

Pensans CP School



Health & Safety Policy, Responsibilities & Arrangements

Reviewed on: September 2016
Next Review Date: September 2017

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On 17th July 2013 the Governing Body of Pensans School adopted the following Statement of Intent, Responsibilities and Arrangements.

Review Summary

September 2016	Page no.	Key Changes
Statement of General Policy	5	Reference to Academy
Employer responsibilities	6	New responsibility
Headteacher responsibilities	7	Minor amendments – delegated duties
Supervision of Students	9	Revised documented arrangements
Accidents/Incident	14	Revised documented procedures. No changes just reworded
Training	16	Revised documented arrangement
Risk Assessment	17	Teacher responsibilities
Display Screen Equipment	20	Revised documented procedures

Statement of General Policy

Pensans Primary School

1. Recognises its legal and moral responsibilities to persons who may be adversely affected by the academy's activities.
2. Is committed to ensuring, by all reasonably practical means, the health, safety and welfare of its pupils, visitors, employees and contractors involved with the activities of the School.
3. Will seek to ensure that its legal duties and policy objectives are complied with at all times.
4. Will ensure that all foreseeable risks associated with the academy's activities will be identified and removed or controlled through a process of risk assessment and management.
5. Will ensure that all employees are given such information, instruction and training as may be necessary to enable the safe performance of their duties.
6. Will seek to inform pupils' parents or guardians of any health and safety issues relevant to their child or children.
7. Have detailed arrangements for health, safety and welfare are detailed in the attached "Organisation and Arrangements" section
8. Will ensure, as far as is reasonably practical, that this policy and its' supporting documents is kept up-to-date. A formal review and re-adoption of this policy will be carried out by no later than August 2017.

Signed

Headteacher.....

Health & Safety Governor.....

Chair of Governors.....

Date.....

Responsibilities

It is recognised that individuals and groups of individuals have responsibilities for health, safety and welfare in the academy. The individuals and groups identified below are expected to have read and understood the academy's policies and procedures for ensuring health, safety and welfare and to conduct their duties in accordance with them.

The employer

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

Governors

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

The Governors have appointed a Safety Governor to receive information, monitor the implementation policies, procedures and decisions and feedback to the Governing Body on health, safety and welfare issues.

The Safety Governor is Sam Elcox

Headteacher

The Headteacher has responsibility for:-

- Day-to-day management of all health safety and welfare matters in the school in accordance with the Statement of Safety Policy;
- Ensuring that regular health safety and welfare inspections are carried out;
- Submitting regular health safety and welfare reports to the Governors and the employer;
- Ensuring that action is taken on health safety and welfare issues;
- Passing on information received on health safety and welfare matters to appropriate people;
- Carrying out accident investigations;
- Chairing the academy Health and Safety Committee;
- Identifying and facilitating employee training needs;
- Liaising with governors, the employer and/or the Local Authority on policy issues and any problems in implementing the Safety Policy;
- Co-operating with and providing necessary facilities for trades union safety representatives;
- Providing necessary facilities for all employees to be consulted on health safety and welfare matters;
- Ensuring that any contractor appointed to deliver services or carry out work is competent to do so;
- Monitoring contractors to ensure that the Health and Safety Policy is complied with;
- Take action where any contractor is found to be working in a manner which is considered to be unsafe.

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

Function	Delegated to
Day to day health safety and welfare management	Deputy Headteacher
Regular inspections	Stephen Trow, schoolsafesw
Accident Investigation	Stephen Trow, schoolsafesw
Chairing Health and Safety Committee	Health & Safety Representative
Employee training needs	School Secretary
Contractor management	Stephen Trow, schoolsafesw

Competent Health and Safety Advice

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

Senior Management Team

Senior Management staff have responsibilities for:-

- Day-to-day management of health and safety in accordance with the health and safety policy;
- Drawing up and reviewing departmental procedures regularly;
- Carrying out regular inspections and making reports to the headteacher;
- Ensuring action is taken on health, safety and welfare issues;
- Arranging for staff training and information;
- Passing on health and safety information received to appropriate people;
- Acting on reports from staff, the Head Teacher, the LEA or Governors.

All Employees

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

- Checking classrooms/work areas are safe;
- Checking equipment is safe before use;
- Ensuring safe procedures are followed;
- Ensuring protective equipment is used, when needed;
- Participating in inspections and the health and safety committee, if appropriate;
- Bringing problems to the relevant manager's attention

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

Volunteers

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

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

Organisation and Arrangements for Health Safety and Welfare.

