry out their work in accordance with training and instructions.

- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.
- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the Governing Body.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards. They will also not allow improper use of such equipment.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters, and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

5. Pupils

5.1. Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to the instruction of staff given in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

6. Training

- 6.1. The school will ensure that staff members are provided with the health and safety training they need for their job. This may not mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.
- 6.2. The Executive Headteacher will ensure that there enough staff who are suitably trained in the handling of hazardous chemicals and materials.
- 6.3. The Head of School will ensure that there are an appropriate number of first-aid trained staff members working within in each classroom.

- 6.4. Staff members will be provided with regular training opportunities and have access to support where needed.
- 6.5. Staff members are expected to undertake appropriate CPD in order to further contribute to the running and success of Crumpsall Lane Primary School.

7. COSHH

- 7.1. Control of substances hazardous to health (COSHH) risk assessments are completed by the caretaker and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.
- 7.2. Staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. They are stored in locked storage areas, out of the reach of pupils.
- 7.3. Any hazardous products are disposed of in accordance with specific disposal procedures.
- 7.4. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

8. Asbestos management

- 8.1. In accordance with HSE guidance, an asbestos management survey was undertaken on 20 Sept 2011 by MCC Corporate Services Asbestos Group, which is a United Kingdom Accreditation Service accredited surveying organisation.
- 8.2. Further details concerning the management of asbestos can be found in the Asbestos Management Plan.

9. Risk Assessments

- 9.1. The Executive Headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas of risk in the school.
- 9.2. Termly assessments of high risks areas, such as classrooms, the halls, Early Years will be undertaken. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.
- 9.3. Environment walks will be conducted by the Head of School taking Health and Safety into account. See Appendix A
- 9.4. Annual risk assessments will be conducted for all other areas of the school.
- 9.5. The Governing Body will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

10. Equipment

- 10.1. Any equipment in school should be used safely and for its intended purpose only.
- 10.2. Equipment identified as defective should be taken out of use immediately and labelled accordingly. Admin staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- 10.3. No second hand equipment must be introduced to school without the agreement of the Executive Headteacher.
- 10.4. Electrical equipment will be tested regularly in accordance with Manchester City Council policy. Plugs and leads will be visually checked regularly.
- 10.5. 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.
- 10.6. Electrical sockets should be switched off before a plug is removed, by dry hands.
- 10.7. Fire fighting equipment, alarm systems and PE equipment are maintained via annual contract.
- 10.8. Pupils are taught how to carry and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- 10.9. All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time. Staff should vary their work routines and follow guidance on regular eye tests.
- 10.10. Specialist equipment will be maintained in accordance with manufacturers instructions or guidance from external agencies (for example: hearing aid systems; wheelchairs)

11. Educational Trips & Visits

- 11.1. All trips and visits must be approved by the Executive Headteacher or Head of School.
- 11.2. When taking pupils off the school premises, risk assessments must be completed where off-site visits and activities require them
- 11.3. Staff ratios for the age range of pupils must be adhered to in line with Local Authority guidelines.
- 11.4. Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
- 11.5. There will always be *at least* one first aider with a current paediatric first aid certificate attending any trip.
- 11.6. All coaches hired by the school will have seat belts fitted and adults ensured they are used correctly. Children must not sit in the front seats, the centre back seat or by an emergency exit. Adults base themselves in different parts of the coach to minimise the risk of all adults being injured

12. Infection prevention and control

- 12.1. We follow national guidance published by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.
- 12.2. Handwashing
 - Wash hands with liquid soap and warm water, and dry with paper towels
 - Always wash hands after using the toilet, before eating or handling food, and after handling animals
 - Cover all cuts and abrasions with waterproof dressings
- 12.3. Coughing and Sneezing
 - Cover mouth and nose with a tissue
 - Wash hands after using or disposing of tissues
 - Spitting is discouraged
- 12.4. Personal Protective Equipment
 - Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
 - Wear goggles if there is a risk of splashing to the face
 - Use the correct personal protective equipment when handling cleaning chemicals
- 12.5. Cleaning the Environment
 - Clean the environment, including toys and equipment, frequently and thoroughly
- 12.6. Cleaning of blood and bodily spillages
 - Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment
 - When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
 - Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
 - Make spillage kits available for blood spills
- 12.7. Laundry
 - Wash laundry in a separate dedicated facility
 - Wear personal protective clothing when handling soiled clothing
 - Bag children's soiled clothing to be sent home, never rinse by hand
- 12.8. Clinical Waste
 - Always segregate domestic and clinical waste, in accordance with local policy
 - Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins
 - Remove clinical waste with a registered waste contractor

