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**Moat Farm Junior School Trust**

**Health and Safety Policy**

**2019 - 2020**

This policy has been adopted by the governing body

On: 4th March 2019

Chair of Governors:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. School Health and Safety Policy Statement

The senior management team of this school are committed to ensuring the highest standards of care for their staff, pupils, visitors and others who work on behalf of Moat Farm Junior School Trust.

We believe that an excellent school is by definition a safe school. Since we are committed to excellence, it follows that minimising the risks posed by our activities is inseparable from all our other objectives.

We plan to achieve our goals by developing, implementing and maintaining our school's health and safety management system.

Our senior management team are committed to:

• The continual improvement of our health and safety performance;
• Complying with all our legal and other regulatory requirements;

We will achieve these key objectives through:

• Hazard identification, risk assessment and risk control - ensuring that our current and future health and safety issues that impact on our school are managed effectively;

• Involvement of people - ensuring the involvement of all staff in the success of the school is achieved, and that people's knowledge and skills are developed to meet their own needs and the needs of MJST;

• Effective school management - ensuring that all key activities, and associated resources are managed and maintained;

• Supplier relationships - ensuring that we manage the selection and performance of all our service providers.

This policy is communicated to all persons working on behalf of this school and is subject to regular review. A copy of our health and safety policy manual is available to interested parties on request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher Date \_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair of Governors Date \_\_\_\_\_\_\_\_\_\_\_\_\_

2. Persons Responsible for Health and Safety

|  |  |
| --- | --- |
| Head Teacher | Ms L Stone |
| Deputy Head Teacher | Mrs E Shaw |
| Chair of Governors | Miss A Goode |
| School Senior Management Team | Ms L Stone, Mrs E Shaw, Mrs A Scotney, Dr L Braznell, Mr L Climpson, Mrs Moulder, Dr L Braznell |
| Premise Manager | Ms L Stone Dr L BraznellMr R Norton |
| Educational Visits Coordinator | Dr L Braznell |
| Members of the School Safety Committee |  Mrs L Stone, Miss H Massey, Mrs K Jackson |
| School trade union health and safety representatives | Mr P Deane - NUT |
| First Aiders \* | Mrs Scattergood, Mrs Vaz, Mrs Shaw, Mr Climpson, Miss Sanders, Miss Deakin, Mrs Burrows, Mrs Deakin, Miss James, Mrs Shaw |

**School Health and Safety Personnel 2019 - 2020**

**Amy Goode – Chair of Governors**

Overall liability for the school

**Lara Stone – Head Teacher**

Overall Responsibility for the health and Safety of all staff and pupils and premises management

**Laura Braznell – School Business Director**

Overall Delegated Responsibility for Health and Safety of all pupils and staff and premises management.

Working Hours: 7.45 am – 4.45 pm Mon to Thur and 7.45 am – 3.30 pm Fri

**Richard Norton - Site Manager**

Daily responsibility for health and safety and premises, responsible for all daily and weekly fire checks.

Working Hours 7.00 am – 10.00 am and 1.30 pm – 6.00 pm Mon - Friday

**Fire Marshalls:**

Jo Bolton: working hours 8.30 am – 4.30 pm

Karen Jackson: working hours 8.30 am – 4.30 pm

Rachel Scattergood: working hours 8.00 am – 4.00 pm

Julie Barnett: Working hours 7.00 am – 4.00 pm

3. Staff Training Record

**MFJS H&S Staff Training Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff** | **Course** | **Provider** | **Dates** | **Renewal Date** |
| **2011 - 2012** |
| Laura Braznell | IOSH Managing Safely In Schools | Clearwater | November 2011 | November 2014 |
| Laura Braznell | Asbestos Awareness | SMBC | January 2012 |  |
| Laura Braznell | Fire Safety in Schools | SMBC | March 2012 |  |
| Laura Braznell | EVC Training | SMBC | April 2012 | April 2015 |

