

EAST MIDLANDS EDUCATION TRUST

Health and Safety Policy



East Midlands
Education Trust

HEALTH AND SAFETY POLICY

Introduction

It is the responsibility of all members of staff to be aware of the following policy statement on health and safety and of the organisational arrangements made to implement the policy.

Policy Statement

The Trustees recognise a prime duty to protect the health and safety of all persons in the course of their employment. The policy is to ensure safe working conditions with a clear definition of responsibilities and the development of safe practices through joint consultation.

East Midlands Education Trust has statutory duties as an employer and a general duty of care in law to:

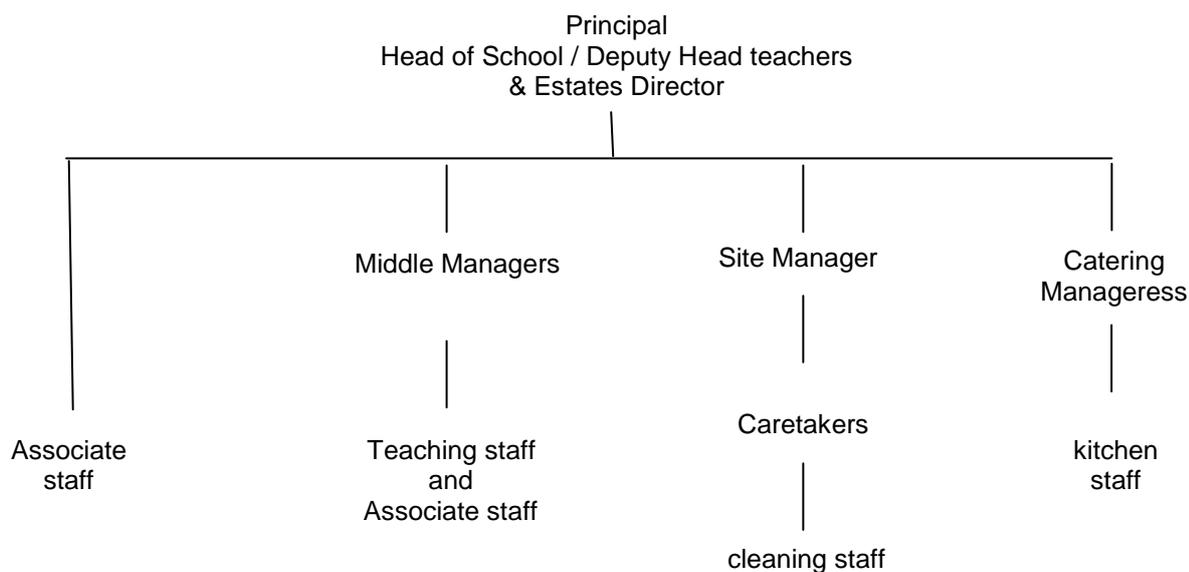
- establish a framework for health and safety which enables all staff and governors to carry out their duties and meet their responsibilities;
- ensure that roles and responsibilities for health and safety are clearly defined;
- ensure that information and training are available to enable those with defined roles and responsibilities for health and safety to be effective.

Each Principal/Head Teacher has statutory duties to:

- take overall responsibility to ensure the safety of staff and pupils;
- report to governors on health and safety issues;
- comply with the Health and Safety policy within resources available;
- ensure that all staff take responsibility for protecting the safety of all others who use the premises and that staff have access to an appropriate reporting system i.e. EVERY (Trust-wide) accepted system.
- ensure that staff are properly informed and trained in health and safety.

Management (i.e. the Principal/Head Teacher, head of school, deputy head teachers, & estates director, heads of centres and heads of department) and supervisory staff (i.e. head site manager, office managers and cook supervisor) are required to provide and maintain safe conditions and systems of work. They are required to comply with statutory regulation, and to acquaint employees with these regulations and codes at appropriate times (e.g. at routine meetings where teaching and the organisation of work are discussed.)

Internal Line Management



Line Management structures may vary from school to school.

RESPONSIBILITIES

The Principal/Head Teacher is responsible for:

- (i) familiarising themselves with the health and safety policy, the organisation and arrangements for effecting that policy, and safety rules and codes applicable to the school as a whole;
- (ii) ensuring that persons for whom the Principal/Head is responsible are trained in their work, and are aware of any hazards or risks associated with their work and workplace;
- (iii) ensuring the provision of contingency arrangements in the event of emergency (e.g. evacuation in case of fire);
- (iv) ensuring that health and safety procedures (e.g. fire evacuation, first aid and use of safety devices), are understood and adhered to by all persons in the school, including visitors and contractors;
- (v) visiting all parts of the school regularly;
- (vi) maintaining a high standard of housekeeping;
- (vii) accompanying representatives of the Health and Safety Executive on their visits, if invited to do so;
- (viii) including health, safety and welfare as a routine item on staff meeting agendas;
- (ix) reporting to the Governing Body and school's safety representative(s) on matters of health and safety;
- (x) receiving all accident, incident or damage report forms, and ensuring that an immediate investigation is carried out on any accident or incident which, in his opinion, gives cause for concern;

- (xi) bringing to the attention of governors matters giving rise to concern;
- (xii) ensuring that all relevant safety literature is collected together and disseminated to all staff.

