

# NETHERLEIGH AND ROSSEFIELD SCHOOL

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Parsons Road  
Heaton  
Bradford  
BD9 4AY

Telephone: (01274) 543162

Fax: (01274) 493001

## Health & Safety Policy

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# Policy Statement

## Section

# 1

### Health and Safety Policy Statement

As a responsible employer, **Netherleigh and Rossefield School** seek through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy and bring this to the notice of all employees. This general policy statement of health & safety is the commitment of this Company to comply with current health & safety legislation.

It is the ultimate responsibility of the proprietor, **Mrs Mary Midgley**, to ensure that the working environment is safe and without significant risks to health & safety, and meets the appropriate statutory requirements. The school is run on a day to day basis by Mr Richard McIntosh, who has appointed Mrs Judy Brushett (Deputy Head) as on site Health and Safety Officer. Mr R. McIntosh and Mrs J. Brushett will work together on behalf of the proprietors to ensure that the working environment is safe and without significant risks to health & safety, and meets the appropriate statutory requirements. It is recognised that all employees have a vital role to play in the implementation and maintenance of the health & safety programme, for the school premises and other locations where employees are at work.

### Our Statement of General Policy Is to:

- maintain safe and healthy working conditions for teachers, pupils and teachers;
- provide and maintain high levels of physical security of the School buildings in the interest of all occupants of the workplace;
- prevent accidents and cases of work-related ill health;
- ensure all employees are competent to undertake their tasks and to give them adequate training;
- provide sufficient information, instruction, training and supervision for all employees and trainees;
- ensure the safe handling, use and control of dangerous / hazardous substances;
- provide and maintain safe plant and work equipment;
- consult employees on matters affecting their health and safety;
- provide adequate control of the health and safety risks arising from our work activities, with particular regard to schoolchildren.

This School policy will be reviewed and revised at regular intervals and those changes will be brought to the notice of all our employees.

Signed by: \_\_\_\_\_

**Mrs. Mary Midgley, Proprietor**

Signed by: \_\_\_\_\_

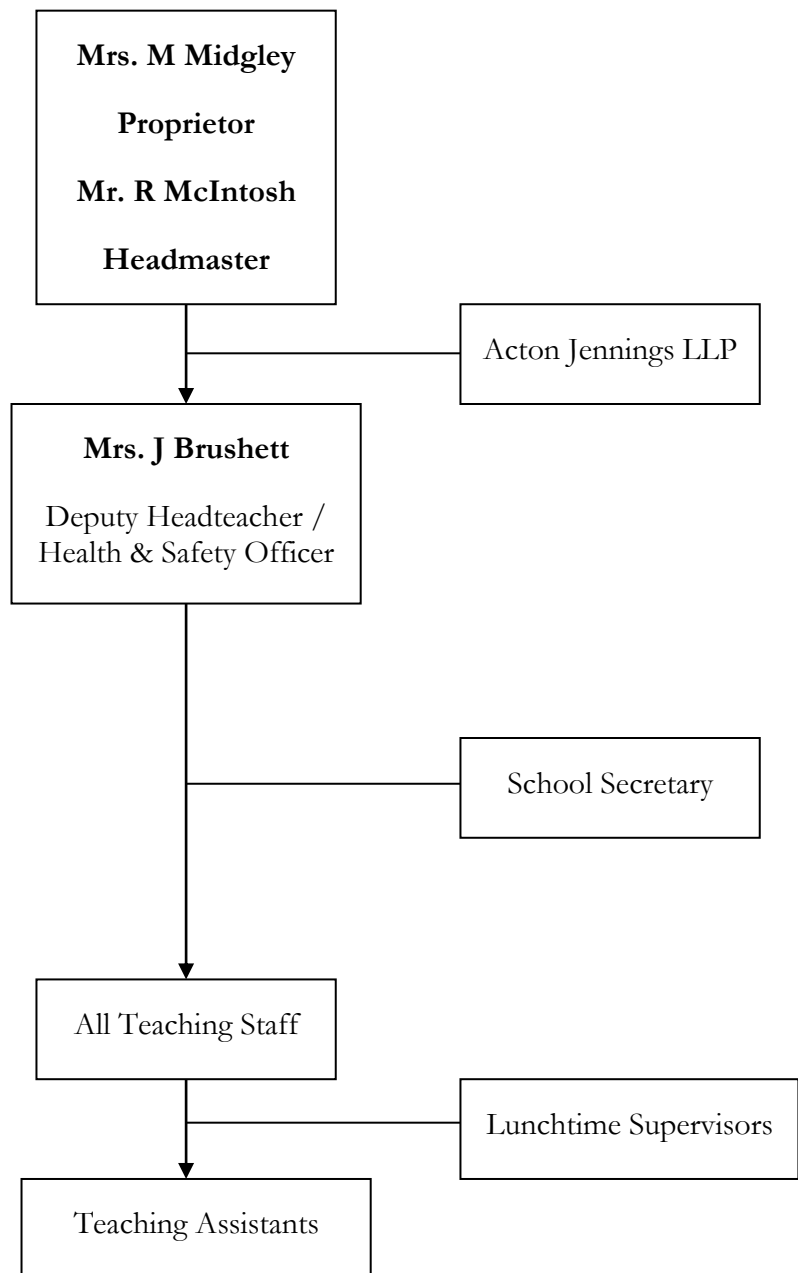
**Mr. Richard McIntosh, Headmaster**

Date: \_\_\_\_\_ 2016

For and on behalf of:

**Netherleigh and Rossefield School**

## Chain of Command for Health and Safety Management



## **Responsibilities of the Proprietors in Respect of Health and Safety Risks Arising from the School's Activities**

### **Action Points**

The Proprietors recognise that they need to accept formally and publicly their collective role in providing health & safety leadership in this School.

The Proprietors accept their individual role in providing health & safety leadership for this organisation.

The Proprietors shall ensure that all decisions reflect their health & safety intentions, as articulated in this Health & Safety Policy statement.

The Proprietors recognise their role in engaging the active participation of employees in improving health & safety.

The Proprietors shall ensure that they are kept informed of and alert to, relevant health & safety risk management issues.

The Proprietors shall:

- formally review health & safety performance (at least annually);
- ensure that the Health & Safety Policy statement reflects current Proprietor priorities;
- ensure that management systems provide for effective monitoring and reporting of health & safety performance;
- be kept informed about any significant health and safety failures, and of the outcome of the investigations into the causes;
- ensure that the Proprietors address the health & safety implications of all its decisions; and
- ensure that health & safety risk management systems are in place and remain effective.

## **Responsibilities of the School's Management and Employees**

Overall and final responsibility for health & safety in the School is that of **Mrs Mary Midgley**, Proprietor. However, in practice, the performance of strategic duties has to be jointly held and / or suitably delegated. Therefore, day-to-day responsibility for ensuring that this Health & Safety Policy / safe working practices / safe systems of work, will be implemented in the premises, is held by Mrs. J Brushett. As Headmaster, Mr Richard McIntosh also plays a significant role in ensuring that this Health & Safety Policy / safe working practices / safe systems of work will be implemented in the premises. The Company, i.e. the School is responsible for the consideration of health, safety and welfare issues in relation to the following workplaces / areas of activity:

### ***The operation of an independent school for boys and girls aged 2 to 11 years.***

All employees of Netherleigh and Rossefield School have a legal responsibility to co-operate with the School's management to achieve a safe workplace without risks to health.

The indicated person(s) / organisations hold specific duties in relation to the following matters:

Health & safety training:

- Mr. Richard McIntosh

The person involved with the carrying out of health & safety examinations and inspections is Mrs. J Brushett and also:

- H. M. Inspector of Factories from the Health & Safety Executive (HSE)
- the Local Fire Officer
- the Employers' Liability Insurance Engineer Surveyor
- Advisors from the Employment Medical Advisory Service (part of the HSE)
- Appointed contractors, and also
- Acton Jennings LLP as the external 'Competent Person', acting in an advisory capacity.

The employee involved with investigating any accidents to employees and pupils is Mrs. J Brushett.

Those involved with the on-going maintenance of plant and work equipment are approved external contractors.

There might be other employees involved with the basic maintenance of plant and equipment that they are familiar with and use on a regular basis.

The teacher who takes care of technical information relating to machinery and work equipment is Mrs. J Brushett.

The person **responsible** for the safe keeping of health, safety and fire safety documentation is Mrs. J Brushett.

All employees and assistants must also take reasonable care of themselves and others who might be affected by their activities.

Whenever an employee observes a health and safety problem, or other defect which they are unable / not authorised to correct, then they must immediately inform Mr. Richard McIntosh or Mrs. J Brushett.