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| **2012-2013** |
| All Staff | In the line of Fire | SMBC | November 2012 | November 2013 |
| Sherry Shorney | First Aid at Work | St Johns Ambulance | November 2012 | November 2015 |

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| **2013-2014** |
| Heather Burrows | First Aid at Work | St Johns Ambulance | November 2013 | November 2016 |
| All Staff | In the line of Fire | SMBC | November 2013 | November 2014 |
| Susan Biggs | First Aid at Work | St Johns Ambulance | December 2013 | December 2016 |
| Heather Burrows | Anaphylaxis First Aid | St Johns Ambulance | January 2014 | January 2017 |
| Sherry Shorney | Anaphylaxis First Aid | St Johns Ambulance | January 2014 | January 2017 |
| All Teachers and Admin | Fire Marshall Training | SMBC | May 2013 | May 2016 |

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| **2014-2015** |
| Laura Braznell | IOSH Managing Safely In Schools (recertification) | Clearwater | November 2014 | November 2017 |
| Julie Deakin | First Aid at Work | St Johns Ambulance | November 14 | November 17 |
| All Staff | In the line of Fire | SMBC | November 14 | November 15 |
| All Staff | L1 Child Protection | Shireland Collegiate Academy | February 2015 | February 2018 |
| Laura Braznell | EVC Training | SMBC | April 2015 | April 2018 |
| Andy Forman | Visit Leader Training | SMBC | April 15 | April 18 |
| Jodie Armstrong | First Aid at Work |  | June 15 | June 18 |
| Patrick Deane | MAPA (management of actual and potential aggression) | SMBC | July 2015 | Jan 2017 |
| Emma Birch | MAPA (management of actual and potential aggression) | SMBC | July 2015 | Jan 2017 |
| Andy Forman | MAPA (management of actual and potential aggression) | SMBC | July 2015 | Jan 2017 |
| Sherry Shorney | MAPA (management of actual and potential aggression) | SMBC | July 2015 | Jan 2017 |

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| **2015-2016** |
| Sean Devaney | Visit Leader Training | SMBC | Sep 15 | Sep 18 |
| Dan Adams | Visit Leader Training | SMBC | Sep 15 | Sep 18 |
| Liam Climpson | Visit Leader Training | SMBC | Sep 15 | Sep 18 |
| John McCormick | Visit Leader Training | SMBC | Sep 15 | Sep 18 |
| Heather Burrows | First Aid at WorkAnnual refresher | St Johns Ambulance | October 2015 | November 2016 |
| Julie Barnett | Handling people with SEN | SMBC  | Oct 2015 | Oct 2018 |
| Emma Birch | Handling people with SEN | SMBC  | Oct 2015 | Oct 2018 |
| Angela Breen | Handling people with SEN | SMBC  | Oct 2015 | Oct 2018 |
| Julie Deakin | Handling people with SEN | SMBC  | Oct 2015 | Oct 2018 |
| Liam Climpson | Safe practice in PE and sport |  | October 2015 | October 2018 |
| Sherry Shorney | First Aid at WorkAnnual refresher | St Johns Ambulance | November 2015 | December 2016 |
| Susan Biggs | First Aid at WorkAnnual refresher | St Johns Ambulance | November 2015 | December 2016 |
| Barry Bithell | IOSH | Clear water | 21st and 28th April 2016 | April 2019 |
| Karen Marthews | Handling people with SEN | SMBC  | July 2016 | July 2019 |
| Rebecca Stenzel | Handling people with SEN | SMBC  | July 2016 | July 2019 |