The Estates Director or relevant person in each school (responsible for health and safety will be responsible to the Principal for:

- (i) familiarising themselves with the authority's safety policy, the organisation and arrangements for effecting that policy and safety rules and codes applicable to the school as a whole;
- (ii) have in place a fire risk assessment, local asbestos management plan, legionella risk assessment and personnel emergency evacuation plan.
- (iii) accompanying representatives of the Health and Safety Executive on their visits, if invited to do so;
- (iv) co-operating with the school's safety representative(s) on matters of health and safety;
- (v) ensuring that all equipment is safe and properly maintained and for ensuring that faulty equipment is taken out of service until defects are promptly rectified;
- (vi) ensuring that the attention of relevant personnel is drawn to any new code of practice or other appropriate literature, and also to any matter which gives rise for concern;
- (vii) ensuring that Middle Managers are aware of their duties and responsibilities in respect of health and safety and that they are aware of the hazards or risk to health associated with their subject specialism, or workplace;
- (viii) withdrawing from use any unsafe equipment, obtaining specialist advice, if necessary;
- (ix) assuming responsibility for the safe working conditions in those rooms which have not been assigned to any department or teacher;
- (x) indicating the necessary action to remedy defects in the school building (e.g. heating, lighting and general maintenance);
- (xi) such other responsibilities as delegated by the Principal/Head Teacher;
- (xii) assisting the Governing Body's designated representative(s) in the completion of safety inspections;
- (xiii) undertaking and keeping records of whole-school risk assessments and ensuring that Heads of Departments and staff in charge of other areas of school undertake and document these. The Estates Director or relevant person in each school will have the support of the Head Teacher and Deputy Heads in the execution of these responsibilities.
- (xiv) Ensure staff have access to radicalisation training/policies including the Prevent strategy and Keeping Children Safe in Education (KCSiE) policy.
- (xv) Ensure staff have an awareness of FGM (female genital mutilation) to which the KCSiE policy refers.

Middle Managers and staff in charge of areas of school will be responsible to the Principal/Head Teacher for:

- (i) familiarising themselves with the health and safety policy, the organisation and arrangements for effecting that policy and safety rules and codes of practice applicable to their departments;
- (ii) ensuring that safety and health provisions and procedures are understood and adhered to by all members of their departments or tutor teams, including part-time staff, visitors, contractors, ancillary staff and pupils (e.g. fire evacuation and use of safety devices);
- (iii) ensuring that all equipment in their area is safe and properly maintained, and ensuring that faulty equipment is taken out of service until defects are properly rectified;
- (iv) ensuring that all teaching staff and associate staff (e.g. technicians in their department/faculty) are trained in their work and are aware of any hazards or risks to health associated with their work and workplace;
- (v) ensuring that safe working practices are clearly set out in schemes of work, and are being implemented, and that all appropriate staff are provided with these schemes of work;
- (vi) giving particular attention to the induction and in-house training of new members of staff;
- (vii) visiting regularly all areas of their responsibility;
- (viii) maintaining a high standard of housekeeping;
- (ix) undertake risk assessments within their area and keep a written log of them in accordance with the school's procedure.
- (x) Swimming Pool (if applicable) - the Site Manager is responsible for ensuring that the relevant compliancy checks and logging systems are in place for the safe operation of the pool for users.

PE staff are responsible for ensuring that, outside of a supervised lesson period, the pool and changing rooms are securely locked to prevent any person accessing the area in the absence of appropriate supervision. Staff teaching or responsible for the area must ensure that yale locks and fire doors are not left "on the latch". During lesson periods a high level of supervision should be maintained with no student left unsupervised. The risk of a potential major incident occurring as a result of negligence is considered extremely high and therefore the locking procedures must be adhered to.

All staff in school. Everyone should:

- (i) observe all safety rules and implement safe working practices at all times;
(IF YOU THINK IT UNSAFE DO NOT DO IT);
- (ii) correctly use safety equipment and protective devices as necessary (e.g. guards on machinery, protective clothing and eye protection);
- (iii) comply with instructions given on health and safety matters;
- (iv) ensure pupils are adequately supervised and have received the necessary instruction for work they are set or permitted to do;
- (v) ensure that colleagues or pupils, if injured or unwell, are given assistance.

