



Millbrook Primary School

Health & Safety Policy

1 Statement of General Policy

Our policy deals with those aspects over which the Headteacher has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the school also have responsibility. It describes how the Headteacher discharges her responsibilities in respect of staff, pupils and visitors.

This policy provides the framework within which the aims of the school maybe achieved with relation to Health and Safety.

1.1 Introduction

Policy statements relating to Health and Safety

1.2 Millbrook Primary School works within the law and abides by recommended Government Health and Safety Policies and Procedures. Actions have been devised with these in mind.

1.3 The following statements underpin our view of Health and Safety at Millbrook Primary School.

1.4 It is important that everyone in the school; all adults, children and parents understand the procedures and responsibilities that relate to them and others, because it is only by the co-operation and teamwork of everyone involved that high standards of Health and Safety will be achieved. This will then allow children, staff and visitors to work in a healthy and safe environment.

1.5 Responsibility for Health and Safety is invested in all employees wherever they work. This requires all employees to act with due regard to their own and others safety; follow safety procedures correctly and to promote a healthy and safe environment in which they and others work. It also requires employees to bring to the attention of the appropriate person any cause they may have relating to Health and Safety procedures, activities or other hazards. It further requires all staff to co-operate with the Governors regarding Health and Safety. Tasks may be delegated to discharge responsibility, but responsibility remains with the person who delegated the task.

2. Statement of Intent

2.1 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 person data/information maintained in this respect will be held in the strictest confidence in line with relevant legislation.

3. Responsibilities

3.1 In order to meet the requirements of the Health and Safety policy and to provide the high standards of Health and Safety to which we aspire, Health and Safety will be managed by the following persons:

- Headteacher
- Deputy Head teacher
- One member of the Governing Body
- Business Manager
- Site Manager
- Office/School Managers

3.2 Health and Safety Management

- (a) The role of all the above persons is to promote cooperation between all employees at the school with a view to achieving and maintaining a safe and healthy workplace for staff and pupils.
- (b) The following items will be considered on a regular basis by the persons above: -
 - (i) Discussion of recorded accidents, and of remedial action taken to prevent their recurrence.
 - (ii) The arrangement for the next inspection of the premises and consideration of any matters arising from the previous inspection.
 - (iii) Consideration of the implementation in the school of any new safety instructions or advice issued by the LEA or DfE etc.
 - (iv) Consideration of progress on remedying any hazards which may have been identified since or at the last meeting.
 - (v) To receive a report on fire drills and testing of equipment held since the last meeting, and to discuss any matters arising.
- (c) The Site Manager will oversee a fire drill each term, write a report on this which will be circulated to all staff and Governors, if necessary this fire drill will be repeated at the request of the Headteacher. Fire alarms must be tested on a regular basis.

3.3 The function of the Headteacher/Deputy Head teacher

- (a) To be responsible for the Health and Safety of employees and children in the school.
- (b) To make arrangements that will meet statutory and school requirements.
- (c) To delegate as appropriate responsibility and tasks to the other persons responsible for Health and Safety.
- (d) To keep up-to-date with recommendations and policies from the LA, DfE and other relevant organisations.
- (e) To liaise on all aspects of this policy with Governors.

3.4 The Business Manager has a key role in managing all aspects of Health and Safety at Millbrook Primary School, due to her overall perspective of and involvement in much of the day to day organisation and routines of the school.

3.5 The function of the Business Manager is:

- (a) To receive notification of issues raised by the Site Manager and implement any action considered appropriate.
- (b) To keep records and documents as appropriate
- (c) To communicate the complaints or issues raised by employees by bringing these to the attention of the Headteacher, Site Manager or Governors, as appropriate.

3.6 The Site Manager has delegated responsibility for the maintenance of the building and site.

- (a) He is responsible for maintaining the building and site to a level where it provides a safe and healthy environment for employees and children.
- (b) He is responsible for bringing to the attention of the Headteacher and governors any hazards that create Health and Safety risk.
- (c) He is responsible for the cleanliness standards of the building and grounds

3.7 All staff will:

- (a) Support the implementation of health and safety arrangements
- (b) Take reasonable care of themselves and others
- (c) Ensure as far as is reasonably practicable that their classroom or work area is safe
- (d) Report shortcomings to the school office so they can be recorded in the Site Managers Record Book.

