



Organisation and Arrangements for Health Safety and Welfare.

The following pages contain the specific arrangements and organisational details for ensuring that the Multi Academy Trust's Health and Safety Policy is fulfilled.

Procedure List

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1. Arrangements for the Supervision of Students

Opening Times

The School will be open from:-

7:45am

And will close to students at:-

6:00pm

On weekdays during term time.

Between these times supervision will be provided. Students will not be allowed on site outside of these times.

Supervision arrangements

- Supervision ratios and locations of supervisors between school/academy opening and lesson start time
 - o If children are on-site between 7:45 and 8:45, they should be supervised at Breakfast Club where a minimum ratio of 1 adult to 20 children is in place.
 - o Any children arriving before 8:45 should be supervised by their parent / carer until 8:45 when the school doors open.
- Supervision ratios and locations of supervisors at break and lunchtimes
 - o At breaktimes and lunchtimes there is a ratio of:
 - KS2 / 'Top' playground – 1:60
 - KS1 playground – 1:45
- Areas to be used by students outside lesson times
 - o KS2 playground
 - o KS1 playground
 - o 'Top' playground
 - o Pitch (when suitably dry)
- Supervision ratios and locations of supervisors between end of lessons and school closing time.
 - o Children should be collected promptly by their parent / carer and 3:15pm. Children are 'handed over' to the parent/carer from the classroom door onto the playground. Children may only leave without a parent / carer if we have written confirmation from the parent /carer that the child has permission to walk home alone (KS2 only).
 - o If children are on-site between after 3:15 and if not in an extra-curricular club, they should be supervised at After School Club where a minimum ratio of 1 adult to 20 children is in place.
 - o If a child is not collected by a parent/carer and does not have permission to walk home, they will remain supervised by the class teacher and the following procedures take place:
 - The parent/carer will be phoned after 15 minutes.
 - If school staff are unable to contact the parent/carer, emergency contacts for the child will be telephoned. The child will remain under the supervision of a member of staff – this may be in the after school club provision.
 - Contact numbers will continue to be retried.
 - If it has not been possible to contact the child's parents/carers or an emergency contacts, the Social Services Access Team may be contacted in consultation with the SLT. This will be done at 4.15pm or ½ hr after school clubs finish.

After School Lettings

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

2. First Aid

Assessment of Needs

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

- First Aid at Work Qualified - 1
- Emergency Aid Qualified - 5
- Paediatric First Aid Qualified - 10

First Aid Coordinator

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

- First Aid equipment is available at strategic points in the School
 - Early Years – in Rainbows 1
 - KS1 – in 'Wet area'
 - KS2 – next to Art room
- First Aid qualifications are, and remain, current.
- This person will also regularly check first aid logs for indications of recurrent or frequently reported types of injury.
- A sufficient number of personnel are trained in first aid procedures, see below:

First Aid at Work – Chief First Aider			
Jay Cross		30 th June/1 st Jul 2016 Due - June 2019	
Paediatric First Aid			
Kim Slade Jo Warne Kaz Smith Oli Deadman Jay Cross Gemma Allen Kerry Williams Louise Munson Tegan Elliott	Expiry date 19/05/18	Rebecca Dalton Anna Freight Suzanne Topham Chloe Attis Sorrell Bounsall Emily Davy Tracey Manton L2 Emily Comacho	Expiry date 30/06/19 1/19
First Aid at Work	2/09/18		
Debbie Allen David Bulled Moutushi Dey Papiya Dey Paula Kay Nicola Lyden Jane Myford Hester Thomas Sue Omlo Nicky Wilhemson			
Epilepsy Awareness Training Oct 15'			
Jay C Anna F			
Allergy, anaphylactic shock – pen training July 17'			

Jay Cross Jo Warne	
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First Aiders

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

- Trips and visits
- Extra-curricular activities organised by the School (e.g. sports events, after School clubs, parents' evenings, School organised fund raising events etc.)

First aid cover is not specifically provided for:-

- Contractors
- Events organised by third parties (fetes, evening clubs, etc.)

First Aiders are responsible for ensuring that First Aid Logs are completed for all treatment given and that the necessary details are supplied for the reporting of accidents (see Reporting of Accidents section)

Treatment of Injuries

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

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

Where there is any doubt about the appropriate course of action the first aider will be expected to consult with the Health Service Helpline

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And, in the case of student injuries, with the parents or legal guardian.

Suspected Head, Neck and Spinal Injuries to Students

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

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

In any case where there is any doubt about the student's wellbeing, the first aider is expected to contact the Health Service Helpline for advice or phone for an ambulance as appropriate.

Other Significant Injuries

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

In addition to the procedures above the [school/academy] will notify parents/guardians of any other significant injury by way of:-

- A telephone call
- A form

Records of notification by telephone to parent/guardians will be kept by Paula Kay. Copies of written notification are held in the Admin office

Escorting Pupils to Hospital

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

The member of staff will stay with the student until a parent/guardian arrives and responsibility is transferred.

3. Pupils with Medical Needs

The school recognises that it has a responsibility to support pupils with medical needs. The School follows the Department for Education's guidance on managing medicines in schools and early years settings:-

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

Responsible Person

Jay Cross is responsible for ensuring that the arrangements below are effectively implemented and maintained.

Medicine in School

Medicines will only be administered at school when it would be detrimental to a student's health not to do so. The school will store and dispense medication to students as long as:-

- It is prescription medication which has been prescribed by a medical practitioner with written instructions for its use; or
- It is non-prescription medication which has been supplied by the parent/guardian with written instructions for its use; and
- Written parental consent has been given.

The school does not keep or dispense any other medication other than salbutamol for use with the emergency asthma kit (see below).

Medication brought into school must be clearly labelled with the student's name, dosage, method of administration and be in-date.

Medication will be available to identified students at all times of the school day.

Self-Management of Medication

This school does not allow students to carry or manage their own medication.

Emergency Asthma Kits

This School's procedures for managing the use of the emergency asthma kit is based on Department of Health guidance:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/350640/guidance_on_use_of_emergency_inhalers_in_schools_September_2014_3_.pdf

Staff authorised to dispense this medication have read the above guidance and have been given instruction in the recognition of the symptoms of an asthma attack and the appropriate procedures to follow.

The emergency inhaler contains Salbutamol and will only be available to students who have been

- diagnosed with asthma and prescribed an inhaler OR
- prescribed an inhaler as reliever medication.

In addition parental consent must be obtained for use of the emergency inhaler.