All employees are also encouraged to:

- (i) participate in improving health and safety within the school by making suggestions on this matter to their Head of Department or Safety representative;
- (ii) foster safety consciousness and good practice amongst all pupils and other employees.

All employees' attention will be drawn to the relevant codes of practice and information applicable to their specialism, skill and workplace by the school management.

Safety Representatives

The appointment of safety representatives is the prerogative of accredited trade unions in accordance with the Regulations on Safety Representatives and Safety Committees (SI 1997 No.500), and Safety Representatives are empowered to:

- (i) carry out inspections and investigations in accordance with the Safety Representatives and Safety Committee Regulations (SI 1977 No.500).
- (ii) have immediate access to inspection of any statutorily notifiable accident or occurrence;
- (iii) have access to, for the purposes of consultation, any relevant statutes, regulations, orders, codes of practice or guidance issued by or through the Health and Safety Commission and/or its Executive;
- (iv) have their names displayed locally.

Competent person

An appointed officer(s) and/or site manager in each school should have the IOSH qualification. In the larger secondary schools, the site manager or other nominated competent person should work towards gaining the NEBOSH qualification and

- (i) assist with undertaking the measures needed to comply with the requirements and prohibitions imposed, by or under the relevant health and safety regulations; and
- (ii) requires that every employee is provided with adequate health and safety training, and when entrusting tasks to employees their capabilities with regard to health and safety are taken into account.

Governors

Governing bodies have statutory duties to:

- (i) ensure that buildings and equipment are safe;
- (ii) inspect health and safety in the school annually;
- (iii) comply with health and safety policy statements within resources available;
- (iv) decide on priorities for expenditure, under advisement of the Principal/Head.
- (v) Ensure that detailed compliancy records are maintained to provide evidence to the HSE as and when required.

Key staff with responsibilities

Each school should list staff with responsibilities.

Procedures in place

Each school should refer to their own procedures, as appendices to this policy, which must include:

- Appendix 1 - Risk assessment procedures
- Appendix 2 - Intruders procedure
- Appendix 3 - Accident and dangerous occurrence reporting arrangements
- Appendix 4 - First aid arrangements
- Appendix 5 - Duties of the school nurse (if applicable), first aider and appointed person(s).
- Appendix 6 - Fire evacuation procedures
- Appendix 7 - Protocol for visitors to school

These appendices must be made school specific and a copy retained on each school’s website.

It is the duty of the Trustees to keep the management of the school informed as to the adequacy, condition and state of repair and decoration of the school premises including the lighting, heating and ventilation, the cleanliness and sufficiency of the sanitary and ablution facilities, and the suitability, condition and sufficiency of the school furniture. This duty is discharged by the governors designated representative(s) making at least one annual inspection and appraisal of the premises and reporting their findings to the governing body.

Buy back Health and Safety expertise

Currently the trust does not have the internal level of expertise for all health and safety issues. Consequently, this is a buy back provision for all schools that the trust will coordinate.

The Estates Director will retain the signed copy of this policy.

Signed (Trustee)

Date

Updated by:	Estates Director
Reviewed by:	Trustees
Reviewed:	Autumn 2018
Next review due:	Autumn 2019

Risk Assessment Procedure

Background

All staff in school have a duty of care as far as health and safety within school is concerned. There needs, however, to be policies in place to facilitate the discharge of this responsibility in a planned and systematic manner. The principal means of doing this is through the school's health and safety policy, but, in addition, there is the need for a carefully delineated risk assessment procedure. Risk assessment is the cornerstone of health and safety management in accordance with health and safety legislation. Its purpose is to:

- aim for the ideal of a health, incident-free school
- indicate the organisation and other arrangements for carrying out the procedure
- emphasise the importance of individual safety and the role played by individuals in creating a safe and healthy school.
- recognise the relationship which exists between the control of risks and the health and safety of pupils and staff.
- acknowledge the importance of health and safety to the overall success of the school.

Staff with more specific duties

In a large school risk assessments cannot be carried out by a single individual or small group of individuals. Responsibility for the oversight and organisation, however has been delegated by the Principal/Head Teacher and the governors of the school to the member of the leadership team who is responsible for health and safety within school. The leadership member concerned will work with the governors' designated representative(s), heads of departments and managers of non-teaching areas to ensure that, within common parameters, risk assessments are carried out and recorded to cover the whole school and its activities. The member of the leadership team concerned will work with those individuals who have specific duties to ensure that adequate training is provided and guidance in carrying out the process described below.