4. Inspections of Health and Safety

- 4.1 These should take place at least twice a year, and findings and recommendations are produced for the head teacher and governors as appropriate.
- 4.2 The management of the inspection will be at the discretion of the Head teacher and Site Manager.
- 4.3 The purpose of the inspection is to identify, practices, hazards, and causes of concern relating to a safe and healthy work place. It is also to identify and promote good practice and ensure that written procedures are being followed and are relevant to any changed circumstances.
- 4.4 Standard inspection items:
 - (a) The external site including fences, gates and paths.
 - (b) The external buildings.
 - (c) The internal buildings including classrooms, corridors, halls, toilets, offices and other rooms as appropriate.
 - (d) All pathways.
- 4.5 Items will be considered a Health and Safety hazard or require attention or if they do not meet procedures or are considered by any responsible person a hazard or potential hazard. This view will support and protect the views and integrity of the responsible persons and will provide a check on items being overlooked.

5 Responsibilities of all Employees

All employees have a responsibility to:

- 5.1 Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- 5.2 Co-operate with the Governors, head teacher and others in meeting statutory requirements. Not interfere with or misuse anything provided in the interests of health, safety and welfare;
- 5.3 Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher;
- 5.4 Ensure that tools and equipment are in good condition and report any defects to the Headteacher;
- 5.5 Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- 5.6 Ensure that offices, general accommodation and vehicles are kept tidy;
- 5.8 Observe standards of dress consistent with safety and/or hygiene.
- 5.9 Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headteacher.

5.10 Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements he/she must immediately draw to the attention of the Headteacher.

- 5.11 Please note the following: -
 - (a) It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
 - (b) Whilst it is a management responsibility to instruct all employees in safe working procedures, in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards.
 - (c) All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

5.12 Visitors

- 5.12.1 Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.
- 5.12.2 Smoking is not permitted anywhere on the school site.
- 5.12.3 When contractors are on site they are expected to follow school safety procedure.
The Site Manager, Business Manager, School Manager or Headteacher will liaise with contractors as appropriate.

5.13 The **Site Manager** will:

- Ensure that he is familiar with the school's Health and Safety Policy.
- Conduct a termly health and safety check with the Headteacher and Governor Health and Safety Representative.
- Conduct a termly site check with the Headteacher.
- Meet with the Headteacher and Business Manager on a regular basis to manage site issues.
- Ensure that all cleaning staff are aware of any implications of the Health and Safety Policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- Report to the Headteacher and School Manager any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes.

5.14 The **Senior Midday Supervisor** will:

- Report any health and safety concerns at lunchtime to the Headteacher.
- Organise first aid cover at lunchtime.
- Send out medical alert notes to parents and compile a school list to be held by staff. Supply staff are asked to familiarise themselves with the form.
- Ensure 'Accident / Incident / Violence Investigation' forms are completed for any serious incidents, and pass them onto the School Manager or Head teacher, as appropriate.

5.15 **Pupils** are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

5.16 **Parents** are expected to:

- Support the school in any health and safety matters reported to them on newsletters.

6 Arrangements

6.1 Accidents and Incident Reporting:

- (a) Any pupil complaining of illness or who has been injured is sent to the Class TA or First Aid Room for the qualified First Aiders to inspect and, where appropriate, treat.
- (b) All major incidents, ailments and treatment are reported in the accident book.
- (c) More serious accidents or incidents of violence are recorded on 'Accident / Incident / Violence Investigation' forms obtainable from the School Office.
- (d) Parents are contacted if there are any doubts over the health or welfare of a pupil and in the case of a head injury.
- (e) In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis. In such cases staff are covered by the school insurance policy.
- (f) If staff are concerned about the welfare of a pupil they should contact the School Office immediately. If an injury has been sustained, the pupil should not be moved.
- (g) Staff should complete an accident form for employees if they sustain an injury at work. The form can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

6.2 Administration of Medicines

- (a) See policy on Supporting Children with Medical Conditions (May 2017)

6.3 Control of Hazardous Substances

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances

6.4 Cooking/fires

Cookers/fires should not be used without essential fire precautions being immediately available e.g. fire blanket, fire extinguisher.

6.5 Educational Visits

- (a) The Education Visits Co-ordinator (EVC) has responsibility for ensuring staff have adhered to the school's 'Educational Visits Procedures' when organising a visit.
- (b) Our procedures are based on the LA's Guidance Note.

6.6 First Aid Provision

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.

6.7 All support staff receive regular basic first aid training. Two support staff hold the First Aid at Work qualification.