See also: 'Duties of Employees', 'Unsatisfactory Health & Safety Conduct and Gross Misconduct' 'Health & Safety Rules'

## **Duties of Employees**

All employees have responsibilities and duties under health and safety laws.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

*'It shall be the duty of every employee while at work-*

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and*
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with'.*

Section 8 states:

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions'.*

## **Duties of Employees, continued**

Regulation 14 (1) of the Management of Health and Safety at Work Regulations states:

*'Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device ... in accordance both with any training in the use of the equipment ... and the instructions ... which have been provided to him ....'*

Regulation 14 (2) states:

*'Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees –*

- (a) of any work situation which a person with ... training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and*
- (b) of any matter which a person with ... training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety ....'*

## **Unsatisfactory Health & Safety Conduct and Gross Misconduct**

Failure to comply with health & safety duties, legal requirements, and safe systems of work and work rules, on the part of any employee, and an attitude of non co-operation with their employer, can lead to disciplinary action. Health and safety breaches, which endanger the life of any person, or which create a risk of major injury will be classified as gross misconduct making the employee liable to dismissal.

### **Gross Misconduct**

Note. An employee will be liable to summary dismissal if he/she is found to have acted in one of the following ways:

- unauthorised removal, misuse of, or interference with any guard or protective / protection device;
- unauthorised operation of any item of plant or work equipment;
- unauthorised entry into confined spaces;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised and intentional removal of any warning notice or signage provided by the employer in the interest of health and safety at work;
- misuse of chemicals, inflammables or toxic substances;
- misuse of any item of equipment, fittings, fixtures, components, or plant;
- the use of any type of mobile plant or mobile elevated working platform, without training and authorisation.

**This list is not exhaustive**



## **Health and Safety Rules: All Employees**

### **Accidents and Occupational Health**

#### **All employees must:**

- Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.
- Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.
- Seek medical treatment from the trained first aider/s, for any injury sustained and ensure this is recorded in the Accident Book, B.I. 510.
- Report to their supervisor any medical condition which could affect their well being as well as the health of other persons.
- Co-operate with their employer to enable implementation of occupational health and medical programmes.

### **Controls for Hazardous Substances**

Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees.

### **Electrical Safety**

#### **All employees must:**

- Keep electrical equipment, plugs and leads in a good state of repair.
- Report all faults without delay to Mr. Richard McIntosh or Mrs. J Brushett.
- Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

### **Fire Precautions and Emergency Situations**

#### **All employees must:**

- Store highly flammable and flammable liquids in the correct manner.
- Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.
- Obey Company and site rules on smoking restrictions at work.
- Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.
- Follow the laid down emergency procedures including fire safety arrangements.
- Stop work and any running machinery and proceed to a place of safety in the event of being exposed to serious and imminent danger.
- Never leave stock or other equipment about the premises in any way which might cause a hazard.
- Make themselves aware of the position of fire exits, water points and extinguishers, and understand the wording of the operating instructions.
- In the event of a fire, assemble in the external area away from the building and any potential hazards. Do not attempt to re-enter the building.

## Personal Protective Equipment (PPE) and Clothing

### Employees must:

- Use all PPE provided in the correct manner, including respiratory protection, safety harnesses and rescue equipment.
- Store and maintain the PPE provided in accordance with training and instructions.
- Report any defects, damage, loss etc. to the PPE provided.
- Always wear safety footwear at work and eye protection when required.

## Signs and Notices

### Employees must

Observe and act upon any signs or notices displayed within the working environment.

Employees will need to be aware of the following types of signs and notices:

- Prohibition signs, e.g. *'No Entry'*
- Mandatory signs, e.g. *'Wear Eye Protection'*
- Warning and hazard signs, e.g. *'Danger- Work in Progress'*
- Safe condition signs, e.g. *'Fire Exit'*
- Signs relating to fire and emergency actions and notices informing of first aid arrangements
- The HSE placard *'Health and Safety Law - What you should know'*.

## Systems of Safe Working

### Employees must:

- Report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided, and submit a formal defect report sheet where appropriate.
- Make proper use of any guarding arrangement designed to protect a danger zone.
- Observe all laid down systems for safe working or other safe operating procedures.
- Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.
- Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.
- Keep long hair tied back when using machinery.
- Ensure that loose clothing is kept fastened and away from machinery.

### Employees must not:

- Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.
- Clean any item of work equipment which is in motion, which could give rise to danger.
- Leave work equipment unattended whilst in motion.
- When less than 18 years of age (a 'young person' for the purpose of health and safety law), shall not operate any dangerous work equipment, unless they have close supervision and have received the necessary training, following a suitable and sufficient assessment of risk.
- Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept with Mr. Richard McIntosh

## **Transport**

### **Employees must not:**

- Drive or operate vehicles whilst unfit or unwell.
- Convey waste materials without proper 'Duty of Care' notification.
- Overload vehicles.
- Use vehicles for any unauthorised purposes.
- Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.
- Operate moving mechanical plant, unless properly trained and authorised to do so.

### **Employees must:**

- Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.
- Use reversing hazard warning horns where fitted.
- Be aware of, understand and always follow the current requirements of the Highway Code.

## **Stock**

### **Employees must:**

- Stack goods evenly with heavier items at the bottom and lighter goods on top.
- Use proper ladder access to reach higher storage levels in safety.

## **Working Practices**

### *Access*

- Clear access ways must be maintained at all times.
- No designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

### *Storage*

- Stock should not be stacked in such a manner that it will necessitate persons to over - stretch.

### *Waste Disposal*

- Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.
- Bins should not be over - filled.
- Bins should be emptied into the skip provided – contracted cleaners typically fulfil this duty.
- Any waste which is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.
- Waste materials e.g. paper /rag wipes, contaminated with flammable liquid or similar solution must be deposited immediately after use within the designated fire resistant waste bin which, in turn, must be effectively lidded or otherwise suitably enclosed.

## **Work Environment**

### **Employees must:**

- Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and water courses.
- Maintain high standards of housekeeping throughout the school premises.
- Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.
- Clean up any spillages without delay, following the correct procedure.
- Keep their working environment, associated stairways, landings and passageways, clear of obstructions and in a clean and tidy condition.
- Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.
- Notify their immediate supervisor of any hazardous situation, without delay.

## **Site Working and Visits to Other Premises / Site Locations**

As part of their work activities on behalf of Netherleigh and Rossefield School, Teachers and Assistants may have to visit other premises / site locations. Normally, this can involve school trips / educational outings to theatres, museums etc. Clearly, there are certain health & safety implications relating to our employees and pupils on workplace premises / site locations controlled by other parties.

## **Employees on Sites: The Management of Health and Safety at Work Regulations 1999. The Conduct of Teachers Employed by Netherleigh and Rossefield School on Premises / Site locations Controlled by Other Parties**

Note. All employees of Netherleigh and Rossefield School are expected to comply with the following, i.e. to:

- follow all health & safety / site rules (including fire safety arrangements) laid down by the Occupier of the premises;
- follow all laid down safe systems of work and safe methods of working;
- use potentially hazardous substances in accordance with health & safety data sheets and the recognised control measures;
- use suitable work equipment for the tasks in hand that have no obvious fault or other defect;
- report any defective work equipment provided by the host employer and not to use any item of defective equipment;
- take extra care and adequate precautions when access is required in the vicinity of moving machinery;
- be careful and vigilant when within a working environment and when in relatively close proximity to machinery and work equipment;
- act upon all reasonable instructions issued and information provided by the host employer;
- provide the host employer with information / risk assessments concerning the health and safety implications of the work tasks being undertaken on site;
- co-operate with the host employer and his employees at all times when on the premises;
- behave in a responsible manner at all times;
- to report all accidents, dangerous occurrences, near misses on site, or any case of ill health.

# **General Arrangements**

## **Section**

# **3**

### **Accidents, First-Aid Arrangements and Work-Related Ill Health**

The Company recognise the importance of having suitable and sufficient first-aid arrangements within the workplace. First-aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First-aid boxes. These boxes are kept in the entrance to the Ridge Building and Nursery.

All accidents and cases of work-related ill health must be recorded in the accident book. The accident book BI 510 / accident records are kept in the main office with Mr R McIntosh.

The reporting and recording of accidents on site covers staff, pupils and visitors – including those reportable under RIDDOR – see also below. There are 2 accident books; 1 for pupils and 1 for employees.

The first-aiders / appointed persons for these premises are:

- Jemma Clough (First Aid Co-ordinator; up to date Paediatric First Aid Certificate)
- Sabhia Qureshi (up to date Paediatric First Aid Certificate)
- Nikki Shibboo (up to date Paediatric First Aid Certificate)
- Richard Maddra (up to date Paediatric First Aid Certificate)
- Jennifer Springer (up to date Paediatric First Aid Certificate)
- All EYFS staff have had or are scheduled to have Emergency Paediatric First Aid Training

### **RIDDOR 2013 - Reporting Procedures: Notification**

From 12 September 2011, statutory reporting to the Health and Safety Executive (HSE) of work-related injuries and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations ('RIDDOR'), transferred to a predominantly online system, via:

[www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

Revised online forms will make the reporting process quick and easy (see also below). Employers no longer report incidents by email, post or fax. The only exception is for fatal and 'specified injuries', which can still be reported to the incident Contact Centre, if preferred, on: **0345 300 99 23**

'Specified injuries' and fatal events can then still be reported by telephone. The HSE recognise that these incidents are traumatic and feel it is important to retain a telephone service for persons having to make these reports.

### **Incident Reporting**

The Incident Contact Centre will still take reports of all fatal and major incidents by telephone (see above), but people reporting all other incidents must submit an online form, available on HSE's website (see above).