Timescale

Middle managers should keep a log of risk assessments, to which they must add as and when further/different risks are perceived. It should then be reviewed on at least an annual basis or earlier if health and safety requirements so dictate e.g. if an accident has taken place.

Procedure

Staff with responsibility for carrying out a risk assessment in a given area should undertake the following:

- ensure that all relevant risks and hazards are addressed. In order to do this, they should:
 - (a) identify the hazards (e.g. substances or equipment used, work processes or work organisation) which can potentially cause harm;
 - (b) refer to any relevant acts or regulations, as they may help to identify the hazards
 - (c) assess the risks from the identified hazards (if there are no hazards, there are no risks) – some risks may be controlled already and the effectiveness of these controls needs to be taken into account in assessing the residual risk

- (d) be systematic when looking at hazards and risks – in some cases it may be necessary to look at hazards or risks in groups, such as machinery, transport, substances, electrical equipment, while in other cases an operation-by-operation approach may be required. e.g. with materials used in a particular department or office
- (e) ensure that all aspects of the work activity are reviewed.
 - address what actually happens in school or during a given activity, as actual practice may differ from theory.
 - ensure that all groups of staff, pupils and others who might be affected are considered.
 - identify groups which are particularly at risk.
 - take account of existing preventative or precautionary measures – decide if they work properly.

Records are important; risk assessments rely on information relating to past incidents which is used as an aid to the identification of the type and scale of future hazards. The more information which is to hand, the better the assessment is likely to be. Records provide hard information relating to the causes, scale and frequency of any problems.

The risk assessment process should ensure that the school has some means of comparing one risk with another. This allows high risk activities and situations to be given greater priority when resources are being allocated. The risk, which can be defined as the potential for loss, damage, injury or harm, should be assessed as **major, significant** or **minor**. The probability of the event occurring is another element which determines the scale of risk and should be classified as **high, medium** or **low**.

Risk control measures

The method used to control a risk must be in proportion to the risk. This makes the assessment of risk control measure an important element of the risk assessment process. It is important to remember, however, that education is often about controlled risk, not the elimination of risk. The hierarchy of risk control measure should be as follows:

- Making the activity safe (e.g. changing the way an activity is carried out; stopping the risk creating activity; avoiding the risk creating area; using a safer alternative).
- Making the equipment or facilities safe to use (e.g. putting guards on machines which must be in place before the machine can be operated; automatic systems which provide ventilation or control air-borne hazards; separating the user from the risk-creating process by, for example, a fume-cupboard; placing restrictions on who may operate certain equipment).
- Making people work in a safer manner (e.g. using suitable systems of working; using protective clothing and equipment; providing appropriate training).

Performance indicators

Once a risk assessment has been carried out and the objectives identified, the next step is to lay down performance indicators against which progress towards an objective can be assessed. In practice, performance indicators are often no more than a description of what is expected and will have been achieved by the time an objective has been reached. However, to be useful, performance should be able to be assessed against some meaningful criteria. They should also reflect the priorities which have been discovered by the risk assessment. Performance indicators may cover the following:

- Premises (design and construction)
- Plan equipment and services (original specification, installation, use, maintenance)
- Hazardous substances (specification, suppliers, delivery, storage, use, disposal)
- Staff and pupils (organisation, training, supervision)
- Methods of work (training, supervision)
- Risk control measures
- Command, control and communications

Performance indicators should also include review procedures, inspection intervals, training requirements, enforcement procedures, and maintenance requirements. The detail in performance indicators should be in keeping with the element of risk e.g. safe movement around school may require one or two simple rules, while other risks, such as using power tools, will require more detailed specifications. However, it must be remembered in the whole of this process that **review** is a vital element.

Procedures for dealing with unknown persons or intruders on site

The procedure for visitors on site is that they report to the main reception. Unless their business is entirely with reception (e.g. bringing a pupil's forgotten lunch box), they should sign in and they will be issued with a visitor's badge. The only exception to this should be those cases where the visitors will be accompanied continually by a member of staff (e.g. a contractor who has been called in to give a quotation and who will be shown the job by a member of staff).