6.8 First aid and medical treatment is available in the medical room (The Nest.)

- 6.9 Disposable gloves should always be used when dealing with blood and then be placed in the medical bin
- 6.10 First aid kits for school journeys are stored in the medical room as well as other items required to be on hand during a journey
- 6.11 Supervisory Assistants have the responsibility of dealing with minor accidents at lunchtime. If a child receives a bump to the head parents will be contacted and given the option of coming to school to check the child themselves or taking them home.
- 6.12 A note should be made in the Accident Book, which is kept in the medical room, of 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 informed.
- 6.13 Accidents to staff must also be reported and a record kept in the Accident Book, which is kept in the school office.
- 6.14 First Aid is administered in the medical room and at First Aid points.
- 6.15 Portable First Aid kits are taken on educational visits and are available from the medical room.
- 6.16 The Senior MDSA/ First Aider HLTA will ensure the maintenance of the contents of the first aid boxes and other supplies.
- 6.17 All staff will be trained annually in any aspects of First Aid deemed necessary by the children currently on roll e.g. asthma, epilepsy, the use of an EpiPen by the school nurse.
- 6.18 Head Injuries
- (a) Parents are informed of a head injury by a telephone call and followed up by a first aid slip in the HASP book on the same day. The first aid slip outlines the injury and symptoms to look out for.
 - (b) Teachers/Office staff will contact parents by a standard text if a child receives a minor head bump.
- 6.19 Head Lice
- (a) A general letter is sent/emailed to the parents of all pupils in a class if there is a case of head lice in the class.
 - (b) If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to treat him/her at the earliest possible convenience.
- 6.20 Hot Drinks
- (a) Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school.
 - (b) If a member of staff has a hot drink in the classroom, during a break or before/after school, s/he should ensure that a pupil cannot reach it and that it is in a safe position.
 - (c) When on playground duty hot drinks MUST only be taken out in the provided safety mugs.

7 Staff Health and Welfare

- 7.1 All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.
- 7.2 Staff should not climb on chairs or tables. Safety stools and stepladders are available for use and are stored in the resource's cupboard and Site Managers store.

- 7.3 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).

Information on safe lifting techniques is provided in the Site Managers Training Manual.

8. Violence

- 8.1 Staff should always take steps to minimise the possibility of violence in school. SBC have documents on their website www.swindon.gov./schoolsonline for further advice.
- 8.2 Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

9. Movement Around School

- 9.1 Pupils should walk around school in single file, keeping to the left and stand in single file when waiting.
- 9.2 No pupils should remain unsupervised in classrooms.

10. Vehicles

- 10.1 Parents are requested not to bring their cars onto the school site.
- 10.2 Parents collecting children who are injured or unwell should use the designated car park.
- 10.3 Staff cars should be parked in the marked bays. Other areas should remain clear.
- 10.4 Delivery vehicles are expected to use the delivery area. Wherever possible deliveries should be made once the children are safely in the building.
- 10.5 Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

11. Physical Education

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

11.1 PE Safe Practice

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by the PE Co-ordinator.

11.2 PE Clothing

- (a) All children will change into suitable clothing for the activity in which they will participate. Details of PE uniform are listed in the Uniform Policy, school website and prospectus.

- 11.3 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.

12 Jewellery

The wearing of jewellery and nail varnish by pupils is not permitted. If ears are pierced, studs only may be worn but must be removed or taped over for P.E. A watch may be worn if it is named and not of any great value.

The school does not take responsibility for items of value that are bought into school.

13 Playground

- (a) Staff actively encourage pupils to play safely and discourage fighting or other rough play.
- (b) At least 4 members of staff supervise the playground during morning playtime.
- (c) We have 10 Midday Supervisors on duty at lunchtime.

14 Pregnant Workers and Nursing Mothers

The Headteacher will carry out a risk assessment in accordance with DfE guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

Pregnant mothers will be advised immediately of any illness which may affect them or their unborn child by the School Manager.

15 Safe Stacking and Storage

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

16 Site Inspections

- 16.1 The Site Manager inspects the site as part of his daily routine.
- 16.2 Urgent matters are referred to the Headteacher or Business Manager and actioned as quickly as possible.
- 16.3 More routine matters are discussed between the Headteacher, Site Manager and Business Manager and actioned accordingly.
- 16.4 The Headteacher and Site Manager inspect the site on a termly basis.
- 16.5 The Headteacher conducts Risk Assessments on an annual basis or as and when necessary.
- 16.6 All significant matters are reported to the governors during the Full Governing Body Meeting.