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection

12.9. Exclusion periods for infectious diseases

- The school will follow the recommended absence periods for preventing the spread of infection which is given by Public Health England.
- In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.

13. Fire safety

13.1. Crumpsall Lane Primary School will provide a safe and healthy working environment with respect to fire safety in its establishments

13.2. The caretaker will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- 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).
- Waste containers stored externally in a secure compound.
- Weekly fire alarm testing from different 'break glass' points from around the school

The named Fire Safety Co-ordinator is the Executive Headteacher, or the Head of School.

13.3. All staff members fully understand and effectively implement the Fire Evacuation Plan. See Appendix B

13.4. The procedure for fire drills and the use of fire extinguishers is clear and understood by all staff. Signs are displayed in each room.

13.5. The school will test evacuation procedures on a termly basis.

13.6. The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

13.7. Firefighting equipment will be checked on an annual basis by an approved contractor.

13.8. Emergency lighting will be tested on an annual basis.

14. First aid

14.1. Crumpsall Lane Primary School will take reasonable action as responsible adults to deal with injuries etc that pupils or adults sustain and seek professional medical treatment if required. Any bumps to the head will result in a phone call home to parents/carers to ensure they are aware of it and can

make a decision whether to keep in school or collect. Slips are given to the child to take home whenever there has been first aid administered.

14.2. The school will ensure that First Aid training is delivered and that all Early Years members of staff are paediatric first aid trained. Training is valid for 3 years from date of certificate. Defibrillator training is included in First Aid at Work and Paediatric First Aid Training. *See Appendix C for list of First Aid Trained Staff*

14.3. First-aid boxes are located in the School Office, Nursery and at the KS1 and KS2 entrances. Small First Aid supply packs are kept in classrooms.

14.4. School has a defibrillator which is located in the school office, it is an automated device and several staff have been trained. It is also covered in first aid training.

15. Medicine and drugs

15.1. The school's Medical Conditions Policy will be read, understood and adhered to by all staff.

16. Accident reporting

16.1. Accidents will be recorded in the accident book and retained on file.

16.2. Staff will inform parents of any accident or injury sustained by a pupil in school, including the Early Years Foundation Stage, and of any first aid treatment given, on the same day, or as soon as reasonably practicable.

16.3. The health and safety officer will be responsible for informing the Executive Headteacher if the accident is fatal or a "major injury", as outlined by the HSE.

16.4. Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity.

16.5. The health and safety officer, or a person appointed on their behalf, will file a report as soon as is reasonably possible, but within 10 days.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia

- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
 - Where an accident leads to someone being taken to hospital
 - Where something happens that does not result in an injury, but could have done
 - Near-miss events that do not result in an injury, but could have done
- 16.6. School will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>.
- 16.7. The health and safety officer will also inform the Local Authority by phone and then follow up with an accident and investigation report.

17. Visitors to the school

- 17.1. All visitors will sign in to reception.
- 17.2. Evidence of DBS and photo ID will be seen if appropriate to the reason the visitor is on site.
- 17.3. Once signed in, visitors will be collected from reception by the member of staff they are visiting, or escorted to the area of the school concerned.
- 17.4. No contractor will carry out work on the school site without the express permission of the Executive Headteacher, other than in an emergency or to make the site safe following theft or vandalism.
- 17.5. Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.
- 17.6. Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.
- 17.7. Visitors and contractors will wear a visitor's badge at all times while on school grounds.
- 17.8. Cleaning contractors will wear an easily identifiable uniform or badge at all times.
- 17.9. Temporary teaching staff and assistants will inform reception of their presence by reporting to reception on arrival and signing the visitors' log.