The school keeps a register of students who have been diagnosed with asthma or prescribed a reliever inhaler.

The emergency asthma kit will be stored and managed in the same way as any other prescription medication following the procedures above.

Storage of Medicine

Medicines will be securely stored in a lockable classroom cupboard or the staff room fridge if needed to be kept cool.

All medicines must be signed in in the Medicines Log.

Any medicine given out or administered must be recorded in the Medicines Log.

Medicines can only be given out by class teachers or teaching assistants.

Facilities for Medical Procedures

The staff can be available for medications and medical treatments to be administered staff room.

Training

The responsible person will ensure that sufficient staff are suitably trained in the administration of medication and support of students with medical needs.

The responsible person will keep a record of all medical needs training.

Sharing of Information

The responsible person will ensure that relevant staff are made aware of any student's medical condition. This information will include, where appropriate:-

- Medical condition
- Side effects of medication
- Signs and symptoms
- Modifications and allowances
- Emergency actions

The responsible person will also ensure that relevant information is shared with cover staff etc.

Individual Healthcare Plans

The responsible person will work with (or identify an appropriate member of staff to work with) healthcare professionals and parent/carers to establish an effective healthcare plans where appropriate.

Healthcare plans will be reviewed if there is reason to suspect that the plan is no longer appropriate and at least annually. A healthcare plan review can be initiated by the school, healthcare professional or the parents/carers.

Risk Assessment

In addition to the healthcare plan the school will carry out individual risk assessments for any student where the student's medical needs introduce new risks to an activity or increase existing risks. This will include (but may not be limited to) individual risk assessments for off-site activities, sporting activities and practical lessons.

Risk assessment for off-site activities, in particular, will include consideration of:-

- Access to medication
- Appropriate storage of medication
- Staff training in administration of medication
- Emergency procedures

Unacceptable practice

To prevent unacceptable practice the responsible person will ensure that:-

- Students have access to their medication at all times during the school day or during educational activities off-site.
- Healthcare plans reflect the needs of the student and take into account the views of parents/carers and advice of healthcare professionals
- Every effort is made to ensure that students with medical needs are able to stay in school for normal school activities (including lunch) unless there is a specific reason detailed in their healthcare plan not to do so.

- If the student becomes ill; ensure that he/she is accompanied to the school office/medical room by an appropriate person.
- Students with medical needs are not penalised in their attendance record if their absences are related to their medical condition, hospital appointments, etc.
- Toilet, food and drink breaks are provided where necessary in order to manage a student's medical condition.
- Arrangements for administering medication do not include the need for parent/carers to attend school.
- Every effort is made to ensure that students with medical needs are able to take part in every aspect of school life including off-site activities, sporting events and practical lessons.

Complaints

Parents/carers are encouraged to contact the Head if they are concerned or dissatisfied in any way with the support provided by the school for a student with medical needs.

If concerns cannot be resolved in this manner; parents/carers can follow the school's complaint procedure.

4. Accidents/Incidents

Reporting Officers

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

Debbie Carmichael
Tamsin Parry
Sally Berry
Paula Kay
Louise Munson

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

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

The Reporting Officer will record incidents using the systems below.

Accident/Incident Reporting Systems

This School records all significant accidents and incidents using the Cornwall Council Online Accident Reporting System. A significant accident is:-

- Any incident resulting in an injury to a member of staff
- Any incident resulting in an injury to a visiting member of the public
- Any incident resulting in an injury to a contractor on the school site
- Any incident resulting in an injury to a student which was (or might be) due to
 - The condition or layout of the premises or facilities
 - The condition of any equipment in use
 - The level (or lack) of supervision
 - The level or quality instruction or training provided

Any "Dangerous Occurrence" as listed in the schedule to the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Any "Occupational Disease" as listed in RIDDOR.

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

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

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

Near Misses

Where an incident occurs which could have resulted in injury – but didn't – a record will be kept in a Near Miss Log.

The Near Miss Log is kept by Paula Kay in the school office.

The Near Miss Log will be reviewed periodically by Debbie Carmichael in order to identify any areas of concern which may require attention.

Reporting Timescales

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

Accident/Incident Investigation

All incident reports will be reviewed by the Business Manager and Principal who will decide if an internal investigation is necessary. Investigation reports will be entered onto the Online Accident Reporting System. Significant incidents (as determined by the Business Manager and Principal) will be reported to the Directors and the Health and Safety Governor.

All reports submitted via the Online Accident Reporting System are reviewed by the Health Safety and Wellbeing Services Team of Cornwall Council.

Health Safety and Wellbeing Services will recommend an independent investigation of the accident/incident if the review indicates a need. The Principal will decide if this investigation takes place.

5. Training

Identification of Training Needs

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

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

The HR Officer and Business Manager are responsible for carrying out the evaluation of training needs and presenting recommendations to the Head /Principal and the Governing Body.

Staff Responsibilities

Staff must attend health and safety training provided by the school. If this is carried out on a non-contracted day for support staff (INSET days) the member of staff will be expected to attend and be paid overtime.

6. Risk Assessment

Risk Assessment

The School will seek to identify all activities and situations where there is a likelihood of significant risk. Significant risks will be assessed and controls will be introduced to remove or reduce those risks.

Risk Assessment Process

The school will carry out risk assessments using EECLIVE Risk Management Software.

Debbie Carmichael is responsible for managing the risk assessment process and producing relevant reports for the Executive Principal and the Governors.

Copies of risk assessments are available from EECLIVE or Debbie Carmichael.

Staff Responsibilities

All staff are required to support the risk assessment process.

Staff identified with responsibility for activities are required to carry out or lead the risk assessment process for those activities.

The Heads are responsible for ensuring that risk assessments have been completed for all activities where there is a significant risk.

Safe Working Procedures

Where appropriate risk assessments will be used to develop safe working procedures. These safe working procedures will form the basis of the school's normal operating procedures. Copies of Risk Assessments and other safe working procedures are available from the school office.

7. Fire

Fire Officer

The person responsible for organising the school's fire precautions is Debbie Carmichael.

Tamsin Parry will deputise when the Fire Officer is not present.

The Fire Officer is responsible for:-

- Arranging a fire evacuation drill at the beginning of the academic year and at least once every term (once per half-term where practical)
- Recording the significant results of the fire evacuation drills
- Feeding back the school's performance during evacuation drills to management and other relevant persons.
- Ensuring that the Fire Log is kept up-to-date (arranging from alarm tests every week, emergency lighting every month, fire extinguisher checks, etc.)
- Ensuring that a fire risk assessment is carried out and kept up-to-date
- Reporting to the Executive Principal on issues of significance.