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| **2016-2017** |
| All Staff | Whole school health and safety training to include fire safety | Clearwater | 6th September 2016 | September 2017 |
| All Staff | L1 Child Protection | Shireland Collegiate Academy | September 2016 | September 2017 |
| Teachers | PREVENT | Fire Service | September 2016 | September 2017 |
| Julie Barnett | Handling people with SEN - refresher | SMBC  | Oct 2016 | Oct 2018 |
| Emma Birch | Handling people with SEN - refresher | SMBC  | Oct 2016 | Oct 2017 |
| Angela Breen | Handling people with SEN - refresher | SMBC  | Oct 2016 | Oct 2017 |
| Julie Deakin | Handling people with SEN- refresher | SMBC  | Oct 2016 | Oct 2017 |
| Patrick Deane | Visit Leader Training | SMBC | Oct 16 | Oct 19 |
| Heather Burrows | First Aid at work - refresher | St Johns Ambulance | Nov 16 | Nov 17 |
| Susan Biggs | First Aid at work - refresher | St Johns Ambulance | Nov 16 | Nov 17 |
| Elizabeth Shaw | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Aline Socotney | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Rachel Rowley | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Nicola Sharman | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Sherry Shorney | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Julie Deakin | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Elaine Woods | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Emma Birch | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Daniel Adams | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Sean Devaney | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Julie Barnett | Team Teach | Team Teach | Nov 16 | Nov 21 |
| Elaine Woods | First Aid at work | St Johns Ambulance | Dec 16 | Dec 19 |
| Robert Ball | Visit Leader Training | SMBC | 16th Feb 2017 | Feb 2020 |
| Laura Braznell | Visit Leader Training | SMBC | 17th March 2017 | March 2020 |
| Elaine Wood | Food Safety | First Response | 20th May 2017 |  |
| Richard Norton | IOSH | Clearwater | 18th and 25th May 2017 | May 2020 |
| Laura Braznell | IOSH recertification | Clearwater | 22nd June 2017 | June 2020 |
| Karen Marthews | Handling people with SEN - refresher | SMBC  | July 2017 | July 2018 |
| Rebecca Stenzel | Handling people with SEN - refersher | SMBC  | July 2017 | July 2018 |
| Angela Breen | Handling people with SEN - refresher | SMBC  | July 2017 | July 2018 |
| Sue Biggs | Paediatric first aid | St Johns Ambulance | July 2017 | July 2018 |
| Sherry Shorney | Paediatric first aid | St Johns Ambulance | July 2017 | July 2018 |
| Laura Braznell | EVC re-validation | SMBC | 3rd Nov 17 | Nov 2020 |
| L BraznellS BiggsP AndersonS ShorneyJ ArmstrongL StoneE ShawR Norton | Defibrillator training | The Olivier King Foundation | 20th Nov 2017 |  |
| Emma KirkKerry PennVicki MonkJemma DeakinJulie DeakinPaula AndersonLiam ClimpsonAndy FormanLaura BraznellLiz ShawJulie Deakin | Paediatric first aid | STS Medics | 27th and 28th Nov |  |

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| **2017-2018** |
| All Staff | Whole school health and safety training to include fire safety | Clearwater | 5th September 2017 | September 2018 |
| All Staff | Epipen Training  | STS Medics | 13th September 2017 | September 2018 |
| All Staff | L1 Child Protection | Shireland Collegiate Academy | 27th September 2017 | September 2018 |
| All Staff | PREVENT | Shireland Collegiate Academy | 4th October 2017 | Oct 2018 |
| Julie Barnett | Handling people with SEN - refresher | SMBC  | Oct 2017 | Oct 2018 |
| Emma Birch | Handling people with SEN - refresher | SMBC  | Oct 2017 | Oct 2018 |
| Angela Breen | Handling people with SEN - refresher | SMBC  | Oct 2017 | Oct 2018 |
| Heather Freeman | First aid at work refresher | St Johns Ambulance | 2nd Nov 2017 | Nov 2018 |
| Laura Braznell | EVC revalidation | SMBC | 2nd Nov 17 | Nov 2020 |
| Sue Biggs | First aid at work refresher | St Johns Ambulance | 23rd Nov 2017 | Nov 2018 |
| L Stone, L Braznell, E Shaw, S Biggs, P Anderson, K Groves, J Armstrong, R Norton | Defibrillator Training | Oliver King Foundation | 20th Nov 2017 |  |
| E Shaw, A Forman, L Climpson, V Monk, P Anderson, Jemma Deakin, Julie Deakin, H James | Paediatric First Aid | STS Medics | 27th November 2017 |  |
| All Staff | Behaviour Training | Elite Behaviour Consultancy | 2nd Jan 2018 |  |
| E Shocker | EVC - Initial | SMBC | 1st Feb 2018 |  |
| E ShockerE Birch | Visit Lead | SMBC | 14th Feb 2018 |  |

