

TKS Health and Safety Policy

Reviewed Mar 2016: Update by SB/JB/GS/MB Aug 2018; Lockdown added Nov 18.

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1. Policy Statement

The policy of Oxfordshire Community Churches for its school (known as The King's School) through the governing body of the school is:

- a) to provide and maintain safe and healthy working conditions, equipment and systems of work for all persons** engaged in the functioning of the school;
- b) to provide such persons** with all necessary health and safety information, training and supervision;
- c) to accept responsibility for the health and safety of all pupils attending the school;
- d) to ensure that the activities of the school do not adversely affect the health and safety of other people.

2. Organisation

- 1.1. The duty to comply with Statutory requirements is the responsibility of Oxfordshire Community Churches but the responsibility for carrying out the policy on a day to day basis is delegated through the Governing Body to:
 - 1.1.1. the Principal of the school, or in his absence to
 - 1.1.2. the next most senior member of staff: generally the Head of the Senior school, and the Head of the Primary school and the manager of Stepping Stones for their respective sites.
- 1.2. All full time staff have a duty to take reasonable care for the health and safety of themselves, pupils, and of others who may be affected by their acts or omissions, and to co-operate with the Governing Body on all matters concerning health and safety.
- 1.3. All persons** engaged in the functioning of the school are responsible for helping to achieve the aims of this policy and whenever anyone notices any danger to the health and

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safety of anyone they must immediately make the situation safe or, if they cannot solve the problem, they must report it immediately to the Principal or the Senior Management Team.

1.4. The Governing Body considers relevant Health and Safety risks routinely as part of its termly agenda. There is a risk assessment policy overseen by the Governors.

** Persons engaged in the functioning of the school means 'all full time or part time paid staff and all voluntary unpaid helpers in whatever capacity they may be engaged'.

3. Arrangements

The arrangements and procedures for the implementation of this policy are set out in the attached document.

Signed: Date:
Chairman of The King's School Governors

Signed: Date:
Chairman of The Estates Committee

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Health and Safety

Responsibilities

Principal	Mr Steve Beegoo
Head of Secondary School	Dr Jeremy Blakey
Head of Primary School	Mrs K Evans
Manager of Stepping Stones	Mrs Adrienne Blakey
Health & Safety Coordinator	Dr Jeremy Blakey
H&S Governor	Mr Mike Briggs

Science Laboratory safety	Dr Jeremy Blakey
Cleaning equipment	Contract Cleaners
Legionella safety	Mrs Gilly Simmonds
Fire Marshall	Mr Mark Adam

Contacts

Windrush Health Centre	Witney 702911
Fire Officer	Witney 702273 (Mr Chris Wilson)
Fire Extinguisher Maintenance	01869 252600 or 07818 455523 M C Fire Protection
—	Tony Winterbourne
Fire Alarm System Maintenance	MCFP

Arrangements

a) Fire Precaution	
Fire Drill	<ul style="list-style-type: none"> to be held once per school term and recorded in the Fire Log. to be supervised by the Health and Safety Officer and results to be assessed and any necessary action taken.
Exits & Escape Routes	<ul style="list-style-type: none"> to be monitored and kept clear at all times by all persons engaged in the functioning of the school.
Equipment	<ul style="list-style-type: none"> to be inspected and tested according to the specification (see attached)
b) Housekeeping	
Cleaning	<ul style="list-style-type: none"> cleaning equipment and materials to be kept locked in the cleaners' cupboard. access to the cupboard by authorised persons only. cleaning requirements to be as per separate specification.
Waste Disposal	<ul style="list-style-type: none"> non hazardous liquid waste via drains. combustible waste to be placed clear of the building for disposal non-combustible dry waste to be placed in bin liners and placed clear of the building for transport to local authority disposal site.

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	<ul style="list-style-type: none">used aerosols and any other pressurised containers to be placed with scrapped glassware in separate bin located in the Science Lab
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c) Accidents

First Aid Kit

- is the responsibility of the Qualified First Aider or the Appointed Person.
- First aid kits are situated in the Reception office and sick bay. Each first aider has their own emergency kit.

Reporting of incidents

- All first Aid incidents must be reported in the accident book (on schoolbase)
- 'Near miss' incidents MUST be recorded in the accident book as a 'Non Casualty Incident' (NCI)

d) Electrical Equipment

- all electrical equipment on the premises is to be inspected and tested in accordance with all relevant statutory regulations, HSE Guidance Notes, and manufacturers instructions.
- portable electrical equipment to be visually inspected by the person proposing to use it before each time it is used to ensure it is free from any damage and safe to use.
- in any instance of suspected danger, equipment MUST immediately be switched off at the wall socket, the plug removed from the socket, a label marked DO NOT USE is to be firmly fixed to the equipment and the situation reported.

e) Training

- health and safety and fire precaution training, including the use of electrical equipment and in the spotting of and dealing with hazards, is to be given as the need arises or, as required by relevant statutory regulations, but not less than once per annum. Use of fire extinguishers is to be done by Fire Marshalls every year.

f) Practical

Activities -

before engaging on any practical activity, involving the pupils:

- a risk assessment MUST be carried out.
- staff are advised to keep a record of risk assessments.

a risk assessment is to state:

- 'Nature of Risk' 'Action Recommended'

APPENDIX A

Fire Alarm and Emergency Lighting Service and Maintenance Requirement

1. Codes of Practice

Servicing and maintenance to be in accordance with the requirements of:

BS5839 Fire Alarms

BS5266 Emergency Lighting

2. Servicing and Drill Schedule

a. Weekly

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- i. Alarm indicator panels normal**
- ii. All exits opened**
- iii. No internal or external fire doors damaged or obstructed**
- iv. 30 second alarm when occupied**
- v. Different call point tested**
- vii. Extinguisher check**
- viii. Emergency lighting checked**

b. Termly

- i. Carry out fire drill and log
- ii. Examine system for physical security, corrosion, damage, degradation`
- iii. Layout changes - ensure siting of system components is not affected by any building layout or structural changes.
- iv. Test - all Fire Control Panel functions including normal power supplies and standby batteries. Extinguishers are placed, present and undamaged
- v. Magnetic and electronic release is functional
- vi. Escape Routes are clear and open

c. Six Monthly

- i. Fire Alarm Service by AVG

d. Annually or Three Yearly

- i. 1 hour emergency lighting test
- ii. Extinguisher servicing
- iii. Emergency lighting 3 yearly check for 3 hours

3. Emergency Repairs

Provide 24 hour cover for defects which cannot be deferred to next scheduled visit.