Arrangements for the Supervision of Students

Opening Times

The school will be open from 8:00am

And will close to students at 3:15pm

On weekdays during term time.

Between these times supervision will be provided. Please note that between 8:00am and 8:40am supervision will only be provided for pupils who are attending Breakfast Club. Pupils will not be allowed on site outside of these times, with the exception of after school clubs. Children attending a club will be supervised by the adult responsible for the club.

Supervision arrangements

- The school caretaker is responsible for opening the school at 7.00am and supervision of entry into school building.
- Two members of staff supervise children on playground from 8.40am-8.50am.
- Three members of staff & a first aider supervise morning break times at 10:30am-10:45am. One person adjacent to Amphitheatre, one near to football pitch and one on the hard playground. Each have a two-way radio to communicate with each other and the First Aider. One first aid staff member is available from
- Nine members of staff supervise at lunchtimes. The following areas are supervised
 1. School Hall
 2. Year 1/2 packed lunch
 3. Year 3/4 packed lunch
 4. Year 5/6 packed lunch
 5. Outside near to PA
 6. Outside near to shed/den building
 7. Outside near to Stage
 8. Outside near to trees
 9. First Aid duty
- Eleven members of staff supervise wet lunchtimes. The following areas are supervised: School Hall (2); Lime; Amber; Turquoise; Orange; Violet; Emerald
- Class teachers escort children out of school at the end of the day. Rec/Y1/Y2 are handed over to parents.
- Members of staff running clubs until 4:15pm supervise children and handover to parents after club finishes.
- Outside lesson times pupils are either supervised by break/lunch or after school club staff. Areas used would be hall, playground, library and classrooms if wet play
- If using breakfast club parents are requested to bring children to the hall entrance to be received by staff between 7:45am and 8:40am.

- Parents are to drop children off at pedestrian entrance to school at 8.40 unless using breakfast club.
- Parents are to collect children from pedestrian entrance area at 3:15pm or 4:15pm if child attends an after school club.
- Children who arrive by taxi enter school via reception area entrance.
- Children who are collected by taxi wait in the reception area until taxi arrives. a member of staff will ensure children are on the taxi safely and seat belted.
- If a pupil is not collected at appropriate time a member of staff will contact parent/guardian to arrange suitable pick up arrangements. A teacher will supervise the child in the school library until such time as the child is collected.

After school lettings

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

First Aid

Assessment of Needs

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

First Aid at Work Qualified	2
Emergency Aid Qualified	24
Paediatric First Aid Qualified	10

First Aid Coordinator:

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

- First aid equipment is available at strategic points in the school
 1. Lower Junior Corridor
 2. Upper Junior Corridor
 3. Top of Stairs next to the door leading into the corridor
 4. Foundation Stage kitchen
- A sufficient number of personnel are trained in first aid procedures, see attached Training Matrix
- First aid qualifications are, and remain, current (e.g. First Aid at Work Certificates are valid for 3 years)

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

First Aiders

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

- trips & visits

- extra-curricular activities organised by the academy (e.g. sports events, after school clubs, parents evenings, school-organised fund raising events, etc.)

First aid cover is not provided for events organised by third parties (fetes, evening clubs, etc.)

First aiders are responsible for ensuring that First Aid Logs are completed for all treatment given (i.e. if First Aid equipment has been used) and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section). There is a First Aid Log with each First Aid kit.

Treatment of Injuries

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

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

Where there is any doubt about the appropriate course of action, the first aider will be expected to consult with any or all of the following

- the School Nursing Service or
- NHS Direct on 0845 4647. They will ask you to provide some basic information, including details of any medication the child may be taking. They will assess the problem and advise you on the best course of action.

And, in the case of pupil injuries, with the parents or legal guardians.

Suspected Head, Neck & Spinal Injuries to Pupils

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

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

In any case where there is any doubt about the pupil's wellbeing, the first aider is expected to contact NHS Direct for advice or 'phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above, the academy will notify parents/legal guardians of any other significant injury by way of a telephone call.

Records of notification by telephone to parents will be kept by the attending first aider and/or Class Teacher. Copies of written notification are held in the School Office

Escorting Pupils to Hospital

When it is necessary for a pupil to be taken to hospital, they will be accompanied by a member of staff – unless the pupil's parent or guardian is in attendance.