17.10. Staff members who encounter an unidentifiable visitor will enquire if they require assistance and direct them to reception or off site.

17.11. Staff members who encounter uncooperative visitors threatening violence, refusing to leave the site, or carrying out physical or verbal abuse will seek immediate help via a 999 phone call.

18. Critical Incidents

18.1. The school has in place contingency measures for critical incidents. See Appendix C

19. Lone working

19.1. All staff should avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable, staff should ensure that all outside doors are locked and curtains/blinds are closed when it is dark.

19.2. Fire doors must be unlocked when staff are working on the premises, e.g. out of school hours.

19.3. Any one lone working on a regular basis should be equipped with a personal mobile phone.

19.4. When two or more people work late they should try to leave the building together. Cars should be parked as close to the access doors as possible.

19.5. Where possible, staff should let someone know if they will not be home at their usual time and what time they can be expected.

20. Working at height

20.1. Staff should not stand on chairs or tables to reach high areas.

20.2. The caretaker has access to ladders and has been trained in working at height and will assist anyone who needs it.

21. Stress management

21.1. Any member of staff who feels they may be suffering from stress should discuss their concerns with a senior member of staff as soon as possible. School subscribes to Employee Assistance for the benefit of staff who may need more professional assistance.

21.2. A list of emergency contact names and phone numbers for all staff is held in the school office.

22. Violence

22.1. We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff. Staff should always take steps to minimise the possibility of violence in school.

22.2. All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/ Executive headteacher immediately. This applies to violence from pupils, visitors or other staff.

22.3. Parents who are known to be aggressive or violent should not be seen by staff on their own, unless another adult is present.

23. Smoking

23.1. The school is a non-smoking premises and no smoking will be permitted on the grounds. This includes vaping.

24. COVID 19

24.1. For any health and safety concerns linked to COVID 19, see the whole school COVID 19 risk assessment.

25. Monitoring and review

25.1. The yearly check will be used to prioritise need and to inform planning.

25.2. The Site Maintenance Record Book will be used to ensure immediate action is carried out when necessary.

25.3. All staff will carry out monitoring on a day-to-day basis.

25.4. The Caretaker will monitor school grounds and premises daily.

25.5. Monitoring by governors will be via the Resources Committee and the Head of School Report.

25.6. This policy will be reviewed annually.

26. Changes to policy

APPENDIX A: Classroom Checklist

Health and safety	✓	X	Comments
Is the classroom free from obvious safety issues, for example, tripping hazards such as electrical leads across the floor?			
Is the firefighting equipment present and accessible and clearly labelled?			
Are escape routes unobstructed and clearly signposted?			
Are details of the evacuation/emergency procedure on display and accessible for all staff and pupils?			
Are bags and coats safely stored? For example, heavy coats are hung on pegs rather than hanging off the back of chairs, which can tip over.			
Take notes of any other health and safety issues. Consider flooring, lighting, furniture, ventilation etc			

APPENDIX B: Fire Evacuation Plan

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.

Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept in the caretaker's office

On hearing the alarm:

Direct children to walk quietly to the nearest designated exit and then walk quietly in single file to the assembly points on the playground.

Children will line up in classes.

Ensure that the classroom is empty before leaving.

Everyone on site, children and adults, must leave by the nearest exit.

School Business Manager or Admin Assistant will call the fire brigade.

The Fire Marshalls will check designated areas, including children's toilets.

The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points. Teachers should be mindful of any child that is later taken off site for illness or an appointment.

The Executive Headteacher or Head of School will check that all adults and children are accounted for.

Classes should stand still and quiet until asked to re-enter the building.

If any visitors are present the adult they are working with should ensure that they know what to do.

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

Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.

Children will line up in classes.

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 Executive Headteacher or designated member of staff will check that all adults and children are accounted for.

APPENDIX B: Fire Evacuation Plan in each room

The member of staff detecting the fire will sound the alarm from the nearest point.

The Admin Team will phone for the Fire Brigade by dialling 999.

The Admin staff will take out any registers that they have in the office, similarly class teachers will take out their register if it is still in the classroom.