17 Slips, Trips and Falls

- 17.1 It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Headteacher, Site Manager or Business Manager.

17.2 Classrooms/shared areas are equipped with cable mats to put on overhead projector cables to prevent trips.

18 Supervision of Pupils

18.1 Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.

18.2 Pupil should not be left unsupervised however, to encourage independence for older pupils, staff should assess the risk of pupils accessing open and visible learning spaces based on pupil behaviour and responsibility. A member of staff should be in the vicinity. E.g. pupils accessing the library, homebase, toilets etc. Staff must check on pupils regularly to ensure that they are following school rules. Pupils must be briefed on the expected behaviour and encouraged to report an incident or inappropriate behaviour of peers.

18.3 Staff and pupils wherever possible should take collective responsibility for ensuring that pupils are acting appropriately and safely at all times.

18.4 Pupils should be regularly reminded about where and who to go to if they do not feel safe in/out of school.

18.5 Teaching staff should be on the playground at 8.45am in the morning to collect their class.

- (a) Staff should be punctual in classrooms as children come in from the playground.
- (b) The same duty of care applies when staff supervise pupils in after school clubs.
- (c) If a member of staff knows that s/he is unable to undertake a duty s/he should organise cover.
- (d) Other staff on duty should inform supply teachers of their duties regarding supervision.
- (e) If a parent fails to collect a pupil after school staff should make every effort to contact the parent.
- (f) Children will only be allowed home with their own parents unless staff have been given written permission or a message from parents in advance advising staff of any alternative arrangements. If a child is to be collected by a child minder/other person parents must ensure staff are aware of this.
- (g) The school actively discourages children under 16 collecting a child and will refer to Children's Services if concerned.
- (h) Should an emergency arise where parents are unable or delayed in collecting their child, they must telephone the school immediately (01793 872800) and advise staff of the arrangements that have been made for collection of the child. Staff must satisfy themselves that the person calling is the person who has responsibility for the child.
- (i) Children will be put in The Hub After School Club, and the parents charged accordingly, if they are more than 15 minutes late collecting their child.

19 Working at Height

- (a) Staff and other supervising adults should use stepladders or safety stools when working at height e.g. displaying work. Chairs and tables should not be used for this purpose.
- (b) Safety stools are located in the stock cupboard and quiet rooms and The Burrow.

20 Lone Working During the Mornings, Evenings and School Holidays

- 20.1 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. Staff should alert the Site Manager that they are staying on site so that he can ensure lights are on and staff are safe.
- 20.2 Any one lone working on a regular basis, should be equipped with a personal mobile phone. 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.
- 20.3 If any member of staff is onsite and is concerned about people on or about the site they should telephone the police on 0845 045 45 45 or on 999 if concerned about their own or the school's well-being.
- 20.4 The school has in place contingency measures for critical incidents.

21 Electrical Testing

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually by a qualified individual.

22 Fire and Emergency Evacuation Procedures

The school's procedures for fire and emergency evacuation are below. These procedures will be updated as appropriate. The log book for the recording and evaluation of practice and evacuation drills is available from The Site Manager.

Millbrook Primary School provides a safe and healthy working environment with respect to fire safety in its establishment.

22.1 Evacuation of the Building

- (a) Fire exits are clearly labelled.
- (b) Plans showing exit routes are displayed by the door of each classroom/area.
- (c) Fire bells and fire doors are tested regularly by the Site Manager.
- (d) A fire drill is practised once a term and reported to the head teacher.
- (e) Fire appliances are checked annually.

22.2 The Site Manager 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.
- Petrol for grounds maintenance equipment is only stored in a suitable jerry can in the locked, ventilated, metal shipping container on the Main Playground

22.3 The named Fire Safety Co-ordinator is the Headteacher, Karen Pyman or in her absence the Deputy Head, Helen Tucker

23 Evacuation Responsibilities:

- Checking all areas: Headteacher - overall supervision
- Toilets – Site Manager/named staff
- Classrooms – Class teachers
- Pre-School - Pre-School Leader
- The Hub - Play leader
- Community Areas – Site Manager/named staff
- Unlocking gates to allow access – Site Manager/Office Manager
- Registers and visitors' book – School Manager
- All staff have copies of evacuation/emergency closure plans.
- Copies of fire evacuation plans are posted on the inside of rooms/spaces near to doors

24 Evacuation Procedures

24.1 The overall aim is to save lives, therefore evacuation is of paramount importance.

24.2 Staff are not expected to fight fire nor should they go back into the building.

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

24.4 Fire drills are carried out at least once every term and recorded in the Health and Safety Log which is kept in the Business Managers office.