## Online Forms

The online forms are:

- F2508 Report of an injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

From 6 April 2012, the over-three-day reporting requirements for people injured at work changed to more than **seven** days.

From this date you only had to report injuries that lead to a worker being incapacitated for more than seven consecutive days.

The report must be made within **15 days** of the accident.

Although an employer does not have to report over-three-day injuries, there must still be a record of the event. A record in the accident book will be sufficient.

## Contacts with External Services: Health and Safety / Other Emergencies

- Local Fire Brigade: Bradford Fire Station
- Local Police Division: Toller Lane Police Station
- Accident & Emergency Department: Bradford Royal Infirmary
- First-Aid Training Providers: Home and Away Training, White Lee First Aid Training and GEM Compliance Training
- Gas Safe – see emergency telephone number
- Appointed contractors – see list

In the event of a need to make contact with the above agencies, this will be the responsibility of Mr R McIntosh or any other senior member of staff.

## Health Surveillance

As an employer, employees will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety whilst at work.

## Arrangements

Health surveillance will be arranged where appropriate. There are no particular arrangements in place at this stage.

## **Asbestos-Containing Materials (ACMs) / Contact with Asbestos**

The risks to health from exposure to asbestos are well documented. Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain.

As an employer, we have a clear duty to prevent the exposure of our employees to asbestos, or if this is not possible to reduce it to the lowest possible level.

There is a relatively new duty of which we are aware, i.e. the duty to manage asbestos in the workplace.

### **Employees Who Might Come into Contact with ACMs**

Our employees are not involved with the removal of ACMs, and will not carry out work that might inadvertently expose them to this substance.

#### Notes

Employees have been instructed that if asbestos is seen or suspected then they must immediately report the situation to their immediate manager.

An asbestos survey has been carried out and identified ACMs have largely been removed.

There is minor installations left in-situ including the outside garage roof. These materials are kept under periodic condition monitoring by management.



## **Consultation with Employees**

Netherleigh and Rossefield School is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The School shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

### **The Duty of an Employer to Consult**

In accordance with the demands of this legislation, employees who are not represented by Safety Representatives shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- the introduction of measures which may substantially affect the health and safety of employees;
- arrangements for nominating / appointing competent persons;
- health and safety information to be provided;
- the planning and organisation of any health and safety training required to be provided, and
- the health and safety consequences concerning the introduction of new technologies into the workplace.

### **Persons to Be Consulted**

This School shall consult with its employees by direct means.

It is, however, for the Company to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters.

### **The Provision of Information**

The School is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

### **Health and Safety Concerns**

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with their immediate Manager and then Mr. Richard McIntosh.

## **Contractors and Visitors**

### **Use of Contractors**

When appointing contractors Netherleigh and Rossefield School will identify salient aspects of the work that the School wants the contractor to do, and jointly consider the health and safety implications of the job we want done.

Selection of contractors is fundamental and the School will ensure that all contractors appointed will be competent to do the job safely and without risks to health and safety. Where required we will require proof of Public Liability Insurances, as well as evidence of training / competence. Risk Assessments, Method Statements, or Health and Safety Plans will be required of contractors where necessary.

Contractors who demonstrate a good health and safety performance will be kept on our approved list; those that don't will be deleted.

### **Maintenance of the School Building and the Installations**

Competent contractors are appointed by the School to carry out certain maintenance tasks; some are programmed and some are reactive. The main areas for maintenance are:

- Electrical safety
- Fire safety
- Gas safety
- Glaziers
- Plant and work equipment
- Security of the premises
- Water services and plumbing
- The installations, fixtures and fittings within the buildings and also within the external parts of the premises

### **Co-operation and co-ordination**

Netherleigh and Rossefield School will make arrangements to ensure co-operation and coordination between all parties to ensure the health and safety of all the workplace and anyone else likely to be affected. This may take the form of meetings / briefings or a liaison person may be appointed by the School.

### **House Rules**

The School shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. The School will make suitable arrangements for the effective management and monitoring of contractors depending on the scope of the work to be undertaken.

### **Rules for Visitors**

- All visitors are required to report to the main entrance to the School on **Parsons Road** upon their arrival to the premises, and also to report to the School office.
- All visitors to the School who do not fall into the category of 'regulated activity' *must report and sign in at the School Office. Visitors MUST be accompanied at all times whilst in School.* Employees who are expecting visitors MUST collect them from the School Office and are responsible for their supervision until they leave the premises after signing out at the School Office. (For the avoidance of doubt, visitors are classed as anyone other than pupils on the current School roll, current employees and current Proprietors.)

- Visitors are expected to comply with the company's Health and Safety Policy and apply good working safety practices at all appropriate times.
- Visitors are supplied with a Visitors' Badge to wear about the School.

## **Control of Substances Hazardous to Health ('COSHH')**

The Health and Safety at Work Act 1974 (HASWA) states that every employer shall make:

*'... arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances ...'*

The Control of Substances Hazardous to Health Regulations 2002 {'COSHH'} (as amended in 2004), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos. Both the COSHH Regulations and the Management of Health and Safety at Work Regulations 1999 set out principles of control which demand a hierarchical approach, as follows:

- eliminate the hazard
- use physical or engineering controls which reduce the risk at the source and provide protection generally rather than individually
- control the person by job design, management or (as a 'last resort'), personal protective equipment.

No hazardous substance is to be used without an assessment being carried out. COSHH Materials Safety Data sheets have been obtained for all substances and assessments are carried out in relation to their use in work activities. These are made available to employees for their information and protection. All employees have been instructed to exercise all of the necessary control measures, to ensure that it is used without ill health effects.

All chemicals are safely stored in a designated cabinet well away from children.

The following collection of substances are used by the Company, being substances which can be classified as falling within the scope of current COSHH Regulations:

- cleaning agents
- micro-organisms

The School now engages a private Cleaning Contractor, who has responsibility for the safe application of cleaning agents via their trained employees.

## **Dangerous Substances and Explosive Atmospheres ('DSEAR')**

DSEAR came into force on 09 December 2002. These Regulations apply to any substance or preparation (mixtures) with the potential to create a risk to persons from energetic (energy-releasing) events such as fires, explosions, thermal runaway from exothermic reactions etc. Such substances are known in DSEAR as 'dangerous substances' and include: petrol, LPG, paints, varnishes and certain types of combustible and explosive dusts produced in (for example) machining and sanding operations.

Note. DSEAR does not address health risks: these are dealt with by the Control of Substances Hazardous to Health Regulations ('COSHH'), see previous pages.

### **The main requirements of DSEAR are as follows**

Employers and the self-employed must:

- carry out a risk assessment of any work activities involving dangerous substances;
- provide technical and organisational measures to eliminate or reduce, to as far as is reasonably practicable the identified risks;
- provide equipment and procedures to deal with accidents and emergencies;
- provide information and training to employees.

### **The scope of DSEAR**

Overall, DSEAR can be seen to be an expansion of the general duty to manage risks under the Management of Health and Safety at Work Regulations 1999; making explicit good practices for reducing the risks to persons from fires, explosions and similar energetic events.

The persons holding immediate responsibility within the Company for the identification, assessment and appropriate control measures relating to DSEAR substances is Mrs Judy Brushett.

## **Display Screen Equipment (DSE) Workstations**

Netherleigh and Rossefield School does have 'users' of Display Screen Equipment (DSE) workstations.

Arrangements are in place for workers to have breaks / changes of activity and for eye tests / the provision of special spectacles.

We are also aware of our duty of care to school pupils who are taught computer skills.

Arrangements are also in hand for suitable and sufficient DSE risk assessments to be conducted and reviewed accordingly.

### **DSE: Review of Assessment**

The DSE assessment or relevant parts of it should be reviewed in the light of changes to the display screen worker population, or changes in individual capability and where there has been some significant change to the workstation, such as:

- a major change to the software used
- a major change to the hardware (screen, keyboard, input devices etc)
- a major change in workstation furniture
- a substantial increase in the amount of time required to be spent using DSE
- a substantial change in other task requirements (e.g. more speed or accuracy)
- the workstation is relocated
- the lighting is significantly modified.

Assessments would also need to be reviewed if research findings indicated a significant new risk, or showed that a recognised hazard should be re-evaluated.

Additionally, arrangements are in place for DSE 'users' to be provided with eye and eyesight tests and examinations and the provision of special spectacles if required.

## **Electrical Equipment: Inspections, Maintenance and Testing**

Arrangements are in place for the on-going visual inspections of electrical equipment and electrical testing will be put in place by the Headmaster – Mr Richard McIntosh, who has appointed a competent contractor, i.e. MHE Electrics (Mick Habbagan of Halifax.)

In this way, the School believe it will be fulfilling its legal obligation to ‘maintain’ electrical equipment / systems as required by law.

### **Routine Inspections of Plugs, Cables, Leads and Portable Electrical Equipment**

This is a defined responsibility of all employees.

However, all employees are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects / faults or electrical uncertainties, must be brought to the immediate attention of: Mr. Richard McIntosh or Mrs Judy Brushett without delay. All repairs shall be attended to by a competent person.