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| **2018-2019** |
| J Sanders | Paediatric First Aid | St Johns Ambulance | 7th Nov 2018 |  |
| All staff | Epipen | STS medics | 3rd June 2019 |  |
| R Smith | Visit lead training | SMBC | 12th June 19 | June 22 |
| J Darby | Visit lead training | SMBC | 12th June 19 | June 22 |

**2019-2020**

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| --- | --- | --- | --- | --- |
| **Staff** | **Course** | **Provider** | **Dates** | **Renewal Date** |
| All Staff | H&S Basics | Clearwater | 2nd September 19 | September 20 |
| Maria Vaz | Paediatric First Aid | St Johns Ambulance | 12th and 13th September | September 22 |
| H Burrows | First aid at work | St Johns Ambulance | 7th and 8th October | October 22 |
| All Staff | Choking and asthma awareness | STS medics | 9th October 19 |  |
| M Vaz, L Woodhall, J Armstrong | Supporting a child with type 1 diabetes at school | Birmingham children’s hospital | 15th Oct 19 |  |
| L Braznell, R Norton, R Scattergood, E Shaw, L Stone | Defibrillator training | STS Medics | 22nd October 19 |  |
| H Burrows | Adult Mental Health First Aid | St Johns Ambulance | 28th and 29th November 2019 |  |
| L Braznell, C Ward, J Bolton, J Hamer, G Cooper, J Armstrong, E Birch, L Woodhall, A Breen, J Barnett, R Stenzel, K Flood | First aid | Clearwater | 6th Jan 19 |  |

4. Employee Rules and Duties

**Employees Legal Duties**

**Follow your training**

**Take Reasonable Care**

**Cooperate**

**Report Concerns**

1. **Look after each other, health and safety is a team game**

Health and safety is about people; it’s about practical steps to protect staff and pupils from real harm and suffering and it’s about developing a culture whereby, at Moat Farm, we look after each other. Health and Safety is everyone’s responsibility.

1. **Think before you start work – know the risks**

Understand what can harm you. You should know the risks of any activities before you start and understand the measures put in place to reduce them. Ensure you have read a RA before starting an activity you think may require one. Circumstances can change so always think about potential risks before you start work. It’s important to remember that health and safety is about risk management not risk aversion; it’s about taking sensible precautions to stop people coming to harm.

1. **Act safely – follow safe working procedures**

Always follow the schools safety rules. For example do not stand on chairs or tables to put up displays, only use an appropriate ladder that you have been trained to use. Do not lift heavy loads, use a trolley.

1. **Keep your workplace clear and tidy**

Good housekeeping is important; keeping workplaces and classrooms clear and tidy can prevent many of the more common hazards such as slip, trips fall accidents, fires etc. Check floors regularly for trip hazards and clear up spillages immediately. Keep the coat lockers tidy and closed.

1. **Report ALL accidents and near misses**

Research has shown that, on average, for every major injury at work there are up to 200 non-injury accidents (near misses). Report all accidents, if an adult is involved in an accident this must go in the workplace accident book, if it is a child then a first aid form is completed and for more serious incidents an 012 (incident report form) is completed. Always see a first aider if you or a child has an accident. All near misses or concerns can be recorded on the blue slips available from the staff room.