All Staff

All staff are responsible for ensuring that students and visitors evacuate in an orderly and timely fashion in the event of the alarm sounding.

Staff are also responsible for ensuring that they:-

- Do not store combustible materials in escape routes or against sources of combustion
- Do not leave fire-doors wedged open
- Do not misuse any equipment provided for fire safety
- Report any defect in equipment provided for fire safety
- Report any fire hazard.

Fire Wardens

The school has identified the following people as Fire Wardens for areas of the school:-

Jay Cross – HLTA, Jo Warne – TA, Gemma Allen – TA.

Fire Wardens have received training in fire prevention, the principles of fire safety, safe use of firefighting equipment and effective evacuation procedures.

Periodically Fire Wardens will carry out inspections of their area of the school to identify fire hazards and any other fire safety related issues. These inspections will be reported to the Fire Officer or senior member of staff for action.

In the event of a fire, Fire Wardens will assist in the evacuation of the premises by:-

- Checking that their assigned areas have been evacuated(if it is safe to do so)
- Supervising and directing students and staff to areas of safety.

Fire Fighting Equipment

Firefighting equipment has been positioned at appropriate positions around the site.

In accordance with the Regulatory Reform (Fire Safety) Order a number of staff have been given training in the use of firefighting equipment:-

Jay Cross – HLTA, Jo Warne – TA, Gemma Allen – TA.

Evacuation and Registration Procedures

Fire Evacuation Procedures

In the event of discovering a fire, the alarm bell can be activated by breaking the glass on the devices located around the building. The alarm will be sounded (a continuous ringing bell, which can be heard throughout the building. When the alarm is sounded the following procedures are followed:

The signal for fire is a continuous bell – In the event that this bell sounds

- Leave the building by the nearest fire exit (clearly signed) in a calm and orderly manner
- Any children with disabilities will be supported according to their PEEP (Personal Emergency Evacuation Plan)
- Children will be supervised by the senior member of staff in the classroom/area
- Do not stop to take belongings
- Convene at the Fire Muster Point (clearly signed) – Boldventure end of field below the infant playground
- Admin staff take 'grab bag', school mobile phone and tablet.

Early Years and Key Stage 1 classes will enter the field at the far end by Boldventure.

Key Stage 2 classes will enter the field at the far end by the park and walk around the far perimeter of the field.

Fire Marshalls will check areas listed below to ensure building has been vacated.

At Fire Muster Point

- Headcounts will take place immediately to ascertain that all children are accounted for
- Headcounts will be reported back to the Admin staff in charge of registers
- In the event that the headcount indicates a missing child, the register will be taken to identify the missing child
- Admin Staff will check visitors and staff

If the emergency services are required:

- Children are to remain supervised by staff on the field.
- The Head of School or a member of SLT will call 999 on the school mobile phone. Central Office will be informed on 01726 250260.
- The Head of School or a member of SLT will liaise with the emergency services on site.

Fire Marshalls

Jay Cross – Key Stage 2

Kim Slade – Key Stage 1

Gemma Allen – Foundation/BBeebies

Louise Munson – Admin area, staff room and corridor

Deputy

Jo Warne

Joe Daysh

Sorrel Bounsall

Debbie Carmichael

If a return to the building is prohibited and/or it is necessary to evacuate the site, the procedures listed below will be followed:

Bishop Bronescombe CE Primary School **Emergency Action & Continuity Plan**

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Administration	
Date of issue	May 2016
Review date	January 2017
Reviewer	Head/Executive Principal/Business Manager/LGB
A copy of this plan is kept in/by	School office Central office
Electronic copies are stored.	On the central drive at school and a copy at the Central Office
An emergency grab bag is located in/at	The School Office
Incident Controller – in school	Debbie Carmichael
School details	
Name of school	Bishop Bronescombe CE Primary
Type of school	Primary
School address	Boscoppa Road St Austell PL25 3DT
Phone Number	01726 64322
Fax Number	N/A
Email	bbsecretary@stpiranscross.co.uk
School operating hours (including clubs and regular lettings)	7.45am – 6pm Monday – Friday, term time only.
Number of staff	49
Maximum number of pupils	313 (44 nursery)
Age range of pupils	4 - 11
Useful websites	
School	www.bishopbronescombe.co.uk
St Piran's MAT	http://www.stpiranscross.co.uk/
Cornwall Council	http://www.cornwall.gov.uk/

Department for Education	www.education.gov.uk
Foreign & Commonwealth Office	www.fco.gov.uk
Environment Agency	www.environment-agency.gov.uk
Met Office	www.metoffice.gov.uk
Health and Safety Executive	www.hse.gov.uk
Teacher Support Network	www.teachersupport.info

Staff & School Governor Emergency Contacts

Name	Staff/ Governor	Contact Numbers	Emergency Planning Function (if any)
Debbie Allen	S		
Gemma Allen	S		
Chloe Attis	S		
Sally Berry	S		SLT – sweep of building
Sorrel Bounsall	S		
David Bulled	S		
Rebecca Burr	S		
Debbie Carmichael	S		Head of School – Contact emergency services and local radio Lead evacuation to chapel. Contact keyholder of chapel.
Cara Cleaves	S		
Justine Cross	S		First Aid kit

Rebecca Dalton	S		
Emily Davy	S		
Joseph Daysh	S		
Oliver Deadman	S		
Moutushi Dey (On Maternity Leave)	S		
Papiya Dey	S		
Teagan Elliott	S		
Liam Flint	S		
Anna Freight	S		
Emilie Hadida	S		
Beth Harron	S		
Tracey Hawke-Vango	S		
Bethany Horwell (On MAT Leave)	S		
Rebecca Jane	S		
Nina Jones	S		
Paula Kay	S		Admin duties – take register
Gail Lowe	S		
Monika McLoughlin	S		
Tracey Manton	S		
Amy Mewton	S		
Louise Munson	S		Admin – evacuation grab bag
Jane Myford	S		
Susan Omlo	S		

Tamsin Parry	S		
Tamara Shrewsbury-Davis	S		
Kim Slade	S		
Anna Steele	S		
Suzanne Topham	S		
Joanna Warne	S		
Kerry Williams	S		
Andrew Crago	S		
Rose Elliot	S		
Nicole Lyden	S		
Caroline Smith	S		
Hester Thomas	S		
Nicky Wilhelmson	S		
Tina Trudgian	S		
Ralph Endean	S		
Andy Roberts	S		
Tamsin Fitchett	S		
June Lucas	S		
Paul Martin	S		
Shereen Crago	S		
Rachel Moseley	S		
Mark Lees	S		
Jules Williams	G		
Sarah Kidane	G		
Marion Barrett	G		
Simon Hill	G		