4. Parts and Labour

Inclusions/exclusions to be clearly defined in costs for maintenance contract.

Weekly Log Sheet

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Weekly Fire Safety Checks 2018-2019		Weekly Checks						
Month	Date (Fri)	Alarm indicator panels normal	All exits can be opened	No internal or external fire doors damaged or obstructed	30 second alarm when occupied	Call point tested (1-16)	Extinguishers placed, present & undamaged	Emergency lighting check
Sep	7							
	14							
	21							
	28							
Oct	5							
	12							
	19							
Nov	2							
	9							
	16							
	23							
	30							
Dec	3							
	10							
	17							
Jan	11							
	18							
	25							
Feb	1							
	8							
	22							
Mar	1							
	8							
	15							
	22							
	29							
Apr	5							
	26							
May	3							
	10							
	17							
	24							
June	7							
	14							
	21							
	28							
July	5							
	12							

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Termly and Other Checks Log Sheet

Termly and other checks 2018-2019		Termly Checks (with Drills)				Records Monitored by JB/MB or SB
Date of Drill and Checks	Call point tested in drill (1-16)	Extinguishers placed, present, undamaged	Magnetic/electronic release	Escape routes clear and could open		
Autumn term						
Spring term						
Summer term						
	Date	3-6 monthly fire alarm service by AVG				
Autumn term						
Spring term						
Start Summer						
End summer						
		Annual or 3 Year Check by MCFP				
Year	Date	1h Emergency lighting	Extinguisher service	Emergency lighting 3 hour (3 years)		
2017						
2018						
2019						

APPENDIX B

General Hazards - Storage

1. Storage:

All loft storage areas must be accessed by the appropriate ladder. Two personnel are to be the part of any such operation. All floor standing storage shelves must be fixed to permanent structures. All high storage is clearly labelled and to be accessed using relevant ladder.

2. Science Laboratory:

All containers to be clearly labelled.

Chemical storage cupboard to be kept locked at all times and accessed by authorised staff only.

Science laboratory safety is the particular responsibility of Dr J.Blakey.

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Appendix D – First Aid

Qualified First Aiders:



Most of our full and part time staff are first aid trained, so as a school we are well equipped to deal with any accidents that may happen during school hours.



Name		Qualification	Date of expiry
Mark	Adam	Emergency First Aid with Schools Module	5/9/19
Giles	Beck	Emergency First Aid with Schools Module	5/9/19
Jeremy	Blakey	First Aid at Work	16/11/18
Catherine	Bowers	Sports First Aid	25/6/21
Olivia	Enticknap	Paediatric Infant and Child First Aid level 3	18/11/20
Kate	Evans	Emergency First Aid with Schools Module	5/9/19
Rebecca	Gray	Emergency First Aid with Schools Module	5/9/19
Saartjie	Halgreen	Emergency First Aid with Schools Module	5/9/19
Keith	Hobbs	Emergency First Aid with Schools Module	5/3/21
Carol	Jackman	Emergency First Aid with Schools Module	5/9/19
Joanne	Leeming	Emergency First Aid with Schools Module	5/9/19
Sarah	Lomas	Emergency First Aid with Schools Module	5/9/19
Sally	Mason	Emergency First Aid with Schools Module	5/9/19
Kate	McKenzie	Emergency First Aid with Schools Module	5/9/19
Lynn	Moxham	Emergency First Aid with Schools Module	5/9/19
Julia	Newman	Emergency First Aid with Schools Module	5/9/19
Wendy	Rapson	Emergency First Aid with Schools Module	5/9/19
Kathryn	Smith	Emergency First Aid with Schools Module	5/9/19
Jason	Thomas	Emergency First Aid at Work	28/3/21
EYFU			

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Adrienne	Blakey	Paediatric First Aid	15/11/20
Heather	Cooper	Paediatric Infant and Child First Aid level 3	18/11/20
Rachel	Wagstaffe	Paediatric First Aid Forest School First Aid	13/6/19 4/10/19
Ruth	Pearson	Emergency Aid with Paediatric Module	14/3/19

Records

1. Parents fill in a detailed medical form and a permission slip for administering creams and Paracetamol on entry of their children to the school.
2. A list of medical details is given to the First Aiders, class teachers and Games teachers. These are updated regularly.

Action for all Accidents

1. All accidents must be referred to a School First Aider.
2. Accidents are reported on appropriate forms and filed in the Accident book in the office or on our database system.
3. Details are given to class teachers who are responsible for ensuring that parents are notified, the office will normally contact parents.
4. More serious accidents are referred to the Minor Injuries Unit in Witney Community Hospital, (opens at 10am), telephone 01993 209400 or directly to the John Radcliffe Hospital, Oxford.
5. If necessary, arrange transport home.

Sickness in School

If a pupil is suffering from an illness (such as vomiting or diarrhea, headache, cold or flu symptoms) this is not a first aid issue, and a decision can be made by the Class teachers as to whether the pupil goes home or rests on the bed in the first aid room. The parent is informed through the office.

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On-site First Aid Facilities

- The dedicated First Aid treatment facility is Room 26b. This contains a bed/blankets, sink and the major stock of first aid consumables.
- If a toilet is needed (e.g. a sickness incident - repeated diarrhea and vomiting), the casualty should be transferred to the large disabled toilet with chair and shower (Room 86).
- Additional First Aid kits are located in the Kitchens and Office, laboratory office, staff office.
- First aiders have personal emergency kits of plasters and dressings.

Body Fluids

Because of the risk of infection, incidents involving loss of body fluids (including, but not limited to blood, vomit, urine, faeces/ diarrhea) *must* be dealt with using the following procedure:

- The First-Aider must wear protective (vinyl) gloves throughout the response
- All contaminated material (gloves, dressings, swabs etc) must be collected in a yellow Clinical Waste bag.
- Clinical waste bags should be disposed of in a sanitary waste bin in the female toilets. These are emptied regularly by external contractors.
- For significant spillage of fluids onto surfaces (e.g. floors) a Body Fluid Disposal Kit (*HypaClean*) should be used.
- All potentially contaminated surfaces and reusable equipment must be sterilised with appropriate disinfectant solution immediately after the incident if a disposal kit is not used.
- Ongoing incidents involving body fluids (e.g. repeated vomiting or diarrhea) should be managed in Room 86, which has toilet facilities.