Please remember that if you are ever involved in an accident or near miss you could prevent a more serious accident to a friend, colleague or anyone else by spending the few minutes it takes to report.

1. **Only undertake work for which you are trained and competent**

Always ensure you are competent and have the correct training before undertaking work. If you are in any doubt stop work and speak with your manager. Risk assessment should identify tasks for which training or instruction is required.

1. **Use the correct equipment for the task**

Never be tempted to use the wrong equipment for the job. Many accidents happen because people have not chosen the right equipment for the work to be done. Controlling the risk often means planning ahead and ensuring that suitable equipment or machinery is available. You should check the machinery is suitable for the work - think about how and where it will be used. Ensure that any required checks and maintenance have been carried out and that you are competent to use the equipment.

1. **Stop any work that becomes unsafe**

If you have any doubts on whether the work you are doing or your workplace is safe, stop work and inform your line manager. You have the legal right to stop work if you feel you are in serious and imminent danger. Also if you see anyone else working unsafely you should report this to Laura Braznell.

5. Health and Safety Arrangements

5.1 Statutory Checks

Sandwell MBC are contracted as part of the budget hold back to maintain and risk assess the following:

* L2 Fire Risk assessment

HD Electrical are contracted to maintain and risk assess the following:

* Maintenance of Emergency Lighting
* Maintenance of Fire Alarm

City Fire are contracted to maintain and risk assess the following:

* Maintenance of firefighting equipment

Lord Combustion and Sertec are contracted to maintain and risk assess the following:

* Gas boiler safety

Qube are contracted to maintain and risk assess the following:

* Legionella and water hygiene safety
* Asbestos

5.2 Health and Safety Reporting

Health and Safety Monitoring Schedule is as follows and a full internal and external site inspection is carried out:

**Twice Yearly Fire Service External**

**Yearly Clearwater External May**

Must complete a written report

**Yearly Union Inspection External**

**Six Monthly Governors External September and March**

Must complete a written report

**Monthly Head Teacher Internal**

Must complete a written report

**Weekly Business Manager Internal**

Must complete a written report

**Daily Site Manager Internal**

Visual inspection no written reporting unless required

The following template is used:

**Record of Site Inspection**

**Date:**

**Person Carrying Out Inspection:**

|  |
| --- |
| **Internal Issues** |
|  |

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| **External Issues** |
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| --- |
| **Action Taken** |
|  |

Staff can report defects, concerns and near misses on a ‘blue form’, these are available in the staff room and returnable to Laura Braznell, there is an actions section and these are kept and reported on:

**Safety Concern / Near Miss / Defect Reporting Form**

|  |  |
| --- | --- |
| **Form Completed By:** |  |
| **Date:** |  |
| **Time:** |  |
| **Location:** |  |

To be completed by staff member:

|  |
| --- |
| **Concern and or Defect** |
|  |
| **What happened / how bad could it have been** |
|  |

To be completed by Manager:

|  |
| --- |
| **Action Taken** |
|  |

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences)

As a Trust school the employer is the Trust and we are therefore responsible for reporting accidents and incidents that meet the specified criteria to the Health and Safety Executive. This is done online by Laura Braznell, all serious incidents should be reported to Laura Braznell on a 012 incident report form.

In Brief the following are reported:

Staff

Deaths at work.

Crush, fracture, amputation, loss of site, burns, scalding’s, scraping injuries.

If an employee is off work for seven consecutive days following a work related injury.

Others including pupils

If they are taken to hospital straight form school unless the injury is caused by a general playground slip or trip, there must be a failing on the schools part for the accident to have occurred.

See appendix 1 HSE RIDDOR guidelines.

5.4 First Aid

All pupils are required to see a first aider if they have an accident at school. There is a fisrt aid timetable to follow. During school teaching periods pupils will need to go to Reception or to a first aider in their class. During break time pupils can go to the first aid room which is staffed by a rota. During lunctimes pupils can see the first aider located on each playground, or the first aid room.