David Michael	G		
Lindsay Allen	G		
Georgina Miner	G		

School Letting Details/Contacts

Club/Letting	Operating hours	Contact details	Normal Access Arrangements
Brownies	Tuesday 6pm-8pm		

Contracted and/or Council Services

Organisation	Contact name	Contact details	Notes
Children's services			
Press Office			All press releases must be authorised by the Executive Principal and go through the Central Office.
Property Services	Chris Jackson Kendall Kingscott –Building Surveyor Lorne Stewart - Compliance Management Company	Kendall Kingscott- 01392 266890 07711 378187 Lorne Stewart- 01752 768088	
School Transport	NA		
Catering	Chartwells Tracey Cooke	tracy.cooke@compass-group.co.uk 07500 881540	
Educational visits	Debbie Carmichael	dcarmichael@stpiranscross.co.uk	

Health and safety	Nicola Gordon	ngordon@stpiranscross.co.uk	
Insurance	RPA		Copy of details at the end of this policy.
Legal			
Human resources	Browne Jacobson	Through central office	
Educational psychology	Katy Neve	kneve@cornwall.gov.uk	
Occupational health			
Gas Supplier	Total Gas & Power	Emergency number: 0800 111 999 Account number: 3003954789	
Electricity Supplier	Scottish Hydro	Emergency number: 0800 6783 105 Account number: 301628449	
Water Supplier	South West Water	0344 346 2020 Customer Number: 1889599901	

Local Radio Stations

Radio station	Name / role of contact (if applicable)	Contact details	Alternative contact details	Notes (e.g. coverage, frequency)
Pirate FM	Duty officer	01209 313 900	01209 314 400	102.2 & 102.8 FM
BBC Radio Cornwall	Duty Officer	01872 222222	01872 275421	bbc.co.uk/cornwall

Authoritative/Support Organisations

Organisation	Contact details	Additional Information	Notes
Police/Fire/Ambulance	999		
Department for Education	Enquiry line: 0370 000 2288		

Foreign & Commonwealth Office	Consular assistance: 020 7008 1500 (24 hour)	If abroad ring: +44 20 7008 1500	
Environment Agency Flood-line	0845 988 1188 (24 hour)		
Health and Safety Executive	Info-line: 0845 345 0055 Incident contact centre: 0845 300 9923 Duty officer: 0151 922 9235 (24 hour)		

First Response

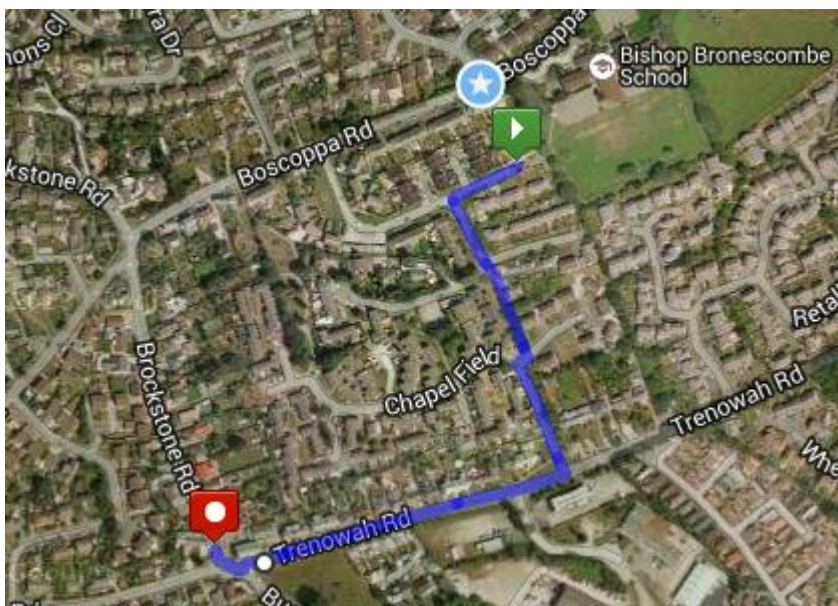
The first person aware of an incident affecting the operational management of the school, either on-site or as part of a school visit, must follow agreed school emergency procedures, informing the senior manager (usually the Head of School) as soon as is possible.

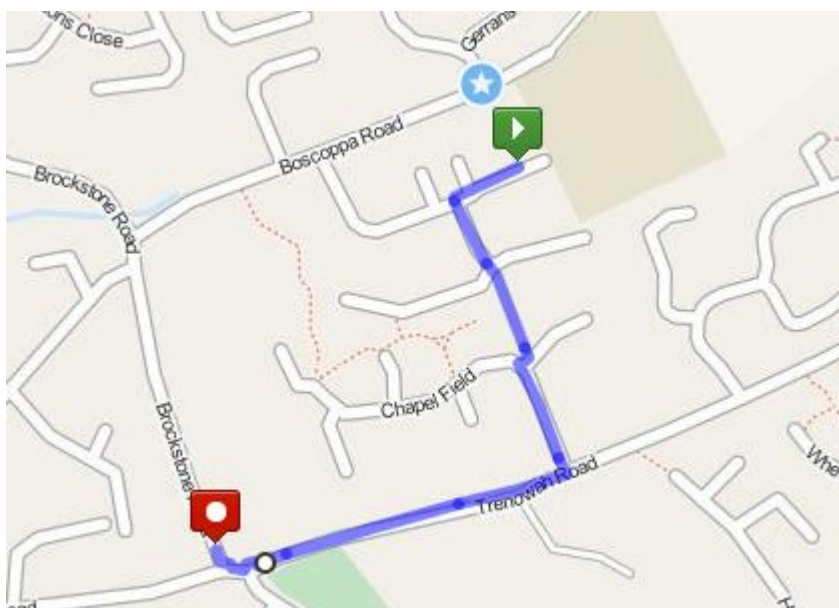
Fire Evacuation Plan: In case of fire, the fire bell will ring, the fire evacuation procedure must be followed: evacuate the building by the nearest exit, meet in the designated meeting point and call registers to ensure no missing persons, sweeper to sweep building on leaving. See Fire Evacuation Plan for further details.