Any electrical defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

## **Fire Safety**

School management have the ultimate responsibilities for fire safety planning / assessments and for fire precautions in the event of a fire emergency. This applies to all of the Company premises.

## **Responsibilities**

As Proprietor, Mary Midgley has overall responsibility for fire safety standards and safe arrangements within the School premises. Mr. Richard McIntosh is responsible for the day to day running of the school, and as such had been delegated the responsibility for fire safety standards and safe arrangements within the School premises.

The fire assembly point has been established as being in the playground area (Ridge building) and the outer perimeter of the school (School building.)

Working areas must be kept tidy and all escape routes / fire exits un-obstructed.

This above matter will be the responsibility of all employees.

A competent person examines fire-fighting equipment on an annual basis. This is undertaken during September.

The Company attending to this matter is Chubb Fire.

A fire alarm system is in operation which has smoke / heat sensors and can also be automatically activated. The alarm emits a siren warning sound when activated.

All fire documentation is kept with Mr. Richard McIntosh.

Fire risk assessments shall be carried out and implemented by Chubb Fire in conjunction with the School's management.

All fire related documentation is kept with Mr. Richard McIntosh

Note. Fire hazards must be reported without any delay. In the first instance, employees should report to Mr. Richard McIntosh or Mrs. Brushett if Mr McIntosh is not available at the time.

Fire Wardens for the School have been nominated and these persons are:

- Mr R. Maddra – in The Ridge Building
- Mr R McIntosh – in the Main School Building



## **Health and Safety Law: What Employees Should Know**

This part of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Health, safety and welfare at work are protected by law. As an employer, this Company has a duty to protect employees and to keep them informed about health and safety in the workplace/s. We have a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of employees. We are also clear about our obligations to provide employees with all relevant information concerning these important matters. Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their immediate supervisor in the first instance.

### **In General, These Duties Include-**

- making the workplace safe and without risks to health.
- ensuring that plant and machinery are safe and those safe systems of work are set and followed.
- ensuring that articles and substances are moved, stored and used safely.
- providing adequate welfare facilities.
- providing sufficient information, instruction, training and supervision necessary for health and safety.

### **In Particular, As an Employer, The Company Must Also-**

- assess the risks to their employee's health and safety;
- make arrangements for implementing the health and safety measures identified as being necessary by the assessment;
- if there are 5 or more employees, record the significant findings of the risk assessment and also the arrangements for health and safety measures;
- if there are 5 or more employees, draw up a health & safety policy statement, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;
- appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;
- provide adequate first-aid facilities;
- make sure that the workplace satisfies health, safety and welfare requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;
- make sure that work equipment is suitable for its intended use, so far as health and safety is concerned, and that it is properly maintained and used;
- prevent or adequately control exposure to substance hazardous to health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise and radiation;
- avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;
- provide health surveillance as appropriate;
- provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- ensure that the appropriate safety signs are provided and maintained;
- report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority;
- consult employees about matters affecting their health and safety.

## **As an Employer the Company Has Duties To-**

- take precautions against fire.
- provide adequate means of escape and
- suitable means for fighting fire.

## **All Employees Have Legal Duties. These Include-**

Taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;

- co-operating with their employer on health and safety;
- correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for their health, safety or welfare.

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with Mrs J Brushett in her capacity as the Health and Safety Officer.

If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact the approved contractor without delay.

The 'Health and Safety Law What You Should Know' poster is displayed in the staff room.

Health and safety advice is available from:

- H M Inspector of Factories (Leeds)
- the local authority Environmental Health Officer
- Advisors from the Employment Medical Advisory Service
- the local Fire Officer
- the Employers' Liability Insurance Surveyor; and
- Acton Jennings LLP as the external competent person.

The effective supervision of young workers / trainees will be arranged / undertaken / monitored by a nominated member of staff - (there are no young workers at this time).

## **Health & Safety: Professional Services: Why Health and Safety at Work Is Important to Netherleigh and Rossefield School**

No one wants to suffer injury or ill-health, or be responsible for causing it. As an employer and controller of workplace / educational premises, the School has to comply with the law and there are sound reasons for paying thorough attention to workplace health / safety, and for making sure that there is the appropriate expertise.

Workplace injury and ill-health are expensive, for these reasons:

- employees - a most valuable resource - are incapacitated or work below par;
- accidents can cause damage and disrupt plant and equipment;
- management time is used unproductively in investigation and remedy;
- work schedules are disrupted and valuable time is lost;
- conviction for a criminal offence results in fines and bad publicity;
- civil liabilities can be substantial and the trend is towards larger settlements - even if awards are covered by insurance, premiums go up and up.

### **Health & Safety: Professional Services**

Good consultants can be effective in helping to achieve compliance with health and safety legislation. In this respect, Netherleigh and Rossefield School have appointed Acton Jennings LLP as external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws.

## **Health and Safety Risks Arising from Work Activities**

### **Risk Assessments**

The Company is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections / assessments will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee, who discovers a hazardous / defective condition relating to their workplace / a work activity, should report to Mrs Brushett or Mr McIntosh, so that the appropriate action can be taken.

### **Information and Training**

Where necessary, employees at any level will be provided with:

- specific and / or general health and safety training
- training in the risk assessment procedure; and
- training in any new work activity controls.

### **Inspections of Workplaces, the Identification of Hazards and The Control of Workplace Risks, including slips and trips**

The objectives of our workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks. This exercise covers the internal working environment and also the external parts of the School. With regard to the latter, we are aware of the need to ensure that the flag stones and stone steps are in good order to minimise the risk of slips, trips and falls of persons. We also add grit to icy surfaces in winter (R McIntosh).

Mrs. J. Brushett, assisted by classroom teachers and support staff, will undertake risk assessments of each room in both school buildings.

The findings of the risk assessments will be reported to Mr. Richard McIntosh.

Action required to remove / control risks will be approved by the external contractor.

The person responsible for ensuring that the required action is implemented will be Mr. Richard McIntosh.

Mrs J. Brushett will subsequently monitor the quality of risk assessment activity through monthly, whole site inspections.

Assessments will be reviewed every year, or when the work activity changes in a significant manner, whichever is the soonest.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions / control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, all employees must ensure that the required control measures are in place and that safe systems of work are followed at all times.

## **Workplace Risks: The General Principles**

Netherleigh and Rossefield School is mindful of the principles of risk assessment, and namely towards:

### **Principles of Prevention to Be Applied**

#### **A) *Avoiding Risks:***

- if possible avoid a risk altogether, e.g. does the work in a different way, taking care not to introduce new hazards.

#### **B) *Evaluating The Risks Which Cannot Be Avoided:***

- by carrying out a suitable and sufficient risk assessment.

#### **C) *Combating The Risk at Source:***

- rather than taking palliative measures.

e.g. the steps are slippery - treat or replace - rather than displaying a warning sign.

#### **D) *Adapting The Work to The Individual:***

- Adapt work to the requirements of the individual, (i.e. when designing workplaces; selecting work and personal protective equipment; when drawing up working and safety procedures and methods of production).
- Aim to alleviate monotonous work and paced working at a predetermined rate, and increase the controls individuals have over the work they are responsible for.

#### **E) *Adapting to Technical Progress:***

- take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.

#### **F) *Replacing The Dangerous by The Non - Dangerous, Or The Less Dangerous.***

#### **G) *Develop A Coherent Overall Prevention Policy:***

- implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the:
  - way work is organised
  - working conditions
  - environment
  - and any relevant social factors.

#### **H) *Giving Collective Protective Measures Priority Over Individual Protective Measures:***

- give priority to those measures which protect the whole workplace and everyone who works there, and so give the greatest benefit.

#### **I) *Giving Appropriate Instructions to Employees:***

- ensure that workers, whether employees or self - employed, understand what they must do.

***THE APPROACH AND ATTITUDE OF THIS ORGANISATION  
TO ALL ITS ACTIVITIES WILL BE THE:***

***AVOIDANCE OF RISKS, PREVENTION OF RISKS ↔ REDUCTION OF RISKS AT  
WORK***

## **Health & Safety Training Policy**

It is the School policy to provide training to employees, not only to comply with statutory requirements but also to secure a safe and healthy working environment for employees, pupils, and any others who may be affected by work activities. The Company will continuously assess the health and safety training needs of employees and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

### **Induction Training**

Induction training will be provided for all new employees by Mr. Richard McIntosh.

### **Job Specific Training**

Job specific training will be provided by Mr. Richard McIntosh as and when required.

### **General Health and Safety**

The Schools senior management team shall ensure that there is suitable training of staff in health and safety in the workplace including risk assessment.

## **Manual Handling at Work**

### **Duties of an Employer**

Netherleigh and Rossefield School is aware of the duties an employer has by virtue of the Manual Handling Operations Regulations 1992.

The key duties placed upon the School as an employer are to:

- avoid the need for hazardous manual handling, as far as reasonably practicable;
- assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- reduce the risk of injury from hazardous manual handling, as far as reasonable practicable.