All pupils will be assessed and a red first aid slip will be completed. These give information on the pupil, date of accident, location, if parents were consulted, one copy of the slip is sent home with the pupil and a duplicate is kept in school. These books are kept and analysed by Laura Braznell.

If a pupil suffers a bump to the head during the school day, they are given a wrist band stating the head bump for them to wear all day so that staff are aware of any injuries.

All serious injuries are also reported on a 012 incident report form which are passed to Laura Braznell to record and if necessary report to the HSE.

All accidents involving staff and other adults are recorded in the staff accident book and reported to governors by Laura Braznell.

5.5 Visitors

All visitors will sign in using the self-registration electronic signing in machine in reception. They will also be given a visitor guide to look through which summarises health and safety, safeguarding and staff conduct guidelines:

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**Moat Farm Junior School**

**Visitor Information**

**Moat Farm Junior School**

**Brookfields Road**

**Oldbury**

**West Midlands**

**B68 9QR**

Tel No: 0121 552 1215

Fax No: 0121 544 1776

E-Mail: lara.stone@moatfarm-jun.sandwell.sch.uk

Head Teacher: Ms Lara Stone

Chair of Governors: Miss Amy Goode

**Moat Farm Junior School Mission Statement**

**“Where we prepare for tomorrow by achieving today”**

**Key Staff**

Ms L Stone Head Teacher / DSP

Mrs E Shaw Deputy Head Teacher

Mrs A Scotney Deputy Head Teacher

Mrs R Scattergood Senior School Administrator

Dr L Braznell School Business Director / DDSP

Ms T Millard Safeguarding Manager

**All school visitors are to sign in using the electronic signing in machine located in reception, a sticky badge must be printed and worn so that it is visible at all times**

**School Session Times**

|  |  |
| --- | --- |
| **Session** | **Time** |
| **Start Time:** | **8.55** |
| Registration | 8.55 – 9.05 |
| Teaching Session see year group timetables |
| Break Times | 10.15 – 10.50 |
| Teaching Session see year group timetables |
| **Lunch Break** | **12.30 – 1.15** |
| Teaching Session see year group timetables |
| **Finish Time:** | **3.15** |

From 8.45 am support staff will undertake supervision of pupils in the classrooms, parents may leave children from this time.

**Health and safety Information**

**Fire Safety**

* On Hearing the fire alarm (a continuous alarm lasting longer than 15 seconds) stop all activities and calmly leave the school building. Do not stop to collect personal belongings.
* If you are in charge of a group of pupils, tell them to stop what they are doing, leave all belongings and walk calmly out of the building.
* Collect the classroom emergency kit bag.
* Fire exits are located opposite each classroom.
* Fire assembly points are located on the lower and upper school playgrounds.
* Do not attempt to tackle the fire yourself.

**First Aid**

* The schools qualified first aid staff are Mrs Anderson, Mrs Monk, Mrs Burrows, Miss anders, Mrs Deakin, and Mrs S Biggs. Please go to reception to summon a first aider.
* The first aid equipment box is located in the upper school corridor opposite the boy’s toilets adjacent to reception.
* All first aid queries must be refereed and reported to one of the first aid officers
* The first aid room in reception is staffed at break and lunch times.
* All pupil injuries should be referred to a first aider.

**Accidents and General Information**

* The schools safety officer is Laura Braznell the Business Director located opposite the staff room.
* All accidents must be reported to the safety officer and recorded in the accident book.
* Smoking is not allowed anywhere on the school grounds. Including electronic cigarettes.
* Keep all walkways in classrooms and corridors free at all times.
* Do not lift any heavy good, use ladders or COSHH substances without appropriate training.

**Child Protection Summary**

Full details on all child protection and safeguarding issues can be found in the following documents:

Moat Farm Junior School Child protection Policy

DFE Keeping Children Safe in Education

DFE Working Together to Safeguard Children.