Gloves, Clinical Waste Bags, Body Fluid Disposal Kits and appropriate disinfectant solutions are available in Rooms 26b (First Aid Room) and 86 (Disabled Toilet/Shower).

Medicines and Tablets

1. All medication must be clearly marked with the pupil's name. Pupils must leave all medication with tutors unless previously arranged with the school. Parents must also advise (in writing) the school of the appropriate dosage.
2. Asthma pumps and inhalers are kept by the class teacher or First Aider in primary. Secondary pupils may request permission to carry their own inhalers, but should ensure they are kept securely in their bags unless in use. An emergency Salbutamol form should be completed by parents and retained by the school for those pupils already prescribed an inhaler.
3. Medicines are administered by the class teachers, after receiving clear instruction from the parents.

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Off-site Matches and School Trips

1. For all off-site activities there must be two adults, and if possible two vehicles available. One of them should have a mobile phone.
2. Those who lead PE or Games sessions on a regular basis, should be first aid trained or in easy access to a first aider.
3. A portable First Aid kit must be taken on all such trips. It will include:-

20 adhesive dressing in assorted sizes

4 medium sterile dressings

2 large sterile dressings

1 extra-large sterile dressing

2 sterile eye pads

2 triangular bandages

6 safety pins

2 Disposable gloves

1 Scissor

1 Tweezer

20 Non-alcoholic cleansing wipes

1 Eye wash

1 Yellow bio hazard bag

1 Disp Heat Retaining Blanket

1 Burnshield Dressing 10 x 10cm

2 SJA Finger dressings

1 Conforming Bandage 7.5 x 4.5cm

4. Pupils needing inhalers must report to the member of staff at the start of the trip for guidelines in case they should need their inhalers.

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Appendix E

Accident and Incident Policy

Objectives

To minimise the risk of accidents to users of The King's School

To safeguard the users of The King's School in the case of accident or a near miss¹

Application

This policy applies to all users of The King's School

**Users = staff, visitors, contractors and personnel of associated activities at
The King's School (unless otherwise specified)**

Policy

The King's School will comply with The Health and Safety (First-Aid) Regulations 1981 and RIDDOR regulations 1995. Where unknowingly The King's School is not complying, the appropriate amendments to policy/procedure/practice will be made

- As many full-time members of staff are trained and appointed as First Aiders. Many part-time members of staff are also trained. Other members of staff are trained wherever necessary.
- Good housekeeping will be adhered to in order to prevent accidents or injury from striking objects.
- First Aid boxes are kept in appropriate places within the school. The locations of the First Aid boxes are listed in the Accident and Incident Procedure. A portable First Aid kit is taken on any off-site activity.
- Where applicable, accident and incidents will be reported according to RIDDOR 1995 in the event of:
 - Death or major injury
 - A member of the public being killed or taken to hospital
 - An employee being absent from work over three days as a result of injury
 - Disease (see appendix for details)
 - Dangerous occurrence
- Risk assessments are undertaken for every new activity. Risk assessments are reviewed annually and updated where appropriate.
This Accident and Incident Policy is supported by an Accident and Incident Procedure document which provides more detail about the procedures to be adopted should accidents or other incidents occur.
- Accident and Incident statistics and related activities are reported to the School Governors on an annual basis.
- 'Near misses' (non-casualty incidents/NCI) are recorded as potential first aid incidents in the first aid 'book' on SchoolBase.
- All significant Health and Safety incidents are handled using the Incident Management Plan

¹ A near miss would be defined as something that could have resulted in accident or injury – i.e. falling objects, protruding objects etc.

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Responsibilities:

- All users of The King's School will comply with the Accident and Incident Policy
The Trustee for Health and Safety is responsible for the occupational health of Oxfordshire Community Churches employees and for investigating work-related health and safety issues
- The Health and Safety Officer is responsible for the following:
 - Investigating accidents, incidents and related issues
 - Ensuring that all users of The King's School are aware of the Accident and Incident Procedures
 - Ensuring that risk assessments are kept up to date
 - Ensuring that First Aid cover is adequate for the event and First Aid boxes are stocked and available for use (direct responsibility of First Aider)
 - Monitoring and auditing the Accident and Incident Policy
 - Reporting accidents/incidents where appropriate to the Health and Safety Executive under the RIDDOR Regulations 1995
- Staff of The King's School are responsible for correcting and/or reporting any potential accident and incident hazards that they identify to the Head Teacher, and for recording them in the Incident Book which is kept in the School Office

Contractors working at The King's School are to be made aware of the Accident and Incident Policy.

ALL accidents and incidents are to be recorded in the School Accident Book (kept on SchoolBase)

SERIOUS injuries (those that require referral to hospital for treatment) are also to be recorded in the same way

ALL First Aid treatment is to be recorded in the School Accident Book on School Base (where it relates to any incident in school, however minor)

NB Issuing Paracetamol is NOT a First Aid matter.

The King's School is responsible for ensuring all staff and pupils are able to complete their tasks in a comfortable working environment. In line with Education (School Premises) Regulations 1999, classrooms in use by pupils will be maintained at a temperature no lower than 18C. Areas within the building that are in use by staff only will be maintained at a temperature of 16C or above in accordance with Workplace (Health & Safety at Work) Regulations 1982. Compliance with these regulations will allow the King's School to work in line with regulations enforced within the Maintained School sector.

In the event that the school is considered to be too cold, the Health & Safety Officer will measure the exact temperature and decide on a course of action.

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Appendix F

Accident and Incident Procedures

The procedure set out herewith is to be followed in the event of any of the incidents listed below:

- ★ Accident requiring First Aid treatment
- ★ Accident requiring Hospital treatment
- ★ Altercation between pupils leading to injury
- ★ Anyone receiving a blow /injury to the head.

Qualified First Aiders are listed under Appendix D

All requests for ambulance should where possible go through School Office.

Location of First Aid Boxes

Senior School

Windrush foyer
First aid room
Reception office
Individual First aiders
Supply of 'blue' plasters in Kitchen

Primary School

Newland Foyer
Room 26
Secondary boxes are kept in the Kitchen.
Each classroom has a supply of basic equipment to deal with minor injuries

A portable kit, available from the first aid room, is taken on all off-site activities.