### **Duties of Our Employees**

We are aware that our employees have duties too. Essentially these are to:

- follow the appropriate systems of work laid down for their safety;
- make proper use of the equipment provided for their safety;
- co-operate with their employer on health and safety matters;
- inform their employer if they identify hazardous manual handling activities;
- take care to ensure that their activities do not put others at risk of injury.

### **Avoiding Manual Handling**

- Checks will be made to determine if manual handling needs to be carried out at all.
- Where physical handling cannot be avoided we shall ensure that safe systems of working are used, e.g. use of mechanical lifting aids if practicable, or team lifting. Loads that are too heavy or unwieldy will be handed over to the services of a commercial contractor.

### **Making The Assessment**

- The assessment is the employer's responsibility.
- Selected employees can help to carry out these assessments.

### **Reducing The Risk of Injury**

It is our aim to reduce the risk of injury, i.e. to the lowest level 'reasonably practicable'. This means, therefore, reducing the risk until the cost of any further precautions – in time, trouble or costs – would be far too great in proportion to the benefits.

### **Training Requirements**

We recognise the importance of training in relation to manual handling operations at work.

#### **Training will need to cover:**

- how to recognise harmful manual handling;
- appropriate systems of work;
- the use of mechanical aids;
- good handling technique (see below)

## **Good Handling Technique**

Listed below are some important points that persons involved with manual handling should be aware of:

- to stop and think to plan the lift;
- the correct position of the feet;
- to adopt a good posture;
- getting a firm grip;
- keeping close to the load;
- to lift the load smoothly;
- moving the feet so as not to twist the trunk;
- putting down the load and then adjusting its position.



## **Monitoring Health and Safety**

To be confident that Netherleigh and Rossefield School safe working practices are being followed and to check the working conditions within the Company premises, we will undertake an analysis of relevant matters listed below.

### **Matters for Consideration Are:**

- Policy and Responsibilities
- Policy and Safety Communication
- Monitoring Arrangements
- Insurances
- Staff Meetings and Safety Briefings
- Specific Risk Assessments and Inspections
- Safe Working Practices
- Supervision and Safeguarding of Pupils
- Safety Rules
- Welfare
- Temperature
- Lighting
- Ventilation
- Overcrowding
- Cleanliness
- Work Related Illness
- Access and Egress
- Accident Prevention and Reporting
- First Aid
- Fire Safety
- School Purchasing Policy
- Plant and General Maintenance
- Statutory Inspections
- Documentation and Review
- Training and Competences
- Storage Facilities
- Stress at Work
- Controls for Hazardous / Dangerous Substances (COSHH / DSEAR)
- Personal Protective Equipment (PPE)
- Health Surveillance
- External Assistance
- Co-operation with Other Employers
- Contractors and Visitors
- Transport Used by the School / hired in by the School
- Electrical Safety
- Portable Electrical Equipment
- Manual Handling
- Display Screen Equipment (DSE)
- Health and Safety for Educational Outings / School Trips
- Year Plan.

The persons responsible for carrying out health & safety monitoring are:

- Mrs Judy Brushett
- Acton Jennings LLP acting in an advisory capacity on

Monitoring reports will be submitted to Mr. Richard McIntosh.

## **Personal Protective Equipment ('PPE')**

PPE is defined in the 1992 Regulations as:

*'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety'.*

### **Provision and Use of PPE**

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work, wherever there are risks to health & safety that cannot be adequately controlled in other ways.

Because the effectiveness of PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the 'last resort' and used only where precautions cannot adequately reduce the risk of injury. However, where PPE is the only effective means of controlling the risks of injury, or ill health, then an employer must ensure that it is available for use at work - free of charge.

## **Safe Plant and Work Equipment**

When intending to purchase new or second-hand plant and work equipment, we will ensure that it meets health and safety standards prior to buying it.

The following person/s within this School responsible for identifying all work equipment / plant that requires maintenance is that of Mr. Richard McIntosh, assisted by Mrs. Brushett.

The following person/s within this Company responsible for checking that new plant and work equipment meets current health & safety standards prior to purchase is that of Mr. Richard McIntosh, assisted by Mrs. Brushett

Any problems / defects found in relation to plant and work equipment should be reported to Mr. Richard McIntosh / Mrs. Judy Brushett.

## **Stress at Work and Occupational Health**

Section 2 of the Health and Safety at Work Act 1974, requires employers to ensure the health and safety of employees at work, so far as is reasonably practicable. 'Health' includes mental as well as physical health, but in some cases the two can be closely connected.

There are two health and safety problems to be dealt with: first, the ill health of staff who suffers from stress owing to pressure of work; and, secondly, the reduced ability of these persons to work safely and reliably because of that stress.

### **Common causes of stress**

- bereavement
- divorce
- moving house

Causes of stress at work include:

- too much work
- too little work
- insufficient control over the work
- boring repetitive work
- uncertainty of job security
- poorly designed workplaces.

The threat, or actual occurrence of abuse (whether physical violence, aggression or verbal abuse) is another common cause of stress.

### **Symptoms**

There are recognisable symptoms associated with stress. It is important for these to be detected by managers.

The symptoms include:

- poor time keeping
- frequent sickness absence
- behavioural changes, including tendencies towards aggression, irritability and withdrawal
- reduction in concentration and ability to make decisions
- increased lethargy
- changes in appearance and habits
- increased dependency on caffeine, cigarettes, alcohol, drugs etc.
- spontaneous crying
- disturbed sleep

Generally, these will develop over a period of time so it is important them to be recognised and dealt with quickly and effectively.

It is also possible for groups of employees to develop symptoms of stress; these are usually associated with particular problems in the workplace, or with work practices. Increased sickness absence can be an indicator of this, as well as a reduction in the standard and/or volume of work done.

Support for employees suffering from stress can include counselling as well as training for staff to recognise and control stress within their own limits.

Equally important is for management to be able to identify and remedy the causes of stress in their workplace. This may require some additional training.

Stress is still a condition that people are reluctant to admit to, so that the job of identifying and controlling it has to be done by the employer.

## **Violence and Aggression at Work**

As a responsible employer, the School recognises its legal duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.

The Health and Safety Executive (HSE) has defined work related violence as:

*‘any incident, in which a person is abused, threatened or assaulted in circumstances relating to their work’.*

Netherleigh & Rossefield School intends to establish a working environment in which all adults and young people can feel safe and secure. This clearly means not being subjected to any form of threat, verbal or physical abuse.

## **Procedural Arrangements**

Following an incident of violence, the Headmaster is responsible for deciding whether there is a requirement to report the incident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All incidents are fully recorded by staff and reviewed by the Headmaster, supported by the Senior Management Team.

General and specific risk assessments are undertaken and reviewed regularly within staff meetings and supervision.

All employees have a responsibility to report any concerns they may have relating to possible violence and aggression to their manager, so that preventive action can be taken where possible.

## **Vehicles Policy - Driving Vehicles on School Business**

- Employees must not drive any vehicle unless he / she have the relevant license for that vehicle.
- Driving offences must be immediately reported to the Headmaster.
- A visual check must be made prior to use.
- Under no circumstances should the vehicle be left unlocked when unattended.
- Speed limitations must be adhered to.
- Due care and attention must be taken at all times to prevent damage to the vehicle, and injury employees, pupils and the public.
- Seatbelts must be worn when the vehicle is in motion.
- Oil and water levels are to be checked regularly
- A copy of driver's licenses is kept on personnel files. It is the driver's responsibility to inform the School of any changes to their license details.
- Drivers must not use their mobile 'phone whilst in transit unless the vehicle is equipped with hands free technology.
- When the vehicle is left unattended care must be taken to ensure no valuables are left on view.
- The School will ensure that all vehicles have current tax and MOT certificates and are regularly serviced.
- Any defects must be reported immediately.

## **On-Site Vehicle Movements**

The presence of vehicles with the curtilage of the School premises is restricted to the odd visiting contractor (ad hoc), and also to the routine delivery of hot food to the School on a daily basis. We are extremely vigilant to ensure that there are no persons in the vicinity of locations where vehicles might be present.

# Netherleigh and Rossefield School

## Safeguarding Policy

**June 2016**

***Next due for review: June 2017***

The purpose of Netherleigh and Rossefield School's ("the School") Safeguarding Policy is:

- to give clear guidance to employees and others about the appropriate response to child protection issues; and
- to ensure that child protection concerns and referrals are handled sensitively, professionally and in ways that support the needs of the child.

The Safeguarding Policy is a cornerstone of the School's comprehensive approach to keeping our children safe, and should be read alongside the following policies:

- Supervision of Pupils
- Educational Visits
- Code of Conduct
- Safer Recruitment
- Behaviour
- Anti-bullying
- E-Safety
- Whistleblowing

### 1. Introduction

The School fully recognises the part that it can play in safeguarding and promoting the health, safety and welfare of the young people entrusted to its care. The School will safeguard and promote the welfare of children who are pupils at the School, in compliance with the guidance issued by HM Government: *Keeping Children Safe in Education (July 2015)* and *Working Together to Safeguard Children (March 2015): A guide to inter-agency working to safeguard and promote the welfare of children (March 2015); Revised Prevent Duty Guidance: for England and Wales (July 2015); Mandatory reporting of female genital mutilation: procedural information (October 2015)*. The policy is compliant with *The Education (Independent Schools Standards) Regulations 2014*.