Please see the Safeguarding visitor leaflet.

**Mobile Phones and Other Devices**

* Staff should avoid having mobile phones or other personnel devices out during teaching or when they have directed time with pupils. Photographs of pupil’s should never be taken on any personnel device such as a mobile phone, camera or Tablet. Only school equipment should be sued to record images of children. Visitors are asked that personal mobile phones are only used in the staff room or off the premises.

**Moat Farm Junior School Staff and Visitor Code of Conduct**

1. Why do we need a Code of Conduct?

Our duty to safeguard pupils is paramount and is just as important as our determination to make all our teaching and learning of the highest quality. We need to ensure that pupils and staff are safe.

Safeguarding involves not only Health and Safety issues, but establishing a culture that prevents any kind of abuse of pupils being perpetrated either in school or elsewhere.

In the same way that you need guidance on certain aspects of managing behaviour (such as powers to detain, search or confiscate,) it is equally important to have clear guidelines as to what constitutes good practice in dealing with pupils, and what to avoid. In the event of any legal action, having had this discussion and agreeing such guidelines will protect not only all our pupils, but all the teaching and non-teaching staff (and all other adults and volunteers who work with young people).

The following applies to all adults who work in this school, not just teachers. I know that we all work professionally and are dedicated to the well-being of all our pupils. However, there are risks of allegations and I want to encourage best practice.

2. Ensuring Professional Conduct

The following is an illustrative list with some examples; however, it cannot be exhaustive and it is intended to guide staff to good practice in your dealing with young people.

This school will adhere to the guidelines contained in the DCSF document “Safeguarding Children and Safer Recruitment in Education.” This will include effective advertisements and job details stating our school’s commitment to safeguarding pupils, shortlisting reference requests from current or recent employers received before interview, not accepting CVs – only application forms, probing interview questions related to child protection commitment, and job offers being provisional subject to satisfactory CRB checks and the necessary proof of identity and original copies of qualifications.

All new staff, whatever their experience, will be provided with a full induction programme that covers policies and routines of the school with particular emphasis on child safeguarding.

All staff must familiarise themselves with the staff handbook and school, LA and national policies.

All staff must follow the school’s Behaviour Policy and implement the Rewards and Sanctions system consistently and fairly, including the correct referral procedures.

All staff have a duty to look out for signs of physical, emotional or sexual abuse of pupils in the light of a child’s behaviour. Staff must pass any concern on to the Child Protection Designated Teacher or a member of the SLT immediately. Avoid trying to involve yourself too closely with any issues or taking pupils home: always pass concerns on.

In day-to-day dealings with pupils, all staff must be careful to avoid putting themselves at risk. The

following are examples:

* Do not touch, put your arm around, push or grab pupils unless it is to protect them from hurting themselves or others (such as a fight or a tantrum.) It may be permissible to touch pupils in demonstrating a skill in PE for example. However, do not put yourself at risk of injury if a pupil has lost their temper and plans to run out of a room; do not stand in their way, let them go then inform a senior colleague.
* Never interview a pupil alone and always have the door open. If there is an issue with uniform or jewellery having to be removed, or a pupil is to be searched, a member of staff of the same sex as the pupil should do this. Particular care needs to be exercised in and toilet areas and staff should never use pupil toilets.
* Maintain a professional distance between you and pupils, while of course showing that you care. Use pupils’ first names but never become over-familiar. Expect pupils to use your surname and a title that you prefer (e.g. Mr, Mrs, Ms or “Sir” or “Miss.”) Do not allow them to become over-familiar with you. This advice applies both in school and outside of school. (Do not exchange personal mobile of phone numbers with pupils unless this can be shown to be an essential part of your professional role.) Be particularly careful with e-mails or social networking. Do not allow pupils to know here you live or visit your home, do not give pupils lifts in your car unless permission has been given by the Head Teacher.
* Avoid confrontation with pupils; always try to diffuse situations. Do not shout in a rude manner in order to humiliate a pupil: be firm and calm, and criticise the behaviour rather than the pupil. Always model the kind of behaviour you expect from young people.
* Where you feel physically intimidated or actually assaulted by a pupil, you should protect yourself and seek assistance from any support staff in your class or a nearby member of staff or all for help from a member of the SLT.