Action for Accidents involving Injury

1. All accidents involving injury must be referred to the nearest qualified First Aider
The First Aider will decide on appropriate treatment and further action.
2. If an ambulance/further medical help is required, action is taken through the School Office.
3. If the accident requires hospital treatment but is not serious then the parents should be contacted to take the patient to hospital by car rather than calling an ambulance
4. The nearest hospital facilities to the school for accidents and emergencies are:
 - A Minor Injuries Unit located at the Witney Community Hospital. The unit opens at 10.00am and can be contacted on 01993 209400
 - A full Accident and Emergency service at the John Radcliffe Hospital in Oxford.

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5. Following treatment, details are given to the tutor (Secondary) / class teacher (Primary) who is responsible for ensuring that parents are notified.
Parents are either contacted by telephone during the school day or by the use of an accident form available at the School Office which is then followed up with a telephone call after school hours. The tutor/class teacher is to be informed of the parent's response.
6. The First Aider enters the details of the accident into the Accident Book (kept in the School Office) and informs the Administrator, Head Teacher or Principal
7. Injuries which required referral to hospital for treatment are also recorded in the accident record
8. The staff member who first deals with the incident is to check the above actions have all been completed, delegating this to the Head Teacher if necessary.

Off-Site Activities

For all off-site activities, the number of adults present is to follow that set out in the Educational Visits Policy. If possible, a minimum of two vehicles should be available.

All adults involved in PE/Games receive instruction from the First Aider on the procedures to follow in the case of injury.

A portable First Aid kit is taken on all off-site trips.

See First Aid policy for Kit contents

4. A portable First Aid kit is taken on all off-site trips. In the event of an accident off-site, the Action for Accidents Involving Injury procedure noted above is followed, by the First Aider.

NOTE: -

1. Accidents where no injury was involved, and any other incident that might in slightly different circumstances have caused an injury ("near misses") are also entered into the Accident Book on SchoolBase
2. Where necessary, accidents, incidents and near misses will be investigated by the Head Teacher and where appropriate, reported to the Health and Safety Executive.

ALL accidents are to be recorded in the School Accident Book (kept in School Office)

ALL first aid treatment is also to be recorded in School Accident Book (where it relates to any incident in school, however minor)

NB Issuing Paracetamol is NOT a first aid matter

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Appendix G

Reportable accidents/incidents under RIDDOR (Implement Incident Management Plan if required)

Death or major injury

- If there is an accident connected with work and an employee, or a self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence); or
- a member of the public is killed or taken to hospital;

Reportable major injuries are: -

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-three-day injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-three-day injury.

An over-three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days (including any days they would not normally be expected to work such as weekends, rest days or holidays) not counting the day of the injury itself.

Disease

If an employee suffers from a reportable work-related disease

Reportable diseases include:

- certain poisonings; some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;

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- other conditions such as: occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

Dangerous occurrence

If something happens which does not result in a reportable injury, but which clearly could have done

Reportable dangerous occurrences are: -

1. Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
2. Explosion, collapse or bursting of any closed vessel or associated pipework;
3. Failure of any freight container in any of its load-bearing parts;
4. Plant or equipment coming into contact with overhead power lines;
5. Electrical short circuit or overload causing fire or explosion;
6. Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
7. Accidental release of a biological agent likely to cause severe human illness;
8. Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period;
9. Malfunction of breathing apparatus while in use or during testing immediately before use;
10. Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
11. Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
12. Unintended collision of a train with any vehicle;
13. Dangerous occurrence at a well (other than a water well);
14. Dangerous occurrence at a pipeline;
15. Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains;
16. A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released;
17. A dangerous substance being conveyed by road is involved in a fire or released;
18. The following dangerous occurrences are reportable except in relation to offshore workplaces: unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
19. Explosion or fire causing suspension of normal work for over 24 hours;
20. Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
21. Accidental release of any substance which may damage health.

Note: additional categories of dangerous occurrences apply to mines, quarries, relevant transport systems (railways etc.) and offshore workplaces

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Appendix H

1.Storage

All loft storage areas must be accessed by the appropriate ladder. Two personnel are to be the part of any such operation. All floor standing storage shelves must be fixed to permanent structures.

2.Science Laboratory

- All containers to be clearly labelled.
- Chemical storage cupboard to be kept locked at all times and accessed by authorised staff only.
- Science laboratory is the particular responsibility of the designated science teacher.

3.Hazardous Waste

The following items will be disposed of separately:-

- aerosols
- most batteries
- paint/ink tins
- cleaning chemicals
- fluorescent light bulbs
- computer equipment

These items will be taken to the Senior School to be collected by the Waste Collection Service.

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Appendix I

Pupil Illness and Medication

Pupil Records

1. Parents fill in a detailed medical form and a permission slip for administering creams and Paracetamol on entry of their children to the School.
2. A list of medical details is given to the First Aiders, class teachers and Games teachers. These are updated if and when new information is received from parents.

Pupil Becoming Ill During School

The pupil is referred to: -

- At the Primary School, the Class teacher
- At the Secondary School, their tutor or senior management team, and ideally the pupil's own tutor.

It is then determined whether:

a) ***The pupil needs to go home***

In this case, parents are contacted immediately and arrangements made for the pupil to be collected. If parents are not available and no alternative arrangement can be made with a responsible adult, the pupil is kept in the sick bay at School until such time as a parent can be reached. Responsibility at this point may pass to the School Office.

OR

b) ***The pupil needs to rest quietly***

A bed is available in the sick bay for this purpose.

The Sick bay is in the Secondary School so for Primary Children they will be kept in the classroom under supervision where possible.

OR

c) ***The pupil should return to lessons***

With outcomes b or c the staff member then takes responsibility for monitoring the pupil's progress during the day.