The School works closely with the Bradford Safeguarding Children's Board (BSCB) which provides training and other support. BSCB and the School follow the code of practice set out in the West Yorkshire Consortium of Safeguarding Children's Boards' Procedures Manual available at <http://westyorkscb.proceduresonline.com>

Safeguarding at the School has three main elements:

- *Prevention* - through the promotion of a positive School atmosphere and the provision of careful and vigilant teaching and pastoral support;
- *Protection* - by following agreed procedures and ensuring that all employees are appropriately recruited and then trained and supported to respond sensitively to child protection concerns; and
- *Support* - for all those pupils who may have been abused.



This policy applies to all employees and volunteers working in the School as well as the Proprietors. The School recognises that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult will help to protect its pupils against potential abuse.

The School will therefore:

- continue to maintain an ethos in which young people feel secure and know that their concerns will be taken seriously;
- ensure that the pupils know that there are adults in School who can be approached if they are worried or are in any kind of difficulty; and
- help the pupils to gain an awareness of the issues involved and promote their own safety,

## **2. Roles and responsibilities**

Child protection is the responsibility of all adults, especially those who work with young people.

All employees at the School are expected to comply with the Code of Conduct.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college employees are particularly important as they are in a position to identify concerns early, provide help for children and prevent concerns from escalating. Schools and their employees form part of the wider safeguarding system for children. This system is described in statutory guidance *Working Together to Safeguard Children 2015*. Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

All schools are required to have a Named Person with safeguarding responsibilities known as the Designated Safeguarding Lead (DSL.)

**Richard McIntosh (Headmaster) is the Designated Safeguarding Lead (DSL) which includes being the DSL for The Early Years.**

**Judy Brushett (Deputy Head) is the Deputy DSL.**

**Mary Midgley (Proprietor) has also participated in the relevant training for assuming the role of DSL, having held this role prior to the appointment of Richard McIntosh as Headmaster. Mary Midgley therefore assumes the role of 'board level lead' to ensure that the proprietors ensure all safeguarding responsibilities are being fulfilled and that the DSL and Deputy DSL are accountable for their performance in these roles.**

The DSLs have special responsibilities to:

- foster a School culture that places the safety and well-being of pupils at the centre of everything that the School does, including coordinating early help arrangements and working in tandem with external agencies;
- review the Safeguarding Policy annually;
- put relevant and timely training in place for all employees, including volunteers;
- deal with reports of child abuse and complaints against employees, volunteers and Proprietors by children;
- keep records of child protection issues and cases;
- make referrals to child protection agencies such as the BSCB and DBS, and to the Local Authority Designated Officer (LADO), where appropriate;

- work with the School Secretary to ensure that appropriate child protection checks and procedures apply to all employee employed by the School and other organisations working on the School site (e.g. contractors) or on another site (e.g. on educational visits);
- encourage a climate where employees feel secure to share concerns (see Whistleblowing Policy); and
- guarantee that any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Employees, volunteers, Proprietors and pupils, must act to share their concerns with a DSL if:

- they have a suspicion that a child is being abused or is at risk of being abused;
- there is evidence that a child is being abused; and
- a complaint is made by a child against a member of the School.

The *Teachers' Standards (updated June 2013)* state that teachers, including headteachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

All School employees have a responsibility to provide a safe environment in which children can learn.

All School employees have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All employees then have a responsibility to take appropriate action, working with other services as needed. In addition to working with the DSL, employees should be aware that they may be asked to support social workers to take decisions about individual children.

Where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm but are at immediate risk.

The DSL keeps a full record of the reports and makes referrals to child protection agencies as necessary.

Whilst the DSL has a formal responsibility to make referrals, **any employee can make a referral.**

The Proprietors must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times.

The Proprietors should ensure that the School contributes to inter-agency working in line with statutory guidance *Working Together to Safeguard Children 2015*. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. The School should allow access for children's social care from the local authority.

The Proprietors should ensure that their safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Board (LSCB). Section 10 of the Children Act 2004 requires a local authority to make arrangements to promote co-operation between itself and its relevant partners and other organisations who are engaged in activities relating to children. Under section 14B of the Children Act 2004 the LSCB can require a school or college to supply information in order to perform its functions; this must be complied with.

The Proprietors should ensure that one of them liaises with the designated officer(s) from the relevant local authority and partner agencies in the event of allegations of abuse made against the Head (DSL.) In the event of allegations of abuse being made against the Head, those allegations should be reported directly to the Proprietors.

### **3. Definition of child abuse**

Safeguarding and promoting the welfare of children is defined by DfE guidance as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. The term 'children' includes everyone under the age of 18 years.

The term "child abuse" is used to describe a range of ways in which people (usually adults) harm children. This harm can be in the form of physical injury, sexual or emotional abuse or neglect (failing to take steps to protect a child). Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. They may be abused by an adult or adults or another child or children. Points to note:

- children can suffer from one or a combination of these forms of abuse;
- abuse can take place at home, at School or anywhere where children spend time;
- it can happen to children and young people of any age, sex, ethnicity, sexual orientation or disability; and
- in almost all cases, the abuser is someone known to (and often trusted by) the child such as a parent, carer, teacher, relative or friend.

The following definitions of forms of abuse are taken from BSCB publications and *Working Together to Safeguard Children (March 2013)*. It is important to note that many of the signs listed under indicators of abuse could have other explanations and do not represent firm proof that abuse is taking place.

#### **3.1 Emotional abuse**

- The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **3.2 Indicators of emotional abuse**

- Physical, mental and emotional development lags
- Admission to punishment which appears excessive

- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug or solvent abuse
- Running away
- Compulsive stealing or scavenging.

### **3.3 Neglect**

The persistent failure to provide a child's basic physical and/or psychological needs is likely to result in the serious impairment of the child's health or development. Neglect may occur in pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical or emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); and
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

### **3.4 Indicators of neglect**

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Destructive tendencies
- Low self-esteem
- Neurotic behaviour (e.g., rocking, hair twisting, thumb sucking)
- No social relationships
- Running away
- Compulsive stealing or scavenging.

### **3.5 Sexual abuse**

- Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

- The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
- Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **3.6 Indicators of sexual abuse**

- Sudden changes in behaviour or School performance
- Displays of affection in a sexual way inappropriate to age
- Tendency to cling or need constant reassurance
- Tendency to cry easily
- Regression to younger behaviour (e.g. thumb sucking, acting like a baby, playing with discarded toys)
- Complaints of genital itching or pain
- Distrust of a family adult, or anxiety about being left with a relative, baby-sitter or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Wetting, day or night
- Sleep disturbances or nightmares
- Chronic illnesses, especially throat infections and venereal disease
- Anorexia or bulimia
- Self-mutilation, attempted suicide, frequently running away
- Unexplained pregnancy
- Fear of undressing for gym
- Phobias or panic attacks.

### **3.7 Physical abuse**

- A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
- Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **3.8 Indicators of physical abuse**

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches

- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away.

### 3.9 Child sexual exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

In the event any concern is raised about this issue, further guidance can be obtained from the DfE publication *'What to do if you suspect a child is being sexually exploited'* 2012.

### 3.10 Female Genital Mutilation

The School is aware that some children in the UK are currently at risk with respect to Female Genital Mutilation (FGM).

Victims of FGM are most likely to come from a community that is known to practise FGM. The School is alert to the possibility of girls being at risk of FGM, in particular between those individuals aged 5-8 whose mother or older sister have themselves been victims of FGM. The abuse may happen in the UK but very often occurs overseas in the family's country of origin during School holidays and employees must be vigilant in this respect.

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and is a form of child abuse with long-lasting harmful consequences.

Employees need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

#### Indicators

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, particularly Chapter 9 of those Guidelines (pp 42-44) which focuses on the role of schools and colleges.

Potential victims may be heard to talk about 'a special procedure' or 'becoming a woman' and these are regarded as warning signs and grounds for early intervention and/or referral.

The School also looks out for signs that FGM has already occurred including discomfort, difficulty in walking and standing, spending longer in the toilet/bathroom, menstrual and/or stomach problems, changes in patterns of behaviour and increased absence.

### **Actions**

If employees have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. **Mandatory reporting commenced in October 2015.** Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police.

### **Mandatory reporting duty**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

The mandatory reporting duty commenced in October 2015. Teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the School's DSL and involve children's social care as appropriate.

## **4.0 Radicalisation**

Protecting children from the risk of radicalisation should be seen as part of the School's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to a young person's vulnerability such as the influence of family members, friends or online contacts, or a young person may have specific needs for which an extremist or terrorist group appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, employees should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School employees should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately, if they have concerns, by making a referral to the DSL or directly to the Channel programme. **Richard McIntosh (DSL/Headmaster) has completed Prevent Training Programme (Bradford District Council) and all staff members have completed training in the Channel programme (College of Policing.)**

These issues must be brought to the attention of all employees, so that they can be vigilant with respect to the threats of extremism and radicalisation, through regular training and as part of their induction process.

## 4.1 Prevent

From 1 July 2015 specified authorities, including all schools, are subject to a duty under Section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. Section 29 of the CTSA 2015 sets out "the Prevent guidance". Paragraphs 57-76 of this guidance are concerned specifically with schools.