Critical Incident Plan: If it is unsafe to stay on the school premises the **school bell will be rung continuously**.

This will indicate to all staff that they need to evacuate the premises, via the side gate leading to Retallick Meadows.

The staff will complete a sweep of classroom and toilets and lead pupils out of school ground, along pavement to Bethel Chapel. Staff members will stop traffic and man the road, while children cross safely between them.





At the chapel staff will stop to do a head count. Once they are sure all pupils are present they will enter the Chapel and complete a full register again.

SLT will contact Mark Lees and the Central office.

Admin team will bring the register and the emergency bag containing: pupil information, first aid kit, inhaler and this policy. Mr Lees or Mrs. Carmichael will sweep the whole build before leaving to check the building is empty.

This emergency critical incident procedure will be practiced on a regular basis.

First Response Management Action (Head/Executive Principal/Asst Heads and/or Senior Manager Present)	Record Action taken & Time
Assess the situation and establish a basic overview of the incident.	SLT to access situation. Decide on safety of pupils and staff.
Take immediate action to safeguard pupils, staff and visitors.	Ring bell continuously so all staff now this is a critical emergency and school needs evacuating. SLT to contact Mark Lees and Central office to inform them.
Attend to any casualties and administer first aid, if appropriate.	All staff first aid trained. Call 999 immediately if required. If able to be moved evacuate the casualties too.
If appropriate, dial 999 for the emergency services and provide them with an overview of the situation.	SLT or admin team to do this immediately as evacuating. Inform central office and Mark Lees executive principal.
Fetch any equipment that may prove useful (e.g. first aid kit, walkie-talkie, megaphone, mobile - phone).	Grab bag collected by admin team including first aid kit, asthma inhaler, pupil contact info and own mobile phone.

Refer to the list of emergency contact numbers for additional support as necessary.	Call central office, Mark Lees and chapel wardens to get keys for Chapel.
Delegate tasks as appropriate to staff Ensure staff understand their responsibilities	Staff briefed at staff meetings. Run through of procedures occurs regularly. Admin staff to take registers and grab bag. Debbie Carmichael to sweep the school – check kitchen, hall and toilets. Teachers and Teaching Assistants lead pupils out of the school.
Advise other organisations as required, provide accurate information to those arriving on-scene.	Inform central office who will inform who is necessary to be informed. A message will be texted to parents. From mobile phone – provide information of the situation.
Establish the whereabouts of all pupils, staff and visitors and ensure the emergency services are aware of anyone who is unaccounted for.	Contact emergency services. Head count in chapel. Full registers completed and repeated at chapel.
Inform the Principal and governors as appropriate.	Admin or SLT to inform principal asap. Central office to inform governors.
Oversee the agreed arrangements for contacting relatives of pupils / staff affected by the incident.	SLT to ensure emergency contacts are phoned for pupils and staff. Inform parents via texting, facebook, website and radio of incident.
Where necessary secure areas and/or take other appropriate steps to protect property	Ensure once in the chapel club venue - check all exits are locked and the children are safe.

If the school has been

evacuated and pupils are not able to return to the school building within a short space of time, they should be re-located to the pre-arranged place of safety and refuge.

Action	Record of Action & Time
Name and address of premises used as place of safety/Refuge.	Bethel Chapel
Contact name and details of key holder(s)	Alan Grigg alangrigg46@yahoo.co.uk Terry Barker 01726 63226
Estimated travel time (walking, with pupils)	10- 15 mins walking with children 0.33 miles

Transfer School community to Refuge	
Arrangements in place for communicating with other agencies and parents.	This plan is taken along with a hard copy of the data file for the pupils. A copy is also held at Central Office.
All pupils collected from school by parent and/or carers by (time)	Parents to collect pupils from school if safe to return or from the chapel.

Business continuity - Initial Management Action	Record Actions & Time
Establish what effect the emergency will have on the operation of the school. Try to ascertain how long the disruption will last.	The school is unable to provide education for time, no wrap around care or unable to meet legal requirement to provide hot food for lunch.
Consider how the incident will affect any extended services and/or clubs that use the school premises. Liaise with these services as necessary.	Will affect after school clubs, private and on site. Admin staff/central office to contact and cancel them. Central office to Contact Chartwells food provider to inform them of situation. Central office to inform Churchill and Ralph Endean of the situation.
Attempt to recover important documentation and records if safe to do so (consult the emergency services for advice if necessary).	A copy of pupil records contained in grab bag. Call 999 for any advice or next steps.
Advise Principal & take any necessary instructions	Advise EP immediately and follow any instructions. Move the pupils and staff to critical emergency location.

If the Head/Executive Principal/Senior Manager's assessment is that the school will not be able to open the following day....

Action	Record Action & Time
Apply the published Cornwall CC protocols for school closure	Follow the procedures for school closures. Central office to support with this.
Advise local Radio stations	Contact central office who will advise local radio stations.
Where possible update school answerphone message	N/A no answer machine. Central office to update school website.

Consult with Principal re on-going arrangements and possible temporary relocation of school.	SLT to consult with principal to decide temporary relocation of school. Inform parents as this information is available.
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Post Incident Recovery – Return	Record Action Taken & Time
Act as the main contact for the recovery process. Continue to allocate tasks and direct staff.	Debbie Carmichael to be the main contact for recovery process. Direct and instruct staff.
Ensure that post incident support is available to all who may require it.	Offer counselling, wellbeing support and advice. Team meeting to de-brief and ensure wellbeing of all.
Assist in organising remedial work to property and liaise with insurance companies, salvage specialists and loss adjusters as appropriate.	Liaise with central office who will organise any insurance needs.
Complete any necessary forms / paperwork.	Debbie Carmichael to write a written account of events. Feedback to executive principal.
Arrange a debriefing for school staff involved in the response.	De-briefing for all staff involved as soon as it is possible to do this. Lunch time or directly after school.
Initiate a review of the school emergency plan.	As soon as possible Admin team, Mark Lees and Debbie Carmichael to complete review of emergency plan. Does it need adapting or changing?
Advising nearby schools to inform them of any important issues relating to the incident.	Central office to inform other local schools of any issues or relevant information.



There are two areas where children could be accommodated during an emergency. The chapel pews should be used as a second choice when the hall is already occupied.

No children are allowed to sit upon the stage area if the hall is used.

Dear Parent/Carer

Following Government guidelines we have been reviewing our emergency closure procedures. Set out below is a brief overview of the work we are doing to ensure that all pupils and staff remain safe at all times.