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Pupils Requiring Medication During School

1. Any medication that a pupil needs to take during school hours should be clearly marked with the pupil's name.
2. At the Primary School asthma pumps and inhalers are kept by the class teacher or First Aider. At the Secondary School the pupils keep their own asthma pumps/inhalers.
3. Medicines are administered by the class teacher or appropriate staff member, after receiving clear instruction from the parents.
4. On off-site trips pupils who use inhalers must report to the member of staff at the start of the trip for guidelines in case they should need their inhalers.
5. Paracetamol is NOT to be routinely administered to pupils.
6. Exceptions are if pupils complain of a headache or girls of period pains. In those circumstances, at a teacher's discretion, the dosage that should be administered is 1 x 500mg tablet. (Only administer 2 x 500mg to older pupils, 14+ yrs, or to girls who are known to experience severe period pains.) Before administering any, check you are NOT exceeding the daily dose – i.e. pupil has not had Paracetamol recently. The tablets are kept in a drawer in the office, together with the record book.
7. Date and time and dosage must be entered onto SchoolBase. Within these guidelines, Paracetamol may be administered by any teacher. Pupils should not be referred to the First Aider for Paracetamol in the Senior School.
8. If a staff member is unhappy about administering medicine, they should refer this to their line manager, or Head of School.
9. In the Primary School the First Aider gives Paracetamol only with the permission of the parents. Permission is noted on the medical sheets held by class teacher/first aider.

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Appendix J

Drug Policy

Policy last updated: 15/03/2019

Review

The policy is to be reviewed *annually* with respect to:

- Its effectiveness, as judged by involved members of the school community
- Changes in the law, health advice or best practice as advised by recognised national agencies
- Substantial changes in local drug use or advice from recognised local agencies

Staff responsible

The overview of the contents of the policy is the responsibility of the School Health & Safety Officer and the Head teacher. The implementation of this policy is the responsibility of the head teacher in matters of dealing with drug-related incidents and appropriate teaching staff in matters of drug education.

Dissemination of policy

Copies of the policy are held in the school office and Principal's office for reference. Copies of the policy are routinely given to permanent teaching staff and its contents disseminated to part-time staff on an annual basis. Relevant contents of the policy are presented to parents on induction of new pupils and on subsequent occasions when appropriate (for example, during a parent's evening). The contents of the policy are disseminated to pupils as a part of the drug education programme.

School Ethos

The school aims to instil biblically-based standards of behaviour and character in its pupils and staff in an atmosphere of care and encouragement. The purpose of this is to equip pupils to live responsible, moral lives, recognising that biblical standards appertain to the whole person and the whole of life. This training is broadly achieved by a process including teaching and accountability, by providing appropriate role models, by partnership between school, parents and church communities, and by empowering pupils to make right choices. The school believes that it is not sufficient to merely inform pupils in order that they may make informed choices; they need to be empowered to make wise choices and to continue to make them.

This policy should also be read in conjunction with the following policies:

- Health and Safety
- Discipline/behaviour policy
- SPSPD policy
- Schemes of Work (Biology)

In summary, we recognise that the possession and or use drugs by pupils and staff is inappropriate to the ethos of the school, potentially harmful to the well-being of the pupil and may well be illegal.

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Definitions

For the purposes of this document, the following definitions are made:

A **drug** is defined as a substance that has a psychotropic and/or physiological affect. In the context of a school in the UK, this definition, in practice, includes the following substances:

- All illegal drugs (Class A,B & C substances under The Misuse of Drugs Act, 1971)
- *Examples: Crack cocaine, Cannabis, Ecstasy*
- Tobacco
- Alcohol
- Prescription drugs held without prescription
- *Examples: Barbiturates, Diazepam*
- Non-prescription medicines used without parental consent
- *Example: Paracetamol*
- Solvents
- E-liquids for vaporizing

School staff may search bags for these without consent if there is a suspicion of their presence.

A **drug-related incident** is a set of circumstances that implicitly or explicitly connects any of the following to the presence, possession or usage of a drug:

- a member of the school community in school hours, in school time, in school uniform or during a school occasion
- the school premises
- a school occasion

In **school hours** includes the period of transit to and from school (normally in school uniform)

The **school premises** are defined as the buildings and surrounding bounded area of The King's School, New Yatt Road, Witney OX29 6TA

A school occasion is an extra-curricular activity or event with which the school may be identified. Such occasions may or may not be on the school premises and during normal school time. Examples include educational visits, overseas trips, residential events, sporting fixtures.

Aims of the policy

The school recognises that drug use is widespread in current culture; this covers a wide range of substances taken for a variety of reasons. In this cultural climate, we recognise the real possibility of occurrence of school drug-related incidents. We also recognise that there is a high likelihood that pupils will be exposed to situations where views and choices over drug use will have to be made by them, during and beyond their tenure in the school. The broad aims of this policy are therefore twofold; reflecting both responsive and pro-active action:

Firstly, the policy aims to give clear procedures for responding to and managing drug-related incidents in order to maintain the school as a safe, drug-free environment.

Secondly, the policy aims to equip pupils to be informed about the prevailing culture, the medical and legal aspects of drug use

Expected standards of behaviour

Pupils and Adults are expected to comply with the following code of behaviour:

Drugs

1. Illegal drugs, prescription drugs outside of prescription, solvents and associated drug paraphernalia are not permitted on the school premises, in school time or on school occasions.

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2. Pupils are not permitted to be under the influence of said substances whilst at school, in school time or school occasions.
3. *Prescription drugs*: Pupils are only permitted to be in the possession of prescription drugs if they are being currently taken by the pupil under prescription, if administration is *necessary* in school time to execute the requirements of the prescription, *and* if the school is notified of this by the parents.

Alcohol

1. Alcoholic beverages are not permitted on the school premises. Ethyl and other alcohols are held securely on the premises only as laboratory reagents, or are produced in small quantities in recognised laboratory experiments with the appropriate risk assessment.
2. Pupils and staff are not permitted to be under the influence of alcohol whilst at school, in school time or school occasions.

Smoking

1. The school premises are 'no smoking' areas at all times for any personnel. Pupils are not permitted to be in possession of smoking materials, including e-cigarettes, vapes, matches and lighters. Cigarettes in small quantities may be held by science staff on the school premises only for educational purposes (for example recognised laboratory experiments with the appropriate risk assessment).

Response to drug-related incidents

Given the definition above, a 'drug-related incident' is broadly one or more of the following circumstances:

- The presence of drugs or related paraphernalia on school premises or occasions
- Possession of drugs by an individual on school premises, in school time or on school occasions
- Use of drugs by an individual on school premises in school time or occasions
- Supply of drugs on school premises in school time or occasions
- Disclosure of information by individuals about their own drug use
- Reports of drug use by individuals associated with the school
- Unsubstantiated reports of drug use by individuals associated with the school

The appropriate response to an incident is concomitant to its severity; this is dependent on the degree of danger to pupils, morale of the school community, legality, previous drug incidents, and the nature and quantity of the substances involved.