The statutory Prevent guidance summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, employee training and IT policies.

- Risk assessment: schools are expected to assess the risk of children being drawn into terrorism, or exposed to extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area, and having a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalisation.
- Working in partnership: schools should build on existing local partnership arrangements, e.g. by ensuring that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- Employee training: schools must equip employees to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of employees in the light of their assessment of the risk to pupils at the School of being drawn into terrorism. Every school should ensure that the DSL has undertaken Prevent awareness training and is able to provide advice and support to other employees on protecting children from the risk of radicalisation.
- IT policies: schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Suitable filtering must be put in place, and pupils must be taught about online safety more generally.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

**The Headmaster (DSL) has undertaken Prevent awareness training and subsequently disseminated the key points to all members of staff.**

**Bradford MDC Prevent Co-ordinator - Michael Churley: 01274 432816**

## 4.2 Channel

School employees should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

**All members of staff at Netherleigh and Rossefield have completed the Channel General Awareness Module.**

## 5. Children who go missing

The School's 'Missing Pupil Procedure' can be found in the Supervision of Pupils Policy.



## **6. Teaching children how to keep safe**

The School's approach to teaching children how to keep safe online is detailed in several policies, which should all be read in conjunction with the Safeguarding Policy. The E-Safety Policy outlines how the children are taught about being safe online, and details the whole school approach to E-Safety. The Anti-Bullying policy and Personal, Social, Health and Economic Education & Citizenship (PSHEEC) policy outline how children in school are taught how to keep safe through curriculum provision and are encouraged to feel safe through the procedures implemented in school.

## **7. Training and support**

All employees, volunteers and Proprietors must receive regular child protection training, and are required to read Part 1 (an 8 page summary) of *Keeping Children Safe in Education*. All have signed documentation to prove that this is the case. Where this document is updated, all existing staff must be updated.

The DSL and Deputy DSL will update their child protection training every 2 years. This includes local inter-agency working protocols and training in the BSCB's approach to safeguarding practices.

All new employees and volunteers undergo a child protection induction.

## **8. Professional confidentiality**

Confidentiality is essential when dealing with child protection issues. However, professionals can only work together to safeguard children if there is an exchange of relevant information between them. Normally, personal information should only be disclosed to third parties with the consent of the subject of that information. In some circumstances, obtaining consent may not be possible nor in the best interests of the child and the law permits the disclosure of confidential information necessary to safeguard children without consent.

## **9. Records and monitoring**

Well-kept records are essential to good child protection practice. The School will record its concerns and be ready to share them with other agencies as appropriate. All of the School's records are kept in a manner which ensures compliance with the Data Protection Act 1998.

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Headmaster (DSL) and Deputy DSL. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection: Confidential – For attention of Designated Safeguarding Lead.' If the child goes missing from education or is removed from roll to be educated at home, then any Child Protection file should be copied and the copy sent to the local authority. Original copies will be retained until the child's 25<sup>th</sup> birthday.

**(For more information on the school's procedures in this matter, see 'Appendix 4 - Further information on a Child Missing from Education')**

## **10. Recruitment**

When recruiting employees to work at the School, the School will ensure that it operates safe recruitment procedures (including Disclosure and Barring Service ("DBS") checks and complies with Independent School Standards Regulations) as described in the Safer Recruitment Policy.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of employees will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children;
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

In addition, employees are required to complete the school's Disqualification Declaration form, and to complete a Disqualification Declaration by Association form in respect of anyone living in their household. The form consists of a series of questions relating to criteria set out in The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. This will be done on an annual basis and upon appointment. Individuals are required to notify the School immediately of any change(s) in circumstances.

## **11. Close, one-to-one, supervision of pupils**

Close, one-to-one, supervision of pupils, for example in specialist music and sports provision, is carefully managed at the School and employees and volunteers are aware of the risks involved. The School's Code of Safe Practice states that employees will:

- avoid arranging to meet a pupil in a remote or secluded part of the School;
- ensure that there is a visual access and/or an open door;
- ensure that there are other employees around or at least aware of a meeting;
- not use "Do not Disturb" or equivalent signs;
- arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference; and
- not arrange meetings with pupils away from the School premises, except with the approval of the parent and Headmaster or Deputy Head.

## **12. Responding to disclosure by pupils**

Employees have a vital role in both the prevention and detection of abuse, and may well be the first to observe that a child has started to behave atypically. Employees may be the ones the abused child turns to for help. It is essential that all employees of the School are aware of the procedures adopted by the School and who should be informed when disclosures are made.

Employees are reminded that it is not their task to identify abuse. The correct identification of abuse is a highly complex task and is the remit of other professional agencies to which employees will refer.

Children trust and depend on adults to protect and safeguard them from harm. It is the responsibility of adults who come into contact with children on a daily basis, to report any suspicions or evidence of abuse which may have occurred or is occurring to a young person, whether it is outside or inside the School.

Many of the children that employees might come into contact with may exhibit one or more of the indicators outlined above at some stage in their School career and it is extremely important that whilst being vigilant colleagues assume nothing and do not jump to conclusions. If any employee of the School has any concerns or is in any doubt, then they must inform the DSL immediately.

The School recognises that abuse may be perpetrated by adults and by other children. If there is reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm that may warrant an early intervention or a referral, then all the children involved, whether perpetrator or victim, will be treated as 'at risk'.

## 12.1 Managing disclosures

It can take a great deal of courage for a child to talk to an adult about their abuse because the child is 'telling on' someone more powerful than they are. The child may have to betray a person who is not only close to them but also loved by them and they are risking a great deal in the hope that the adult will believe what they say.

Helpful responses:

- remain calm, approachable and receptive and do not pre-judge;
- listen carefully, without interrupting;
- take the situation seriously;
- acknowledge the courage and good sense being shown;
- reassure the child that they are right to tell the adult and that they should not feel guilty;
- make it clear that the adult is sorry that this has happened;
- let them know that the adult is going to do everything they can to help; and
- explain what may happen as a result of the disclosure.

What to avoid if a disclosure is made:

- do not allow shock or distaste to show;
- do not probe for more information than is offered;
- do not question the child or attempt to counsel the child;
- do not speculate or make assumptions;
- do not make negative comments about the alleged abuser;
- do not make promises that cannot be kept (e.g. by saying "everything will be all right"); and
- do not agree to keep the information a secret. Make sure that the child knows that the information will be passed on to the DSL.

What to do next:

- immediately make a careful record of what has been said, using the child's actual words wherever possible (not an interpretation of them). If opinions are recorded, then ensure that these cannot be confused with facts;
- immediately contact the DSL. If unavailable, contact the Deputy DSL. They will make a decision based on the report, judging whether or not the issue should be referred to outside agencies;
- for protection, colleagues who are reporting abuse or suspected abuse must record the fact that they have reported the situation to the DSL in writing (an email to a DSL would suffice); and
- remain caring and supportive to the child.

### Action by the DSL (or Deputy DSL in their absence):

Following any information raising concern, the DSL will consider:

- any urgent medical needs of the child.
- making an enquiry to find out if the child is subject to a CP Plan;
- discussing the matter with other agencies involved with the family (if any)
- consulting with appropriate persons, e.g. Safeguarding Advisor and/or Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents;
- whether to make a child protection referral to Social Care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

### OR

- not to make a referral at this stage;
- talk with parents/young person;
- seek advice from professionals working with the family, to establish whether any agency would consider it beneficial to call a Team Around the Child Meeting;
- if further monitoring is necessary;
- if it would be appropriate to undertake an assessment (e.g. Common Assessment Framework and/or make a referral for other services

Note:

- **in exceptional circumstances, where employees fear for the immediate safety of a child, they must contact the police or social services department (Bradford's Children's Social Care Initial Contact Point, or Emergency Duty Team – see telephone numbers in Appendix 2)** stating that they are making a child protection referral. When this has been done, they should follow the normal procedures as laid down in the School's child protection policy; and
- if an employee has any doubts about making a report, they should consider the possible consequences of not reporting for both the child and the employee. Not to report may be construed as neglect of care and therefore itself may constitute abuse.

If an employee becomes worried about a child's behaviour or injuries, but the child says nothing to suggest that they are being abused, the employee should:

- be available and be prepared to listen;
- discuss their concerns with the DSL; and
- not rely on someone else to take action.

The employee's role is to:

- be vigilant and responsible;
- report accurately and carefully to the DSL; and
- support the child by being caring.

## 12.2 Referrals: gaining consent

DSLs are required to consider in each individual case whether it is possible to ask the consent of the parent before making a referral to social services. In many child protection cases the DSL may decide that it is not appropriate to ask the parents' consent before making a referral. Listed below is a set of circumstances where it has been agreed by the local Area Child Protection Committee (ACPC) that a professional may dispense with parental consent.

- If seeking consent places the child at risk of "Significant Harm".
- When the referring agency has made a professional judgement that a child is at risk of "Significant Harm", and that seeking consent or the refusal of consent is likely to increase the risks to the child, or potentially compromise a child protection investigation.
- To prevent a crime or aid its detection.
- When an authorised worker from a child protection agency wishes to check the "Child Protection Register" where there are child protection concerns.
- Where professional judgement indicates the need to share information to build up a picture, to which may indicate that a child is at risk of "Significant Harm".