On hearing the alarm:

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

24.6 Children will line up and a register will be taken.

24.7 Staff ensure that the classroom and spaces are empty before leaving.

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

24.9 The Business Manager, School Manager or Office Manager will call the fire brigade and check that the meeting room is empty.

24.10 Designated fire marshals will check the children's toilets are empty.

- 24.11 The admin staff will issue registers and check signing in book for roll call by class teachers at the assembly points.
- 24.12 The Site Manager/Office Manager will also unlock the playground gate to allow access for the fire brigade.
- 24.13 The Headteacher or designated member of staff will check that all adults and children are accounted for.
- 24.14 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. Teachers/staff must ensure that children arriving after registration has taken place or closed that attendance is reported to the school office.

- 24.15 Staff should be mindful of any child that is later taken off site for illness or an appointment. This must be recorded at the office when leaving the premises.
- 24.16 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

- 24.17 On hearing the alarm:
 - (a) Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the playground.
 - (b) Children will line up quietly.
 - (c) Everyone on site, children and adults, must leave by the nearest exit.
 - (d) Admin. staff will call the fire brigade and check that the meeting room is empty.
 - (e) 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.
 - (f) The Headteacher or designated member of staff will check that all adults and children are accounted for.

Critical Incident Planned Response

(e.g. Road Traffic Accident involving Pupils/Accident during School Trips)

- 24.18 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.

- 24.19 Action as soon as possible:

- (a) The school (most likely the administrative office) will contact families of those involved. Contact lists are in the school office. If you cannot get through just ask them to ring the school, do not leave a message.
- (b) If there is death or serious injury the police will inform parents (possibly with a member of staff).

- (c) 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).
- (d) Give the same level of information to everyone, provision of a script is sensible.
- (e) The Headteacher and Deputy Head will be responsible for drafting of a script.
- (f) 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.
- (g) The Headteacher will inform staff and pupils.
- (h) Pupils will probably best be told in classes. Only facts should be given, we will not speculate on the causes and consequences.
- (i) School will contact the Chair of Governors. The Headteacher or Deputy Head will inform the office who will issue a statement on behalf of the school.
- (j) Press or media will not be allowed onto school premises.
- (h) 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.

Critical Incident Planned Response

(e.g. Aggressive or Violent Incident in School - attack by aggressive parent or pupil)

- 24.20 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.
- 24.21 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.
 - (a) Remove children if possible.
 - (b) Seek immediate help.
 - (c) Try to remain calm and ask aggressor if they would like to sit down to discuss the problem.
 - (d) Staff going to aid the teacher should be accompanied by another adult.
 - (e) They should remove the children if they are still present.
 - (f) The headteacher should be informed.
 - (g) If the situation is out of control or staff are concerned the police should be called.
 - (h) In extreme cases it may be necessary to use restraint procedures but this must not be done alone.
 - (i) If the situation can be calmed and the aggressor leaves the premises, all doors must be locked.

- (j) The headteacher will inform the aggressor in writing of the expected code of behaviour in school and in extreme cases may have the person banned from the premises.
- (k) No comments will be given to the media.
- (l) 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.

Critical Incident Planned Response - Disaster in the Community

(e.g. fire, explosion, major road accident, civil disturbance, terrorism)

24.22 Immediate action.

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

24.23 Action as soon as possible.

- (a) Inform children of the incident. This should be told simply and without fabrication.
- (b) Keep incoming phone line clear so that emergency services are able to provide updates.
- (c) 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.
- (d) Attempt to stick to normal school routines as much as possible.

24.24 Later action:

- (a) Give staff "Permission " to talk.
- (b) Head teacher to contact outside agencies where appropriate (e.g. EP's)
- (c) Encourage children to talk (may be necessary to hold a debriefing meeting led by an experienced outside professional).
- (d) Express sympathy (visit those who may be in hospital or bereaved).
- (e) Identify high risk pupils/staff
- (f) Monitor effects of all involved.
- (g) Organise treatment if necessary and refer to Occupational Health or Care First.

REVIEW OF POLICY

A review of the policy will be undertaken annually by the governors.

Any amendments or updates will be reported to the full Governing Body.

Any new legislation or directives will be incorporated into the policy as necessary.