On the identification of a drug-related incident, the following actions will be followed:

- Any medical emergencies will be dealt with as per the First Aid policy.
- In the interests of health and safety, in the event of a pupil being found in possession of drugs, drug paraphernalia, alcohol, smoking materials, these will be confiscated and retained by the head teacher and this recorded in writing.
- In cases of substance use/misuse or supply on the premises, or on a school occasion, the case will be discussed with the pupil and a written record taken at the earliest opportunity. Parents/carers will be informed by the head teacher as soon as possible.
- The governing body will be informed of drug-related incidents at an early stage and involved in the response.
- Any illegal substances found or voluntarily surrendered will be recorded in writing and submitted to the local police station.

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- While there is no legal obligation to inform the police of all drug-related incidents, they are likely to be involved at the discretion of the head teacher in consultation with governors and staff.
- The support of outside agencies will be sought if appropriate.
- If a young person admits to using or supplying substances out of the jurisdiction of the school, the head teacher will inform the parents/carers in the first instance and other agencies as appropriate.
- The school will consider each incident individually and will make a disciplinary response in accordance with the disciplinary policy, and specific agreement between the Principal and the governors.

Drug Education

The school provides a planned drug education curriculum through the following:

- The National Curriculum science order outlines the content of the *statutory* drugs education:
 - i. At Key Stage 3, 11-14 year olds should be taught that abuse of alcohol, solvents, tobacco and other drugs affects health; that the body's natural defences may be enhanced by immunisation and medicines; and how smoking affects lung structure and gas exchange.
 - ii. At Key Stage 4, 14-16 year olds should be taught the effects of solvents, tobacco, alcohol and other drugs on body functions.

These are incorporated into the biology schemes of work.

- SCHWEPS reflects other discretionary topics (see QCA schemes of work etc) that reflect knowledge, understanding, attitudes and social skills: this will :
 - Enable pupils to make healthy, informed choices
 - Promote positive attitudes to healthy lifestyles
 - Provide accurate information about substances
 - Increase understanding about the implications and possible consequences of use and misuse
 - Widen understanding about related health and social issues
 - Enable young people to identify sources of appropriate advice and personal support

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Appendix K: Stepping Stones

At Stepping Stones we aim to provide a secure and healthy environment where all children and adults can play and learn together safely. We aim to ensure that our premises both indoors and outdoors are fit for purpose and resources are safe for children to use. Full details of how we ensure the health & safety of children and adults using the setting are covered by the following policies and procedures.

- Risk assessments for indoors and outdoors
- Daily Room Risk Assessments
- Fire safety procedures
- First Aid policy
- Food Hygiene and Food Handling Policy
- Safe Guarding Children from harm policy
- Child Protection Code of Practice
- Forest School Risk Assessments and Policies

These documents currently exist as separate documents.

There is also a no smoking policy for Stepping Stones and the whole school site both indoors and outdoors

The King's School ensures Stepping Stones have two members of staff at all times, and that they are suitably qualified and within the ratios as determined by the latest version of the Early Years Statutory Framework.

Stepping Stones First Aid Policy and procedures for accidents and incidents and physical intervention

1. Giving short-term prescription medicines & staff medication

We are happy to give prescription medicines to children provided a consent form detailing clear instructions of how much medicine to give and when to give it is filled in and signed by a parent/carer. It is parent's responsibility to inform us of any changes of dosage by filling out a new form. Medicines will be stored safely out of children's reach at all times. All medicines must be labelled clearly with the child's name and dosage instructions and appropriate spoon etc provided. The medicine must be in its original container. In the event of medicines requiring refrigeration, we will keep the medicine in the SSFU fridge. Any staff medication on the premises must also be securely stored and out of the reach of children at all times. All medication administered will be recorded in the First Aid file (in lockable cupboard) and parents will need to sign the record at the end of the session.

2. Giving non-prescription medicines

We are happy to give non-prescription medicines (e.g. Paracetamol or Ibuprofen) but only in specific circumstances (e.g. for pain relief for recovering broken limb) and on the advice of a doctor, nurse or dentist and where parents have filled in a medication form as above. In these cases, medicines and appropriate spoon etc need to be supplied by the parent and will be stored safely

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out of children's reach. These also need to be labelled with the child's name. We will not exceed recommend doses unless told to do so by a doctor.

We are unable to give non-prescription medicines to children who are generally unwell and therefore will ask for a child to be collected under these circumstances. We are also unable to give any medication containing aspirin unless prescribed by a doctor.

3. Long term medication/emergency medication

We are happy to accommodate the needs of children on long term medication such as inhalers or who need medication in the event of an allergic reaction or similar i.e. epipens. Where this type of medication is necessary, we will talk over individual requirements with parents to ensure safe and appropriate storage/access and ask parents to sign a customised form with clear detailed instructions. Long-term medication should also be labelled with child's name and dosage details as much as possible. It is the responsibility of parents to inform us and to fill out new form when dosages change. Staff will receive appropriate training when required to administer medicine that requires medical or technical knowledge. Eg epipens

Prayer

Alongside the giving of medicine, we will pray for healing and encourage the children to pray for each other.

4. What to do if a child becomes ill at Stepping Stones

If a child becomes ill whilst at the setting, parents/carers are to be informed by phone and asked to collect their child as soon as possible. The SSFU first aider is to be informed & involved in appropriate care for the child while they wait for their parent/carer to arrive. Sleep mats and blankets are available, if appropriate, for the child to rest in a quiet area whilst waiting for the parent to arrive. If the child's condition worsens before the parent arrives a member of the staff team will be designated to seek medical help by calling the child's doctor, NHS direct or an ambulance depending on the severity of the child's condition. Children who are known to have an infectious illness such as chicken pox must not attend the setting. If a child attends a session with an infectious disease/illness they will be asked to only return to the setting when their doctor has advised. Parents need to inform the setting if a child is unwell and will not attend the setting that day. We also ask that children who have been sick or had diarrhoea do not attend the setting until 48 hours after the last bout of sickness/diarrhoea. See parents in partnership forms for details of this agreement.