If, therefore, members of staff come across people on site who do not come into the category above or if these people are of school age and staff do not recognise them as our own students, they should follow the procedure outlined below:

1. If there is no apparent threat from the person, approach the person concerned and, in a manner which cannot be construed as threatening, endeavour to establish the nature of his/her business. Useful lines of approach are 'Can I help you?', 'Are you looking for someone?' or, if the person is of Year 12/13 age i.e. secondary schools and you are not certain whether he/she is one of ours, 'Are you a student here/whose tutor group are you in?'.
2. If the person appears to be a bona fide visitor, ask him/her to report to main reception. If, on leaving you, he/she does not do this, treat the person concerned as an intruder and follow procedure (3).
3. If the person appears to be an intruder but does not seem to pose a threat, point out that he/she should not be on the school site and ask him/her to leave. A member of the leadership team or reception should then be informed.
4. In cases where people do not leave, report the fact immediately to a member of the leadership team or reception, who will do this for you. A member of the leadership team concerned will investigate and make a judgement as to the level of response required e.g. whether the police needs calling or whether the matter can be dealt with by personal intervention. If there is a real and immediate threat, the police will be alerted by dialling 999. The member of the leadership team dealing with the matter may have to call upon other members of staff for assistance in certain circumstances.
5. In the very unlikely event of reception not being able to contact a member of the leadership team immediately, they will contact one of the most senior members of middle management readily available. The person concerned should then start carrying out the procedure given in point (4), until a member of the leadership team arrives.
6. If any member of staff involved in the situation such as those indicated above is threatened or subject to any type of violence, whether verbal or physical, the member of staff concerned should not only report the fact at the time but, as soon as possible afterwards, complete Form SR3/5 (available from the school office).

Accident and Dangerous Occurrence Reporting Arrangements (LA procedure)

In the normal circumstances all accidents are reported to the teacher in charge who is responsible for completing the accident form.

Copies of the Accident form are available from the school office and must be completed on the day of the accident and returned to the school office. The form is then sent to the Head Teacher or designated person for signing.

ACCIDENTS CAUSING A FATALITY OR MAJOR INJURY (as defined below) OR RESULTING FROM A DANGEROUS OCCURRENCE (as defined below in schedule 1) MUST BE REPORTED IMMEDIATELY TO THE HEAD TEACHER OR A DEPUTY HEAD BY THE TEACHER DEALING WITH THE INCIDENT.

The action required in case of fatality or major injury or dangerous occurrence are as follows:-

<u>Type of accident</u>	<u>Action required to be taken</u>
(a) Fracture of the skull, spine or pelvis	<p>1. Notify the Administration Section. Common Services, Education Dept at Nottinghamshire County Council, County hall (Tel : Nottingham 0115 9773603, Derbyshire County Council on 01623 533190 or Nottingham City Council 0115 8761494) giving details of the incident and confirm in writing using a self-duplicating report form. One copy is retained, the other should be sent to the Administration Section at the local authority.</p> <p>When an accident resulting in major injury/fatality involves a contractor's employee or a part-time student attending a college or further education, notify the employer concerned by telephone.</p> <p>For incidents involving a fatality or major injury notify the Notts Health & Safety Executive as soon as possible by telephoning Nottinghamshire 0115 9470712, Derbyshire 01623 533190 or Nottingham City council 0115 8761494, giving details of the incident. A record of the notification must be made using the appropriate form.</p> <p>Assist the Inspector of the Health & Safety Executive in any investigation he may choose to make, affording him such facilities and assistance that are within your control. Employees must provide a statement in writing to be signed after perusal by the County Solicitor and County Insurance Office.</p>
(b) Fracture of any bone	
i) in the arm other than the hand or wrist	
ii) in the leg other than a bone in the ankle or foot	
(c) Amputation of a hand or foot	
(d) Lose of sight of an eye or,	<p>2. Assist the Inspector of the Health & Safety Executive in any investigation he may choose to make, affording him such facilities and assistance that are within your control. Employees must provide a statement in writing to be signed after perusal by the County Solicitor and County Insurance Office.</p>
(e) Any other injury which results in the person injured being admitted to hospital as in-patient for more than 24 hours, unless that person is detained for observations only	
<u>Other Incidents</u>	Report using established accident report procedures.
<u>Dangerous occurrences</u>	Action as above under fatality or major injury.

First Aid Arrangements

First aid boxes are located in the school offices, laboratories, staff room, workshops, school kitchen and caretaker's office.

Medical Care

(a) Pupil Illness

In the event of a child feeling ill or suffering a minor injury the teacher in charge of the class or tutor group should assess whether the child is able to continue with the lessons or be sent to the school's first aider. It may be appropriate to allow a second child to accompany a pupil. If the child is able to continue with the work he or she should be advised to see the first aider during the break or lunch period.

In the event of the main first aider being unavailable, the child should be directed to student services or the school office. Staff will then consult with relevant staff such as heads of department, principal, head of school or deputy heads, in order to determine whether parents need to be contacted.