If you suspect any colleague of improper or unprofessional behaviour, you must report it to the Headteacher immediately. The Headteacher will then investigate the matter. The school has a Whistleblowing Policy. Any serious prove allegations will be dealt with according to the school’s disciplinary policies and could include summary dismissal as well as police prosecution for a very serious case.

If any allegations are made against you, stay calm and report the matter to the Headteacher immediately. Make notes of what happened in case the matter has to be investigated further.

**Emergency Evacuation procedure for a bomb threat**

**Decision to evacuate to be made by Lara Stone, in her absence Elizabeth Shaw and in her absence Laura Braznell.**

If a bomb threat is received:

* Person answering the call is to use the attached threat sheet to record as much information as possible.
* Inform Lara Stone, Liz Shaw, A Scotney or Laura Braznell who will make the decision to evacuate.
* Paul to dial 999 and speak to the police immediately and inform them of the bomb and if we are closing
* Paula to print the fire evacuation sheets for pupils. Collect the emergency pack and the pupil folder all ready to leave the premises.
* Laura Braznell to print fire evacuation sheets for staff and visitors.
* Laura Braznell to inform Upper school and E Shaw to inform Lower School Class teachers of the evacuation. Teachers to evacuate pupils onto the playground the same as a fire drill.
* The first member of staff on the playground to open the gates, padlock code is 1812.
* Laura Braznell / Lara Stone to call The Orchard Centre 0121 552 5445 or caretaker Ernie 07792497133 to arrange for it to be open.
* Laura Braznell to text parents to let them know to collet children from the Orchard centre.
* Laura Braznell / Lara Stone to call Bob Brookes (LA) 07919305996.
* All pupils to walk through the playgrounds and leave the school site at the main entrance on Brookfields road.
* Pupil to walk down in class groups to The Orchard Centre / Londonderry Baptist Church Bristnall Hall Road Oldbury B68 9NF following below directions:
	+ Turn right out of school onto Brookfields Road
	+ Turn left onto Britsnall Hall Road
	+ Walk 5 mins to the church.
* All pupils to be kept in class groups and signed out by parents using evacuation lists by class teachers.
* Staff not in charge of classes to begin calling parents to collect pupils.

Important Number:

Lara Stone 07885456063

Elizabeth Shaw 07885456058

Laura Braznell 07885456057

A Scotney 07885456062

1. Risk Register

A risk register is kept as a ‘live document’ where RA for the following areas are kept and updated b y a wide range of staff:

1. Site Issues
	1. Fire
	2. Asbestos
	3. Legionella
	4. Trees
	5. Bins
	6. Traffic and Site Access
2. Curricular Issues
	1. Educational Visits
	2. PE
	3. Science, DT and Cookery
3. Employee Issues
	1. Lone Working
	2. Falls From Height
	3. Manual handling
	4. Stress and Well Being
	5. Slips and Trips
4. Foreseeable Emergencies
	1. First Aid
	2. Accidents
5. Equipment
	1. Cleaning Equipment
	2. Dinning Tables
	3. Power Tools
	4. Chemicals
6. People Who Need Extra Care
	1. Pregnant Women
	2. Disabled people and Access
	3. Children with SEN
7. Contactors

Once a contractor has been selected for a specific project following the regulations set out in the fair funding scheme the following must happen before work can commence:

* Pre site meeting with Laura Braznell
* Produce a schedule of work
* See trade references
* See Method Statements
* See Risk Assessments
* Evidence of Liability Insurance
* Discuss site access and safeguarding.
* Meet with Site Managers