5. Food Poisoning

Every care will be taken to minimise the risk of food poisoning to children in the setting and to serve healthy food prepared following the hygiene guidelines outlined in the food, food preparation and handling policy. If there are any cases of food poisoning resulting from food prepared and/or served in the setting affecting 2 or more children **Ofsted must be informed within 14 days of the incident**

6. Serious Accidents, Incidents & death of a child

Ofsted must be informed of any serious accidents, illness, serious injury to or death of a child while in the settings care and the action taken by the setting. Notification must be made **within 14 days of the accident, or incident occurring**. See procedure for dealing with accidents & incidents below.

7. What to do in the event of an accident in SSFU

In the event of an accident indoors or outdoors the following steps should be taken

1. Make sure the remaining children are being supervised within the correct ratios so the injured child can be given the care & medical attention appropriate for the accident.
2. Make sure the accident is recorded on an accident form. (Forms kept In First Aid file). If the accident was not witnessed try to get as clear a picture of what happened from the child or any other witnesses. (e.g. other adults or children playing nearby)
3. Inform the child's key person if they were not the person witnessing & dealing with the incident
4. Make sure parents/carers are informed and sign the accident form ASAP after the event either verbally at the end of the session for less serious accidents or immediately by phone for serious accidents. If the parent/carer does not pick up the child

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at the end of the session send the form home to be signed or phone the parent at the end of the session or that evening depending on the severity of the accident. All forms to be kept in First Aid file for current years children.

5. Accidents involving staff should also be recorded using the adult accident forms

6. INFORM OFSTED OF ANY MAJOR ACCIDENTS within 14 days of the accident

8. What to do In the event of an incident that causes harm to adults and children in SSFU

1. Make sure the remaining children are being supervised within the correct ratios so the children involved can be given the care & medical attention appropriate for the incident.

2. Encourage children to verbalise what happened and why. Encourage the person causing harm (either physical or emotional) to apologise and the injured person to give forgiveness as appropriate. Talk to all the children involved about the incident i.e. why it happened, what happened, how they might have handled it and what they should do in the future to avoid it happening again.

3. Make sure the incident is recorded on an incident form. (Forms kept In First Aid file). If the incident was not witnessed try to get as clear a picture of what happened from the child or any other witnesses I.E. other adults or children playing nearby.

4. Inform the child's key person if they were not the person witnessing & dealing with the incident

5. Make sure parents/carers are informed and sign the form ASAP after the event either verbally at the end of the session for less serious incidents or immediately by phone for serious incidents. If the parent does not pick up the child talk to the parents at the next session the child attends and the parents drops or picks up their child or phone the parent at the end of the session or that evening depending on the severity of the incident. All forms shown to parents must be filled in on a no names basis I.E. refer to the children involved as child a or b not directly by name. All forms to be kept in the First Aid file for the current years children

6. If the incident is one where a child has hurt or injured an adult in the setting this must also be recorded using the same procedure outlined in the above steps.

7. INFORM OFSTED OF ANY MAJOR INCIDENTS within 14 days of the incident

9. What to do in the event of an incident that needs physical intervention (reasonable force)

1. If a child is in danger of causing personal injury to themselves or another child or adult or likely to damage property, physical intervention is permitted. I.E. using reasonable force to prevent children from injuring themselves or others or damaging property.

2. Records must be kept of any occasion where physical intervention is used and parents and carers must be informed on the same day or as soon as reasonably possible.

Appendix L: Supervision of Pupils

Statement on Supervision of Pupils at The King's School

Introduction

We aim to protect the health and safety of pupils at the School and ensure that staff at the School are aware of how staff should be deployed to ensure the proper supervision of pupils.

Responsibility

All members of staff are responsible on a day to day basis for ensuring that pupils at The King's School are safe. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. The Head of Secondary and Primary, and the Manager of Stepping Stones take

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responsibility for the supervision of pupils in their charge. The Principal supported by the Administrative team ensures this is monitored and that issues arising are addressed.

Supervision in Stepping Stones

Appropriate ratios of adult to children should always be maintained (see Statutory Framework for the EYFS). Where possible the setting is organised so that staff can have a clear view of children. Children must always be within sight and hearing of staff. Parent helpers have up-to-date enhanced DBS checks, a record of which is kept by the school office. Where parents or other adults come into the setting without an enhanced DBS check, they must not be allowed to have unsupervised access to children. Under 17's (eg work experience students) must not be left on their own with children and should be supervised at all times. Only those members of staff who have been appointed through the safe recruitment appointment procedure (or very occasionally parents with up-to-date enhanced DBS checks) should assist children using the toilets, change nappies or help children who have had an accident or who require a change of clothes. Wherever possible, this is done by the child's key person.

Where the smaller classroom area needs to be sectioned off for group times with one member of staff, we will operate a random 'check-in' policy where another member of staff will look in on the group time (this will normally be carried out by third member of staff).

Supervision at start and end of day

Parents are responsible for pupils until the opening of the school. Stepping Stones pupils wait with their guardians in the foyer of Stepping Stones to be welcomed from 8.50. Further details can be found in the parent pack. Primary pupils may arrive from 8.30 and will be supervised by staff either in the school building or on the playground until registration at 8.45. Secondary pupils are supervised by staff from 8.30 in the Windrush building. Entrance is through the manned door at the front of the Newlands building. The supervision of pupils arriving as part of car/minibus cooperative arrangements is organised by the parents. Stepping Stones and Primary pupils will be handed back to those assigned to collect them unless previous arrangements have been made (eg. walking home for primary pupils). Primary pupils will finish lessons at 3.25pm (except for infants on Wednesdays who end at 12pm and be collected from their room). Teachers will lead their classes into the Newlands hall and parents wait for their children in the foyer and be handed their children from the hall. Primary parents should then take their children to their vehicles. Once parents have been handed their children they assume their supervision. A teacher will remain in the hall until all pupils have left or collection arranged. Secondary pupils enter the school by the main reception foyer which is opened from 8.30am and may remain in their classrooms on arrival at school or go to the playground. Office and secondary staff monitor the entrance and corridors, and other staff are available from the school staff room. Registration begins at 8.45. Secondary pupils are dismissed by 3.35 and should have left the building by 3.45. The supervision of children whose parents are late is organised by a relevant staff member until collection.