First Aid Arrangements

In school there are several individuals who have the necessary training to apply first aid in the event of an emergency, (first aiders). There are other individuals who have a smaller amount of first aid training who will be able to take charge of the situation prior to the arrival of a first aider, practitioner or ambulance (appointed persons).

First aid rota staff

[Insert staff names]

Accident forms are completed and returned to main reception.

Staff organising trips are advised that they will need the attendance of a first aider.

In the event of a more serious accident or other medical emergency occurring to a pupil it is likely that the incident will be reported to the teachers in charge of the class or tutor group, or the teacher/pastoral assistant/lunchtime supervisor. The individual concerned should then take steps to contact a named person or first aider. The quickest route to such individuals will be via the student services or main reception, who hold timetables. If an injury or medical emergency occurs to a member of staff, a first aider or named person should again be contacted as soon as possible.

NB. The individual to whom the accident is first reported should complete an accident form. There are copies available from reception.

If it is felt necessary to send for an ambulance then the school office staff should be asked to do this. If a parent is not available to go to the hospital or receive the child when the ambulance reaches the hospital a member of staff must accompany the injured individual.

[insert location of first aid equipment e.g. medical bags, blankets, defibrillator.]

Duties of the School Nurse, First Aider and Appointed Person

Duties of the School Nurse

The school nurse is employed by the Local Health Authority, but is based in school part-time. In addition to the health checks and other services required by the Health Authority, the nurse has the following duties:

1. To provide advice and guidelines to staff enabling them to deal more effectively with children's minor ailments and accidents;
2. To participate in the development of PSHE teaching programmes, providing advice and guidance on the inclusion of elements of health care and first aid;
3. To assist in the teaching of general health care and first aid programmes for staff and pupils;
4. To provide advice and guidance to children and staff in assisting with the care of children with specific medical conditions;
5. To provide advice and guidance to teaching staff involved in the provision of health and fitness courses;
6. To organise the transportation of children to hospital as necessary, including accompanying appropriate children;

Duties of First Aiders

In the event of an employee or any other person being injured or becoming ill on the premises, a first aider shall:

1. Take charge of the situation;
2. Render first aid as necessary;
3. Advise local supervision/management of the need for help from a Medical Practitioner or Nurse, of the need for the emergency ambulance to be called, or any additional action which needs to be taken;
4. Ensure that a record is made of the incident;
5. Have charge of the first aid equipment and facilities, keeping stock and replacing items as necessary;
6. Maintain notices of first aid arrangements in the section/department/establishment;
7. To maintain the first aid boxes.

Duties of an Appointed Person

In the event of an employee, or any other person, being seriously injured or having major illness occur on the premises an appointed person shall:

1. Take charge of the situation having summoned help from a First Aider, Medical Practitioner or Nurse or called for the emergency service, as or if necessary;
2. Ensure that a record is made of the incident;
3. Have charge of a first aid box and keep stock of its contents, replacing items as necessary;
4. Make available first aid requisites for the treatment of minor injuries;
5. Maintain notices of first aid arrangements in the section/department/establishment.

Appointed persons will also act as stewards in the event of an emergency and participate in the contingency arrangements for their particular workplace.

EVACUATION PROCEDURE FOR FIRE ETC ON DISCOVERY OF A FIRE

- (a) A member of **STAFF** on discovering a fire, or having a fire reported, must set the fire alarm system ringing and then report the whereabouts of the fire to **[insert as appropriate]** immediately. The Administration/Finance staff will then contact emergency services after liaising with site staff.
- (b) Any **STUDENT** discovering a fire should immediately report to the nearest member of staff, informing him or her of its exact whereabouts. The member of staff will then act as detailed above.

ONLY IF NO MEMBER OF STAFF IS READILY AVAILABLE SHOULD A STUDENT SET THE ALARMS RINGING (using a hard object such as the heel of a shoe to break the glass).

Automatic gates will open automatically if the fire alarms go off **[change if appropriate]**.

EVACUATION PROCEDURE

On hearing the fire alarm (i.e. continuous ringing of a bell) teaching groups will be instructed to leave the building via the nearest available exit. They will be **LED** by their teacher to that exit. Students will then move to the nearest assembly point.

STUDENTS ON PRIVATE STUDY

It is most important that **ALL** unsupervised students evacuate the building immediately in accordance with the general evacuation instructions. This includes year 12/13 students in the case of secondary schools.

AT LUNCHTIME, BREAK, BEFORE AND AFTER SCHOOL

If the fire bell rings at any time during the day whether it be immediately prior to registration, lunchtime or break then students must move to the nearest gathering point. Lunchtime Supervisors will supervise the gathering points should the fire bell ring during lunchtime. Any staff occupying buildings either prior to registration or at lunchtime should sweep areas where they are aware that children may be involved in activities (e.g. common rooms) and then report to assembly points.