Disaster such as fire, gas leak, bomb threat or any other incident where the building cannot be occupied:

When students are on site, the fire bells will ring to instigate a whole school evacuation to the designated safe areas.

The Senior Leadership team will decide in liaison with the emergency services on the next action. If we are instructed to evacuate we will walk all students to Bethel Chapel. As part of this procedure:

- A text will be sent to all parents / carers informing them of the action being taken
- Students will remain at Bethel Chapel until collected by one of their named contacts.

Thank you for your support with this, I really do hope that this never happens, but if it does, we can work together and keep our children safe.

Yours sincerely

8 **Electricity**

School Owned Portable Appliances

The school will undertake to inspect and test all its portable electrical appliances by a competent person on the following basis:-

- annually

Tests will be carried out by Lorne Stewart (or another appointed contractor)

All test Certificates will be kept in the Premises file held in the school office for the duration of the life of the appliance.

Personal and Privately Owned Portable Appliances

Personal items of electrical equipment should not be bought into the school/academy.

Coordinator

The central office is responsible for keeping an up-to-date inventory of all relevant electrical appliances and the Head needs to ensure that all equipment is available for testing.

The Central office will ensure that a fixed wiring inspection is carried out for the premises.

9. The Control of Hazardous Substances

Hazard Assessment

All substances which may be considered hazardous to health under the Control of Substances Hazardous to Health (COSHH) Regulations have been assessed using Cornwall Council's COSHH Assessment Process.

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

A central copy of COSHH assessments is kept by Andy Roberts.

Staff Responsibilities

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

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

COSHH Coordinator

Andy Roberts is responsible for ensuring that, before any new substance/chemical is used, a COSHH assessment has been obtained from Cornwall Council.

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

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

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

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

Asbestos

In accordance with the Health and Safety at Work Act 1974 and the control of Asbestos regulations 2012, the School will ensure, so far as reasonably practicable, that all asbestos containing materials falling under its control will be managed in such a manner so as to minimise the risk of any person being exposed to asbestos fibres.

10. Display Screen Equipment

Workstation Assessment

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

Equipment

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

Eye Tests for Display Screen Equipment Users

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

DSE users are defined as:-

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

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

Rebecca Bishop (HR Officer) can arrange a voucher for any eligible employees.

11. Work Equipment

The Business Manager is responsible for overseeing the purchase of all work equipment.

All work equipment must be purchased from a reputable supplier for the type of equipment that is required. Before purchase consideration must be given to:-

- The installation requirements
- The suitability for purpose
- The positioning and or the storage of the equipment
- Maintenance requirements (contracts and repairs)
- Training and use of the equipment

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

12. Management of Contractors

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

Selection of Contractors

The school will only select contractors to carry out work who are listed on the MAT's approved contractor list and have demonstrated:-

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

Management of Contractors

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

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

All contractors will be required to carry visible identification.

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

The Heads will be responsible for the on site management of contractors.

Construction Works

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

13 Personal Protective Equipment

St Piran's Cross Multi-Academy Trust's Responsibilities

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

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

Assessment of Need

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

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

Purchase and Storage of PPE

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

In addition the Business Manager will check to ensure that suitable arrangements are in place for the storage, cleaning and replacement of PPE.

Staff and Student Responsibilities

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

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

14 Working Alone

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

In such circumstances the school will assess the risk to these individuals and will introduce suitable controls to ensure that all risks are minimised. A copy of the procedures introduced to control these risks will be kept in the school office.

Any staff wishing to work outside normal school hours must have prior agreement/permission from the Head/Principal.

School Security

Caroline Smith is the appointed person who is responsible for the security of the site at the end of the day by ensuring that doors, windows, skylight etc. are secured.

Ralph Endean and Andy Roberts are responsible for carrying out checks of the premises during holiday periods.

School Staff/Governors Responding to Call-Outs

PJI Security are the nominated out-of-hours key holders. If there is a time when a staff member or governor is required to attend site following the activation of the alarm the following will apply:

When they are called out they will not know what situation they will find and consequently systems need to be established which reduce the potential for them to be harmed.

It is considered that it is foreseeable that when attending a call out there is a potential for injury due to assault (which is rare) or as the consequence of an accident.

Debbie Carmichael, Sally Berry and Paula Kay are the school's nominated representatives who will respond in an out-of-hours call out.

The school will assess the risks to these individuals and introduce suitable control measures to ensure that all risks are minimised.

Call Out Arrangements

The school will introduce call out arrangements that will reduce the possibility of injury to staff and which ensure that if an incident occurs support will be provided.

Security Firm Personnel Attendance

Having a contract with a security firm who will respond to alarm activations without recourse to a school key holder or who will arrange for someone to meet and staff with the key holder whilst they check the site.

Managed by PJI security

15 Violence

Zero Tolerance

Violence is not tolerated in this school. Action and the appropriate sanctions will be taken against the perpetrator of any violence towards staff, students or visitors to this school.

Violence towards Staff

Violence towards staff from other members of staff, visitors or members of the public will be reported to the police.

Violence towards staff from students will be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards Visitors

Violence towards visitors will be reported to the police.

Violence towards Students

Violence between students will normally be dealt with using the school's internal disciplinary procedures (which may include police involvement where appropriate).

Violence towards students from staff, visitors or members of the public will be reported to the police.

Responsible Person

Debbie Carmichael is responsible for ensuring that all:-

- Staff are aware of the policy and procedures for dealing with violent incidents
- Staff have received instruction in procedures/techniques for avoiding violence at work
- Staff are aware of the procedures for reporting violent incidents
- Incidents of physical and verbal abuse are recorded using the Online Accident Reporting System

Team Teach

Team Teach is a training package for staff utilising de-escalation and positive handling strategies to support a child when they are in a crisis situation. Within this school the following staff are trained in Team Teach techniques:-

Mr Oliver Deadman	Miss Kerry Williams	Mrs Kim Slade
Mrs Justine Cross	Mrs Tracey Manton	Rebecca Dalton
Mrs Sorrel Bounsall	Mrs Deborah Allen	Suzanne Topham

A specific policy and procedures aimed at the control of students has been adopted, see below.



Bishop Bronescombe CE School *Physical Restraint Policy*



Review date:	June 2016	Revised by:	Debbie Carmichael
		Governor responsible:	LGB

School Aims:

At Bishop Bronescombe School we aim to give all children:

- ✚ Access to a rich curriculum which enthuses and equips them for life as citizens in the 21st century.
- ✚ Opportunities to explore their own developing Christian faith and to have respect for the faith of others.
- ✚ High self esteem by feeling valued as a member of our school.
- ✚ A sense of fair play, treating others with dignity and respect.
- ✚ The chance to enjoy taking part in a vibrant, forward looking school, moving their learning forwards.