You will leave by the nearest exit door and proceed to

Lower Hall – there are two exits in the lower hall, leave by the safest fire exit and proceed to the KS2 playground.

Upper Hall – there are two exits in the upper hall, leave by the safest fire exit, proceed down the stairs and out into the KS2 playground.

TA's have had Fire Marshall training and will check the building as they leave.

EMERGENCY FIRE ALARM SWITCHES ARE IN THE FOLLOWING LOCATIONS:

GROUND FLOOR	MIDDLE FLOOR	TOP FLOOR
KS1 corridor, reception end	Top of back stairs facing small photocopying room	Upper hall next to class 6C right hand side of doors
KS1 entrance to playground		Top of back stairs facing small photocopying room
Kitchen – next to main door	KS2 – outside PPA room	Y5 corridor, left side of doors into upper hall
Main entrance next to front door plus one next to lower stairwell	Main entrance middle stairs above fire extinguisher	Main entrance upper stairs next to double doors
Lower hall facing Head's office		KS2 Y5 corridor top of stairs next to double doors
Lower hall outside 4L		
KS2 playground next to stairwell		
Back stairs next to KS2 boy's toilets		
KS2 back entrance to playground		
Library – next to entrance door		
Nursery – main entrance next to fire alarm panel		
Nursery – next to fire exit		

APPENDIX C: First Aid trained members of staff

First Aid at Work

Cook	Mrs Postlethwaite	29/11/2019		
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Paediatric First Aid

Nursery	Mrs Kendall	05/01/2018	Miss Simpson	15/09/2020
	Mrs Mayoh	10/10/2018		
Reception	Mrs Subachus	10/10/2018	Miss Akhtar	18/03/2019
	Miss Asquith	18/03/2019		
Year 1	Mrs Cassidy	18/01/2018	Mrs Ahmed	05/01/2018
	Miss C.Medley	18/03/2019		
Year 2	Mrs Musollari	05/01/2018	Miss J.Medley	05/01/2018
	Mrs Pearce	15/01/2019		
Year 3	Miss Parkes	18/03/2019	Mrs Khan	18/03/2019
	Mrs Medley	05/01/2018		
Year 4	Miss Rafiq	10/10/2018	Miss Griffiths	15/09/2020
	Mrs Malik	15/09/2020		
Year 5	Mrs Begum	03/04/2018		
Year 6	Mrs Elezi	05/01/2018		
Other	Mrs Z.Ali	15/01/2019	Mrs Martin	15/09/2020
	Mr Bloodworth	15/01/2019	Mrs Halim	05/01/2018
	Mrs Best	18/03/2019		
Office	Mrs Hayes	05/01/2018	Mrs Memon	03/04/2018

APPENDIX D: Critical Incident Planned Responses

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.

- 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 just 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 Executive Headteacher and Head of School will be responsible for drafting of a script.

The Admin Team will make a careful note of those parents who still need to be informed. If support is required, SLT or the Family Support Worker will support.

The Executive Headteacher will inform staff and pupils. (If sending a letter home give details of the facts, do not apportion blame). Pupils will be told in classes. Only facts will be given, with no speculation on the causes and consequences.

School will contact the School Effectiveness Officer and Chair of Governors. The Executive Headteacher 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 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.

Aggressive or violent incident in school (attack by parent or pupil.)

All external doors can only be opened from the inside. 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 where 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 Executive Headteacher should be informed.

If the situation is out of control, the police will be contacted.

In extreme cases, it may be necessary to use restraint procedures but this must not be done alone.

If the situation is calmed and the aggressor leaves the premises, all doors will be locked.

The Executive Headteacher will inform the aggressor, in writing, of the expected code of behaviour in school and in extreme cases, they may forbid the parent from further contact with the teacher/ school.

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.

Disaster in the Community (Explosion, major road accident, civil disturbance)

- 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 will be obtained.

If the incident occurred outside of school hours, accurate information will 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.

Keep incoming phone line clear so that emergency services are able to provide updates.

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.

Executive Head teacher / admin team to contact outside agencies where appropriate

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.