All staff, excluding those standing by in the office area but including any visitors, will report to the assembly points as soon as possible. This will include the site staff on duty in the main building and any other associate staff. Teaching staff or tutors will supervise their groups until the all clear is given.

WHEN THE SCHOOL IS OPEN BUT NOT IN SESSION

All people on site will evacuate the buildings via the nearest available exit. Senior management (if they are on site) and the site staff on duty will assemble outside **[insert designated area]**.

FIRE ALARMS OUTSIDE OF CORE SCHOOL HOURS

Could staff working in the building outside of the normal school day please ensure they do evacuate the building if the fire alarms go off and then return to the building as normal. Realistically the sweeper system fails when there are only a few members of staff left on the site, therefore site staff take responsibility for ensuring there is no risk to anyone and control re-entry on that basis. Sweepers working with a group of students need to get their students to safety first and foremost and may not therefore be in a position to confirm a full sweep.

At the start of each term tutors **must** inform students of the fire evacuation procedure including the identification of assembly areas.

Supply staff and student teachers must be provided with copies of the fire evacuation procedure on entry into the school. Visitors on reporting to the School Office will be issued with a copy of the evacuation procedure.

THE ASSEMBLY AREAS IN THE EVENT OF A FIRE

[insert assembly areas]

Students must follow their tutor or teacher to the nearest exit when leaving a teaching room. To get to your assembly points you **must not** move through another building in order to take a shortcut.

On evacuating the building children must be told to be quiet in order that they can hear any instructions. They must also be told not to run.

If for any reason (e.g. dental appointment) children have to leave school during the school day, they must ensure that they receive an exeat form from their Director of Learning and they must also **sign out** at **[insert]**. If they are given permission to leave school for any reason they **must** sign out. **On return** to school they will also be required to **sign in**.

RE-ENTRY

[insert relevant procedures]

STAFF DUTIES IN CASE OF FIRE

[insert routine instructions, sweeping details, nominated staff and site map showing fire assembly points]

Protocol for visitors to school

Responsibilities

The Head teacher and Chair of Governors are responsible for implementing this guidance and managing visitors to the school. All staff have a responsibility to ensure that visitors to the school are properly welcomed and managed safely within school.

All staff will be made aware of this guidance and that it applies to all visitors equally, including VIPs.

Types of visitor

There are a number of different types of legitimate visitors to a school.

- Visitors who attend the school in connection with children and who have a professional role i.e. social workers, educational psychologist, SEND officers, targeted support workers or health related professionals.
- Visitors attending to work with children in roles such as peripatetic tutors, sports coaches
- Visitors who attend the school in connection with the building, grounds or equipment i.e. builders, contractors, maintenance staff or IT workers
- VIPs – Very Important People
- Other legitimate visitors i.e. parents, school governors

Visits should be planned to ensure they run smoothly taking into account the need to safeguard both children, the reputation of the school and the visitor. Where appropriate, risk assessments should be undertaken.

Procedures for ALL visitors

- Wherever possible, visits to schools should be pre-arranged
- All visitors must report to reception first and not enter the school via any other entrance
- At reception, all visitors should explain the purpose of their visit and who has invited them. All Local Authority staff should show their photo ID card.
- All visitors will be asked to sign the visitors' record book. If the visitor is part of a large group of visitors a separate register may be utilised or other relevant signing in process undertaken.
- A visitor's badge should be worn and displayed prominently.
- Visitors should wait in the reception area until they are met by an appropriate member of staff to be escorted to their destination.
- All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils/children unless this is a legitimate part of their role for example a social worker seeing a child and the school has assured itself that the visitor has had the appropriate DBS check (or the visitor's employers have confirmed that their staff have appropriate checks).
- On departing the school, visitors should leave via reception, sign out of the building, return their visitor badge and be seen to leave the premises. School reception staff should check the 'in – out' records regularly to monitor compliance with these procedures.

Special categories of visitor

VIPs

A VIP is usually an external visitor of importance or influence who commands special treatment.

- Royalty and Royal Representatives
- Government (Members of Parliament, including government ministers and politicians)
- Diplomats and Senior Public Servants
- Chairpersons/ Chief Executives Officers of major companies and organisations
- Senior Officers from Charitable Trusts
- Religious leaders
- Civic and local community leaders
- Notable academics, Olympians, Authors, high profile prize winners and those with Celebrity status in particular fields such as sport, music, the arts, media including celebrities and who are likely to inspire others.