Supervision during Primary and Secondary breaks and lunchtime

Most staff are allocated a duty to supervise pupils at the following times: during Assembly, all school buildings and playground/field during break, and all school buildings and field during lunch time. Regular lunchtime supervisors supported by staff and fully checked volunteers provide outdoor supervision during lunch periods. Secondary staff supervise pupils who are allowed to remain in the

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secondary building. Primary pupils may be supervised in shared use of the Newlands Hall when the weather is inclement, and this is overseen by the Head of Primary. Secondary pupils need to return themselves to their tutor room for afternoon register at 1.20. Primary pupils are lined up and escorted to their classroom in at the end of lunch play.

Supervision during general curriculum time

All classes are taught by agreed teaching and support staff, within legal ratios. All classes will be supervised by the relevant teacher or by a cover teacher if necessary. The Head of the relevant section of the school, supported by the administrative team, ensures that all lessons are covered if necessary and staff are aware of relevant procedures.

Supervision during PE lessons, including changing arrangements, both on and off site.

All pupils are supervised during PE lessons in accordance with other curriculum subjects. Staff are required to supervise students during changing both on and off site. They are not always in the changing rooms but are supervising at a level appropriate to the age of the pupils.

Supervision of pupils travelling to another venue

All pupil movement from one site to another are subject to the same staff: pupil ratios as other offsite trips or Educational Visits.

Staff : Pupil Ratios (non-hazardous activities) Wherever practicable:

1:24 (secondary pupils under 18)

1:10 (primary pupils in yrs 4-6)

1:6 (primary pupils in yrs 1-3)

A higher ratio may be appropriate for pupils under 5 and the relevant Head or Manager will determine this in consultation with a member of the Senior Management Team. For journeys organised by the school risks will be considered and mitigated through the completion of the "Educational Day Visits Policy" or "Residential Visits Policy". See specific risk assessment for details of Forest School supervision.

Supervision during extra-curricular activities

All extra-curricular trips are subject to clear policy and procedures as stated in the "Educational Day Visits Policy" or "Residential Visits Policy". "Educational Visits Policy and Procedures". Registration must be taken before departure and at key points during the trip. Pupil: staff ratios are the same for travelling to matches and other venues as for all Educational visits.

Supervision of pupils while waiting to be collected by parents at the end of an activity

On any school organised visit which takes place off site, staff must wait with the pupils until all have been collected by parents. For all on site activities parents are made aware of finish times (through timetables, emails and letters home) and asked to collect their child promptly. Pupils may wait to be collected unless previously agreed. Primary and Stepping Stones parents must inform the school of those who are sanctioned to collect pupils.

Supervision during school visits home or abroad

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All extra-curricular trips in the UK are subject to clear policy and procedures as stated in the “Educational Day Visits Policy” or “Residential Visits Policy”. Registration must be taken before departure and at key points during the trip. Detailed documents including supervision arrangements must be cleared by the senior staff before a visit is permitted.

Appendix M

Access to Risky Areas

Pupils are allowed access without additional permission to:

- The corridors
- The classrooms
- The pupil toilets

Pupils may under no circumstances enter:

- The plant room
- The boiler room
- The roof
- The exam cupboard

Pupils may not access the following areas unless under supervision or given direct and immediate permission:

- Science laboratories
- Sheds
- Cupboards
- Kitchens
- The Newlands Hall
- The Windrush Hall
- The Ark
- The nature area
- The playground
- The field
- The car-park
- Offices
- The staff room

Further Information

Coded security locks are positioned where potentially dangerous equipment or confidential information may be present

Only secondary pupils are allowed access to the balcony and the quad

Signage is provided where authorized access only is permitted.

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Specific risk assessments are in place for activities which may occur in risky areas. (See risk assessments)

Appendix N

Introduction

School Lockdown Policy and Procedure

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At the King's School the welfare and safety of our pupils is of paramount importance. Although the school is located in a rural setting, with low footfall, traffic or other social risk factors, we believe it is important to be prepared in the event we need to quickly communicate the need to keep pupils inside the school building, and/or reinforce protection around potential entry points.

This policy and procedure is aimed at providing this, and will be communicated to staff through induction.

Initial Warning

If any member of school staff is concerned that there is a dangerous person, animal or situation emerging outside of the school building or internally, they should communicate this to the office or closest member of the SMT, either a) personally or b) through a trusted other adult, while they monitor the situation personally. There is a personal responsibility to monitor the danger, and to communicate the danger to the main office or closest SMT member.

A decision will be made by a SMT member, as to whether it is a Level 1 or Level 2 situation.

Level 1

This is defined as where immediately assigning suitable adults to the situation will effectively prevent the relevant danger from causing harm to any member of the school community. The police may be called at this stage if necessary. The SMT member, or office staff, along with the staff member noting the danger will monitor the situation until it is resolved, informing the highest level of authority of staff in the school, normally the principal, Head of Secondary or Head of Primary. Once the situation is resolved, an administrative staff member will inform all relevant staff and a record will be kept as part of the 'near miss' log, and incident record.

Level 2

A level 2 danger is where immediate steps should be taken to add extra layers of security to potential entrance points, and to ensure all pupils remain inside their rooms and are safe, or to enter the safest room with their supervising adults. This will be signalled in two ways.

- a) The members of office staff and relevant SMT touring the buildings stating to each teacher 'Level 2 keep all pupils inside the classroom'
- b) A Klaxon being sounded (These are kept in main office, and primary office)

All staff are to remain with the pupils in their care. Administration staff and SMT will assign responsibilities for adding additional locking and supervision to external doors, and manning those doors.

These are:

- Main Foyer- Secondary Staff Member or Office member; normally Head of Secondary
- Stepping Stones Foyer – Stepping Stones staff member; normally Manager of Stepping Stones
- Newland Building Foyer – Primary Staff member; normally Head of Primary
- All other exit points additionally locked (playground and PE exits) – normally Administrative staff member

Any relevant communications with emergency services will be carried out from the office. Once the situation is resolved, an administrative staff member will inform all relevant staff and a record will be kept as part of the 'near miss' log, and incident record. Parents will be communicated to by email, and pupils will be supported through any emotional support needed.

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Practice and Training

A practice will be carried out annually in the summer term, in reference to 'a dangerous dog in the playground' for younger pupils. The Fire Marshall will schedule this along with the termly fire drills. At staff induction this policy and procedure will be discussed at the same time as fire safety information. This policy may be reviewed in staff meetings as necessary.