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The member of staff will stay with the pupil until a parent or guardian arrives and responsibility is “handed over”.

Supporting Pupils with Medical Conditions

Pensans School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

The school aims to include all pupils with medical conditions in all school activities.

Parents* of pupils with medical conditions feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

The medical conditions policy is understood and supported by the whole school and local health community.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

See full Supporting Pupils with Medical Conditions Policy

Accidents/Incidents

Reporting Officers

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

- School Secretary
- Headteacher
- Deputy Headteacher

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

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

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This academy records all significant accidents and incidents using EEC Live. A significant accident is:-

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the academy site
- Any incident resulting in an injury to a student which was (or might be) due to
 - The condition or layout of the premises or facilities
 - The condition of any equipment in use
 - The level (or lack) of supervision
 - The level or quality instruction or training provided
- Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Any "Occupational Disease" as listed in RIDDOR.

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

Where the description of the accident/incident meets the criteria set out in RIDDOR a report will be sent to the Health and Safety Executive.

Any minor accident/incident which does not meet the above criteria will be recorded on a simple "Day-Log" which will be kept in the academy.

Near Misses

Near misses are defined as an incident which circumstances leave a member of staff feeling it was lucky no-one was hurt or injured. These are incidents that could have resulted in an accident, and knowledge of them is very important to preventing injury. The school recognises that much can be learnt from near misses. Staff have a duty to report this using the Health and Safety Near Miss log in the Secretary Office.

Examples of 'Near Miss' incidents which have occurred in schools include;

- A member of staff who has slipped on a wet floor whilst putting out equipment in the hall after lunch, but sustains no injury.
- A shelf containing boxes of paper in a resources room collapses overnight.
- A pupil is nearly knocked down by a reversing delivery van in the school car park whilst it is trying to leave the school.
- During a windy day, a tile is blown from a school roof, landing next to a group of pupils during break time.
- A pupil with behavioural problems manages to leave the school grounds un-noticed.

Reporting Timescales

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

Accident Investigation

All incident reports will be reviewed by the Headteacher who will decide if an internal investigation is necessary. Investigation reports will be entered onto the EEC Live system. Significant incidents will be reported to the Health and Safety Governor.

All reports submitted via the EEC Live system are reviewed by Schoolsafesw.

If deemed necessary, Schoolsafesw will carry out an independent investigation of the accident/incident.

Training

Identification of Training Needs

The School will carry out an evaluation of the health and safety training needs of staff. The Cornwall Council Training Matrix for Schools and Other Educational Establishments will be used as the starting point of this evaluation.

A prioritised plan for delivery of training will be put in place to where the evaluation identifies a need.

Schoolsafesw is responsible for carrying out the evaluation of training needs and presenting recommendations to the Headteacher and the Governing Body.

Staff Responsibilities

Staff must attend health and safety training provided by the school.

Risk Assessment & Safe Working Procedures

The school will carry out risk assessments for all activities using the European Education Consultants Risk Assessment Software. The Deputy Headteacher is responsible for managing the risk assessment process. The following people, supported closely by the competent advisor are responsible for ensuring risk assessments have been completed where necessary

Catering – Head Chef

Educational Activities: Design & Technology – Liam Luzmoor

Educational Activities: Music & Drama – Sharon Ciliberto

Educational Activities: Science – Rebecca Hallett

Educational Activities: Sport & Physical Activities – Kerry Wilcocks

Educational Visits & Activities - Individual class teachers supported by competent advisor

Educational, Behavioural & Physical Activities – SENCO

Event Management (e.g. School Disco) – Deputy Headteacher

Fire Safety – Competent Advisor

Management & Site Maintenance – School Caretaker

Medical – Deputy Headteacher and/or SENCO

Office Administration – School Secretary

Security & Safeguarding – Deputy Headteacher

Work Experience – Deputy Headteacher

The risk assessments will be used to develop safe working procedures which must be followed by all staff. Copies of risk assessments are available from the EEC Database and on the School Intranet. Copies of Safe Working Procedures are available on the School Intranet.

Electricity

School Owned Portable Appliances

The school will undertake to annually inspect and test all its portable electrical appliances by a competent person.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment may only be brought into the school by prior agreement. Equipment must be presented to a competent person for testing prior to use. All personal items of electrical equipment must only be used in conjunction with a residual current device

Coordinator

The School Secretary is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing. The Coordinator is also responsible for ensuring that a fixed wiring inspection is carried out for the premises.