Important considerations for VIP visits

An invitation to a VIP should be made in advance with sufficient time to enable appropriate planning for a safe and successful visit recognising how the visit will be hosted and importantly who will be escorting and supervising the visitor at all times.

In general terms VIPs should be treated in a very similar way to any other visitor but a degree of common sense should prevail. Members of their entourage though should be expected to follow normal procedures.

All VIPs and any entourage should be accompanied at all times by a member of staff.

Local Authority Staff

Council staff who visit schools and who have unsupervised contact with children will have had an appropriate DBS check conducted by their employing service. The school will, of course, need to see identification from visitors to confirm that they do indeed work for the local authority. All LA Council staff visiting schools carry photo identification.

Staff from other MAT schools

A member of staff from a MAT school wearing an EMET badge and lanyard has access to the school without signing in.

Staff from other agencies

The same requirement as above applies. If the school has 'written notification' from an agency that their staff have a DBS 'Enhanced with barred list information' check, then it is not necessary for the visitor to produce individual evidence of their DBS check before being granted unsupervised contact with children.

Candidates for interview

For those candidates currently working in a school a small amount of time to see the school, not escorted by a member of staff is appropriate. Candidates who do not fall into this category must be escorted by a member of staff.

Contractors

The statutory guidance says:

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college. (Keeping Children Safe in Education DfE Sept 2018)

For building or maintenance contractors schools should establish a formal agreement regarding access to specific areas of the building. For many building projects physical separation – fencing off of the work areas, will provide additional safeguards. Any DBS checks required should be completed before the contractor begins work in school.

Trainee teachers

The statutory guidance says:

Where applicants for initial teacher training are salaried by the school or college, the school or college must ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, schools should obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record. (Keeping Children Safe in Education DfE Sept 2018)

As with other visitors who have been checked by an external organisation, the school should have 'written notification' that appropriate checks have been made.

If tutors of trainee teachers do not have unsupervised contact with children they will not require a DBS check. If they do have such contact, then it will be the responsibility of their institution to undertake the check and inform the school that appropriate checks have been made.

Governors

Governors should follow the same procedures as other visitors when coming in to school. If they are to have unsupervised contact with children, they will require the appropriate DBS checks.

Parents and relatives

Keeping Children Safe in Education (2018) says that schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors such as children's relatives or other visitors attending, for example, a sports day. In these circumstances staff will use their professional judgment about the need to escort or supervise visitors.

Ofsted

Ofsted have provided Nottinghamshire County Council with written confirmation that all Ofsted staff who would visit a school have been through a DBS 'Enhanced with barred list information' check. They have also confirmed that all approved additional inspectors have also been through a DBS 'Enhanced with barred list information' check. Ofsted provide a list of all approved additional inspectors at:

<https://www.gov.uk/search?q=additional+inspectors>

The school will regard this note as constituting 'written notification' that Ofsted staff have been subject to relevant checks, as the local authority holds the 'written notification' from Ofsted.

Raising awareness of visitor safety with children

Pupils should be reminded on a regular basis and especially prior to any VIP or celebrity visits that they should remain with a staff member and not wander off/ leave an area which is not supervised by a member of staff. They should also be reminded of any other relevant actions identified by a risk assessment relating to the visit.

Concerns related to a visitor

Pupils, staff and parents should be made aware of who they should report concerns to or go to for help and advice if they have concerns about a visitor. This would be any teacher in the first instance, who should then report the concerns to the designated person for safeguarding.

Any issues regarding the suitability of visitors to the school will be noted by the designated person for safeguarding and promptly brought to the attention of the Principal. If the behaviour of a visitor causes safeguarding concerns the designated person for safeguarding will contact the Nottinghamshire, Derbyshire or Nottingham City council Safeguarding Children in Education Officer (SCIEO) for advice.

Unknown, uninvited or malicious visitors to the school

Any visitor to the school site who is not wearing an identity badge should be challenged politely by staff and escorted to reception to sign the visitor's book and be issued with an identity badge. Failure to comply should result in them being asked to leave the site and the Head teacher or other senior person informed. In extreme circumstances or if the person refuses to leave, the police could be called and the Business Continuity Plan invoked.

Monitoring and Evaluation

The school will regularly monitor and evaluate the implementation of this policy and its effectiveness. The responsibility for this will lie with the Designated Person for Safeguarding and the Business Manager.

Linked policies

This guidance should be read in conjunction with other related school policies:

- Safeguarding and Child Protection Policy
- Safeguarding – Safer Recruitment policy
- School Employee Code of Conduct.
- Healthy and Safety Policy
- Whistle Blowing Policy
- Coping with a School Emergency / School Emergency Plans
- Equality Scheme including Access Plan