Bishop Bronescombe School Motto is: '**Learning that lasts a lifetime.**'

General policy statement:

All staff, governors, volunteer helpers, students and visitors need to give due regard to all of the policies and practices adopted by the school. Whilst it is acknowledged that people other than staff cannot be expected to read every policy before a visit to the school, it may be that further guidelines are necessary in addition to the Visitor Policy, which all visitors must acknowledge and accept upon arrival. All staff carry a responsibility for the welfare and success of the pupils in our school. Staff will advise anyone who is working alongside us of the necessary protocols, procedures and policies we follow.

1.0 Rationale

- 1.1 The physical control or restraint of pupils is fraught with difficulties. This policy provides a framework and guidance for staff which is designed to ensure the safety of both pupils and adults in such circumstances.
- 1.2 This policy is based on guidance from online publications, Department for Education Advice (July 2011) and Cornwall County Council guidance (September 2010). Staff should also refer to the school's policies on behaviour for learning, child protection, safety and special educational needs.

2.0 Policy Statement

- 2.1 References to 'staff' in this policy applies to all **employed** adults on site, both paid and voluntary. All **teachers** are empowered to restrain. This does not, however, include students or peer tutors.
- 2.2 Staff who have received specific training called "Team Teach" are: Jay Cross, Jo Warne, Debi Allen, Tracey Manton, Oliver Deadman, Kerry Williams, David Bulled, Kim Slade and Rebecca Dalton

These staff will be alerted to an incident as a priority as they receive training every 2 years.

2.3 At Bishop Bronescombe CE School, we believe that the use of reasonable force is only necessary to prevent a pupil from:

- i) Committing a criminal offence
- ii) Injuring themselves or others
- iii) Causing damage to property, including their own
- iv) Engaging in behaviour prejudicial to maintaining good order and discipline at the school among any of its pupils, in the classroom during a teaching session or elsewhere. Such intervention would only occur if normal positive behaviour management has not worked.

2.4 Circumstances which potentially justify the use of force to restrain pupils:

- i) A pupil attacks a member of staff or another pupil
- ii) Pupils are fighting, causing risk of injury to themselves or others
- iii) A pupil is committing, or on the verge of committing, deliberate damage to property
- iv) A pupil is causing, or at risk of causing, injury or damage by accident, by rough play, or by misuse of dangerous materials or objects
- v) A pupil absconds from a class or tries to leave school other than at the authorised time and this entails serious risk to the pupil's safety, the safety of other pupils or staff and/or damage to property, and/or leads to behaviour that prejudices good order and discipline such as disrupting other classes
- vi) A pupil persistently refuses to follow an instruction to leave a classroom
- vii) A pupil is behaving in a way that seriously disrupts a lesson, school sporting event or school visit

2.5 The use of restraint should always be a **last resort**. If practical before intervention, a calm warning or instruction to stop should be given using non-threatening verbal and non-verbal body language. Every effort should be made to achieve a satisfactory outcome without physical intervention. **In all circumstances help must be sent for, even when immediate intervention is necessary.**

2.6 Try to seek the support of another adult before intervening. Restraint can take a variety of forms and staff should observe the following points:-

- i) Staff should **NOT** act in a way that might reasonably be expected to cause injury.
- ii) Staff should **NOT** slap, punch, kick or trip a pupil.
- iii) Limbs should **NOT** be twisted or forced against joints.
- iii) Staff should avoid touching/holding a pupil in a way that might be considered inappropriate.
- iv) Pupils should **NOT** be held or pulled by the hair or ear.
- v) Any incident involving a significant level of force must be reported directly to The Senior Safeguarding Manager, County Hall, after consulting with the Head of School.
- vi) Staff should not ignore an incident. If you do not feel able to intervene you should seek help immediately.

2.7 **'Reasonable Force'** should not be used for trivial misdemeanors and should always be proportionate to the circumstances of the incident. It should be used only to control or restrain and never with the intent to cause pain or harm. **It must, therefore, be the minimum needed to achieve the desired result.**

- i) In any action, due regard has to be taken to the age, understanding, gender and special needs/disability of the pupil. Specific individual pupils may have risk assessments and positive handling plans which offer specific advice and guidance.

2.8 Examples of the types of force which could be used include:

- i) Leading a pupil by the arm;
- ii) Ushering a pupil away by placing caring hands to guide arms/body;
- iii) The use of restrictive holds known as Team Teach. These will require specific expertise and training.

2.9 **The school accepts and understands that in accordance with the law corporal punishment is forbidden.**

2.10 This policy recognises the legal duty to make reasonable adjustments for disabled children and children with special educational needs.

3. **Documentation**

3.1 Individual risk assessments (known as Team Teach/Behaviour Management Plans) will be carried out on specific pupils who are more likely to require physical restraint.

3.2 Where physical intervention is a likelihood for specific pupils a Team Teach Plan will be devised. This plan will be shared with relevant staff. These identified pupils will be placed on the school SIMS electronic database.

3.3 Where restraint has been necessary, the incident must be reported to the member of the SLT with responsibility for safeguarding children. This is currently Debbie Carmichael. A report should be written using the enclosed pro-formas (see Appendices) which can be obtained from the school office. Separate pro-formas are used for team teach trained members of staff. Hard copies will be kept on personnel/pupil files. In all cases a log book is kept of reported incidents.

3.4 In the event of any incident involving control or restraint, the appropriate pro-forma in the appendices should be completed. Parents of the pupils involved will always be advised of an incident and it may be necessary for it to be followed up by other disciplinary action or pastoral support. This should be overseen by a member of the Senior Leadership Team.

3.5 All members of staff and part time staff will be familiarised with this policy on at least an annual basis.

3.6 Physical contact in other circumstances

3.6.1 There are occasions when physical contact is proper or necessary:

- i) PE lessons, sports coaching
- ii) Technology and Music
- iii) Administering first aid
- iv) Specific SEND needs
- v) Touching may also be appropriate when comforting a pupil or when being congratulated or praised.

4.0 **Telling parents that force has been used against their child**

4.1 If an incident occurs which requires the use of force, parents/carers will always be informed. This should be overseen by a member of the Senior Leadership Team.