The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations is assessed by Schoolsafesw.

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

A central copy of COSHH assessments is available in the school office and on the Intranet. Local copies of assessments are located where chemicals are stored.

Staff Responsibilities

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

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

COSHH Coordinator

The School Secretary supported by the Schoolsafesw are responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been completed.

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

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

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

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

Display Screen Equipment

Workstation Assessment

The Headteacher supported by Schoolsafesw is responsible for overseeing the assessment of all display screen equipment (DSE) used by people at work (i.e. excluding student workstations) to ensure that it is suitable for the task and complies with legislation and the relevant British Standards.

Equipment

Appropriate DSE equipment will be provided as identified by workstation assessments.

Eye Tests for Display Screen Equipment Users

All school employees who are defined as display screen equipment (DSE) users are entitled to a free eye test and special glasses for use with DSE.

DSE users are defined as:-

- Employees who use display screen equipment as a significant part of their normal work; and
- Use DSE for continuous or near continuous spells of an hour or more at a time; and
- Use it in this way more or less daily; and
- Have to transfer information quickly to or from the display screen equipment; and
- A requirement to apply high levels of attention and concentration; or are highly dependent on DSE or have little or no alternative means of completing the work/task.

(Agency staff and other people at work in the school should contact their own employer for details of arrangements that apply to them).

Work Equipment

The Headteacher will be responsible for overseeing the purchase of all work equipment. All work equipment must be purchased from a reputable supplier for the type of equipment that is required.

Before purchase consideration must be given to

- the installation requirements,
- the suitability for purpose,
- the positioning and or the storage of the equipment,
- maintenance requirements (contracts & repairs);
- training and use of the equipment

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

Management of Contractors

The Headteacher is responsible for overseeing the management of all contractors on site.

Selection of Contractors

The School will only select contractors to carry out work who have demonstrated: -

- Competence to carry out the work required (by way of training, knowledge and experience)
- Assessment of the risks associated with the work
- A safe scheme of work
- Appropriate management of the work
- Appropriate vetting procedures for their employees where appropriate
- Appropriate public liability insurance

Management of Contractors

Supervision of contractors will, to an extent, depend on the type of work being carried out:-

- New contractors or contractors visiting the site on a one-off basis will be directly supervised by a member of School staff.
- Term contractors or regular contractors to the site will only be allowed unsupervised access following appropriate checks and assurances from the employer.

All contractors will be required to carry visible identification.

Direct supervision will not be necessary where the area of work is physically separate from the School (for example: where there is construction on site).

Construction Works

For all construction works (other than minor maintenance works) the area under construction will be physically separated from the rest of the School and will be out-of-bounds to all non-construction workers except for the purposes of contract management.

Personal Protective Equipment

School Responsibilities

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

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

Assessment of Need

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

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

Purchase and Storage of PPE

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

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

Staff and Student Responsibilities

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

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

Working Alone

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

In such circumstances, the school will assess the risk to these individuals using the EEC Risk Assessment Software and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks is available on the Intranet

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Headteacher or designated senior manager.

School Security

The School Caretaker is the appointed person who is responsible for the security of the school at the end of the day by ensuring that doors, windows, skylights etc. are secured. He is also responsible for carrying out checks of the premises during the school holidays.

School staff responding to call outs.

The first key holder to be called upon activation of the intruder alarm is the School Caretaker. In the absence of the School Caretaker the Headteacher will be notified

Call out arrangements

No employee is expected to enter a building where it is believed that there is a significant risk.

Violence

The School follows the Council's policy and guidance on Violence at Work. The Head teacher is responsible for managing any risks from violent incidents in the workplace. They are actively committed to supporting measures to control the risk. HSE defines work-related violence as "any incident in which a person is abused, threatened or assaulted in circumstances relating to their work".

Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

The Headteacher is responsible for ensuring

- All staff are aware of the policy
- All staff are aware of the procedures for avoiding violence at work
- All staff are aware of the procedures for dealing with violent incidents
- All staff are aware of the procedures for reporting violent incidents
- All staff are aware of the support facilities available to victims of violence at work
- All incidents of verbal and physical abuse to be recorded using the on-line accident reporting system.

Team Teach

Team teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Please refer to training matrix for confirmation of staff trained in team teach techniques. A specific policy, aimed at the control of pupils, has been adopted. The SENCO has a copy of the 'Model Policy in the Use of Force to Control or Restrain Pupils' on file.