5.0 **Complaints**

5.1 When a complaint is made the school will refer to the Department for Education guidance relating to

“Dealing with allegations of abuse against teachers and other staff”.

5.2 This does not mean that a member of staff will be suspended automatically.

Appendix 1**FOR NON TEAM TEACH TRAINED STAFF
USE OF FORCE TO CONTROL OR RESTRAIN PUPILS: INCIDENT RECORD**

Details of pupil or pupils on whom force was used by a member of staff (name, class)	
Date, time and location of incident	
Names of staff involved (directly or as witnesses)	
Details of other pupils involved (directly or as witnesses), including whether any of the Pupils involved were vulnerable for SEN, disability, medical or social reasons.	
Description of incident by the staff involved, including any attempts to de-escalate and warnings given that force might be used.	
Reason for using force and description of force used.	
Any injury suffered by staff or pupils and any first aid and/or medical attention required.	
Reasons for making a record of the incident.	
Follow up, including post-incident support and any disciplinary action against pupils.	
Any information about the incident shared with staff not involved in it and external agencies.	
When and how those with parental responsibility were informed about the incident and any views they have expressed.	
Has any complaint been lodged (details should not be recorded here)?	
Report compiled by: Report countersigned by:..... Name and role:..... Name and role: Signature: Signature: Date: Date:	

Appendix 2

Recording Events and Actions

Governing bodies / schools / settings should establish arrangements to ensure that all incidents of restraint are logged by the member(s) of staff involved as soon as possible after the event. This should take the form of a special 'log book' or file which has numbered and bound pages. Cornwall Team-Teach have published a log book and this is available through Cornwall's Team-Teach training. The information should also be included in the child / young person's file.

	<u>Level of reporting required</u>	
<u>Level or severity of incident</u>	<u>School/Setting Incident Log Book</u>	<u>Copy of Incident Log sent to Senior Safeguarding Manager Safeguarding Children Unit</u>
1) Incident dealt with using/following existing IBP, IBMP, Care Plan or Individual Safety Plan and was resolved without distress to child/young person and member(s) of staff	No (note frequency & duration in IBP,IBMP,CP ISP)	No
2) Incident required action in addition to existing IBP,IBMP or Care Plan but was resolved without distress to child or young person.	Yes	No
Incident was not planned for and action undertaken led to: 3a) no apparent injury or distress to child/young person and member(s) of staff	Yes	No
3b) no apparent injuries but need to identify and analyse trends and patterns	Yes	No
3c) significant level of force during restraint was required or duration of restraint exceeded 15 minutes which may need to be justified	Yes	Yes (if judgement is finely balanced)
3d) injury or distress to child and/ or member(s) of staff	Yes	Yes
3e) other agencies being involved e.g. police, ambulance	Yes	Yes If residential setting-[Ofsted regulation 30(1) schedule 5 notification]
4.) Incident led to Ground or Prone holds being used	Yes	Yes

All incidents 3c,3d, 3e, & 4 above must be reported to the Senior Safeguarding Manager. Please inform Cornwall Quality Assurance & Safeguarding Children Unit, Room 410, New County Hall, Treyew Road, Truro or call 01872-254549 (Kaley Dole) Safeguarding Children Standards Unit, Pendragon House, Gloweth, Truro, TR1 3XQ (Elaine Atkinson). This information will be reviewed along with all other statistical returns and may form the basis for further Local Authority support.

Witness Statements

Immediately after the incident has been resolved, the Head of School or senior member of staff should be verbally appraised of the situation.

When taking a witness statement from another child/young person it may be necessary to contact Children, Young People and Families Personnel before proceeding. A member of the senior leadership team should make this decision. The following points should be considered:

- ☐ Avoiding the risk of collusion;
- ☐ Having a quiet place in which to record the statement;
- ☐ The language skills of a child / young person witness.

Appendix 3: FORMAT FOR TEAM TEACH INCIDENT REPORT

This form is to be completed by the member of staff involved in the incident, where appropriate, with support from a senior colleague and in accordance with the school Behaviour for Learning Policy and Local Health and Safety policy. It should be noted that this is a legal document and is designed to protect the interests of children/young people and staff. Any incident involving handling a child/young person as a result of a crisis **MUST** be recorded within 24 hours and given to the Headteacher.

Child/Young Person's Name:		Date of Birth/NC Year Group:				
Class:		Tutor:				
Date of Incident:		Time of Incident:				
Reported by:		Location:				
Staff involved:						
Others present:						
Antecedent (situation prior to incident and details of incident)						
Behaviour (describe the actual behaviour of those concerned)						
Assault on Child / Young Person			Injury to Adult			
Serious assault / police involvement			Accidental			
Physical Harm			Deliberate assault by pupil			
Damage to Property			Absconding			
Accidental			Within the grounds			
Intentional			Off premises			
Sexualised Behaviour			Substance Abuse			
All categories			All categories			
Threatening Behaviour					Staff	Pupils
Verbal abuse towards						
Physically threatening behaviour towards						
Accident/Injury to Pupil						

During incident		First Aider		Hospital		GP	
During handling		Body Map used		Accident Log		Other	

		Positive Handling Strategy {In accordance with policy guidance}				
Held by 2 or more			Friendly hold			Figure of four hold
Holding only			Single elbow			Wrap – for smaller child
Guided			Double elbow			Shield
Cradle Hold			Kneeling hold			Wrap to floor
Inside double elbow			Position – standing/sitting/kneeling/prone			
Consequences					Identify any visible injuries	
Follow Up Action Taken ~ Strategies Used						
Individual counselling		Removal of privilege				
Removal from area		Letter home				
Young Person/Pupil Comment						
Debrief of Staff Involved						
Senior Staff Comment ~ Further Action Required ~ Lessons Learnt						
Does this child / young person have a behaviour improvement plan / IEP / IBP?						Y/N
Is one needed / or needs amending?						Y/N

Agencies informed:				Comment			
Police Involvement							
Social Care							
Safeguarding Unit							
Parents							

Local Authority			
Other			
For office use only:			
Head teacher / Senior Manage (Resources)		Copies to:	
Child Incident no:		School / Residential Establishment or other Settin Incident no:	

Appendix 6

EMERGENCY PROTOCOL FOR SERIOUS INCIDENT

Staff

Tell pupils to stop fighting – keep requesting that they stop. Blow whistle 3 times to summon staff support

Inform pupils that they must move away from the area immediately

Send for assistance (via reception if necessary) from a team teach trained member of staff

Don't physically intervene unless absolutely necessary