Where a DSL makes a referral without gaining consent of the parent, the reason for not doing so should be recorded on the Child Protection Common Referral Form.

If a DSL decides not to ask the consent of the parent for one of the above reasons, the DSL must consider whether it is safe and appropriate to tell the parent that a referral will be made. It is the general view across all ACPC agencies that professionals should tell the parent.

However, exceptions to this rule are where a child has disclosed child sexual abuse, where there is a suspected danger of forced marriage, in possible cases of fabricated illness dependency and if more than one adult is implicated in the abuse. In these instances, the DSL should seek advice from the child protection unit before speaking to parents.

## 13. Allegations of abuse against employees and volunteers

Managing allegations of abuse is one of the most difficult tasks that schools have to face. A child may be permanently damaged, and the damage may be compounded, if complaints of abuse are not believed. However, some allegations which are made appear on investigation to be without foundation. Although the Children Act 1989 established that the interests of the child are paramount, the School's procedures must aim to strike a balance between the need to protect children from abuse, and the need to protect employees from false or unfounded allegations. To this end, the School's procedures must be, and be seen to be, fair and effective.

The DSLs have responsibility for liaising with BCSB and other agencies including Bradford's Children's Social Care Initial Contact Point, Children's Safeguarding and Reviewing Unit Consultation Services and Education Social Work Service.

Allegations against employees and volunteers should be made to an appropriate DSL who will share the allegation with the Headmaster. In the absence of an appropriate DSL, or if the allegation involves one or more of the DSLs, colleagues should contact the Head directly.

Clear consideration is needed to manage cases of allegations that might indicate that a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates that they would pose a risk of harm to children.

Allegations against a teacher who is no longer teaching should be referred to the police. Historical allegations of abuse should also be referred to the police.

The School has a duty of care to its employees. The School should ensure that effective support is provided for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other employee or volunteer in the School is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

### **13.1 When an allegation is made**

Concerns may be raised with employees through a direct disclosure by a pupil or indirectly through their work or via friends. A parent may approach the School directly, or may contact social services or the police. An anonymous report will be acted on, but this fact will be kept in mind when considering the context of the allegation.

When an allegation is made, the DSL will establish in writing the general nature of the allegation including what is alleged to have happened, where and when the incident is alleged to have occurred, who was involved and whether there were any others present. At this stage, no attempt will be made to determine the truth or otherwise of the allegation by investigating the incident as this may jeopardise any subsequent investigations by external agencies.

Immediate contact will be made with the DO to discuss the allegation, consider the nature, content and context of the allegation and to agree a course of action.

### **13.2 Initial assessment**

When making the initial assessment, the context in which the alleged incident occurred may provide important information. This includes: the conduct of employees (e.g. previous concerns, past disciplinary action, exemplary professional behaviour), the conduct of the pupil (e.g. record of behaviour and any previous allegations made), any special circumstances (e.g. family problems or special needs), and the perspective of the person making the allegation. A trivial allegation does not have to result in a child protection referral, but the danger is that what may appear to be trivial to employees may be significant to the pupil and may still constitute an assault.

There are three possible outcomes of the initial assessment:

- where it is clear that the pupil has suffered, is suffering or is likely to suffer significant harm or has alleged that a criminal offence has been committed, a referral will be made and the police may carry out a criminal investigation;

- the allegation, whilst not in the first category, represents inappropriate or poor practice by an employee that needs to be dealt with by the School's disciplinary procedures; and
- the immediate circumstances show that it is not possible for the allegation to be true.

Some rare allegations will be so serious that they require immediate intervention by children's social care services and/or the police. The DSL(s) should be informed of all allegations that come to the school's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

The following definitions should be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation; and
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

In the first instance, the Head (DSL, or where the Head is the subject of an allegation, the Proprietor (the 'case manager') and Deputy DSL should immediately discuss the allegation with the DSL. The purpose of an initial discussion is for the DSL / case manager to consider the nature, content and context of the allegation and agree a course of action. The DSL may ask the case manager to provide or obtain relevant additional information, such as previous history, whether the child or their family have made similar allegations previously and the individual's current contact with children. There may be situations when the case manager will want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, the case manager should discuss the allegations with the DSL in order to help determine whether police involvement is necessary.

The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern; in which case this decision and a justification for it should be recorded by both the case manager and the DSL, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager should then consider with the DSL what action should follow both in respect of the individual and those who made the initial allegation.

The case manager should inform the accused person about the allegation as soon as possible after consulting the DSL. It is extremely important that the case manager provides him/her with as much information as possible at that time. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the case manager should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused. Employers must consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the School or college, or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension should be considered prior to taking that step (see Section 12.5 below).

If there is cause to suspect that a child is suffering or is likely to suffer significant harm, a strategy discussion should be convened in accordance with the statutory guidance *Working Together to Safeguard Children 2015*. If the allegation is about physical contact, the strategy discussion or initial evaluation with the police should take into account that teachers and other school and college employees are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.

Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the DSL should discuss the next steps with the case manager. In those circumstances, the options open to the school or college depend on the nature and circumstances of the allegation and the evidence and information available. This will range from taking no further action to dismissal or a decision not to use the person's services in future. Suspension should not be the default position: an individual should be suspended only if there is no reasonable alternative.

In some cases, further enquiries will be needed to enable a decision about how to proceed. If so, the DSL should discuss with the case manager how and by whom the investigation will be undertaken. In straightforward cases, the investigation should normally be undertaken by a senior member of the School staff.

However, in other circumstances, such as lack of appropriate resources within the School, or the nature or complexity of the allegation will require an independent investigator. Many local authorities already provide for an independent investigation of allegations.

### **13.3 False allegations**

A false allegation may still lead to a referral to social services if it is agreed that a child is in need of support. It may be that the pupil has experienced abuse elsewhere or has tried to discredit an employee as an act of displacement. A malicious allegation implies a deliberate act to deceive. An unfounded allegation would mean that an incident was misinterpreted in some way. Some allegations may later be considered unsubstantiated (that is when there is insufficient evidence); this does not imply either guilt or innocence. In all these cases, the Proprietor will receive a written report detailing the allegation and how the matter has been resolved.

### **13.4 Referral and subsequent investigations**

In most cases the investigation starts with a multi-agency strategy meeting to determine whether a full child protection investigation is necessary. However, if a criminal act has been identified, or if the matter has been referred to the police independently, the police may embark on their own investigation. This may happen before the School has been notified of the investigation. Police officers will be given assistance in their enquiries and confidentiality about those enquiries will be maintained.

### **13.5 Suspension**

Suspension is not an automatic response to an allegation and it is recognised that its effects may subject an innocent person to a serious ordeal. However, the following circumstances will be considered as grounds for suspension: a child or children would be at serious risk; the allegation is so serious that summary dismissal for gross misconduct is possible; or the investigation would in some way be impeded. Suspension is a neutral act, not a disciplinary sanction, and will be on full pay.

Alternatives to suspension will be considered. These include: leave of absence; providing someone else to be present during contact time; and undertaking non-contact duties. It will be important for the employee to have a friend or trade union representative present with them at any interview informing them of the allegation or the suspension. Written confirmation will follow within one working day and the Proprietors will be informed. Due consideration will be given to the views of all parties.



### **13.6 Confidentiality**

Confidentiality will be maintained as far as is possible and sensitive information will only be disclosed on a need to know basis. The employee will be informed of any decisions that are made before and during the process.

Records will be kept of any agreed action including arrangements for supporting the employee and the pupil. Documents relating to the investigation will be retained in a secure place and information relating to any disciplinary action will be kept on the employee's file.

If there are related criminal or civil proceedings, records may be subject to disclosure. Therefore, no assurances can be given of total confidentiality.

### **13.7 Disciplinary action**

The internal process is separate from the child protection investigation. If a police or child protection investigation takes place, it has priority over the internal investigation. The internal process can often be more fully informed once any external investigations have been completed.

If an employee is dismissed, or resigns before a disciplinary process is completed, the School has a duty to report the case to the DfE.

The School will also report to the DBS, within one month of leaving the School, any person (whether, employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. In this context ceasing to use a person's services includes:

- dismissal;
- non-renewal of a fixed-term contract;
- non-engagement/refusal to engage a supply teacher provided by an employment agency;
- terminating the placement of a student teacher or other trainee;
- no longer using employees employed by contractors;
- no longer using volunteers;
- resignation; and
- voluntary withdrawal from supply teaching, contract working, courses of initial teacher training or volunteering.

Where a dismissal has not reached the threshold for DBS referral the School has a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) in circumstances where a teacher has been dismissed (or would have been dismissed had they not resigned) and a prohibition order may be appropriate. The reasons that such an order may be considered are:

- unacceptable professional conduct;
- conduct that may bring the profession into disrepute; and
- conviction, at any time, for a relevant offence.

## **14. Attendance at child protection conferences**

If the School is invited to attend a child protection conference, the DSL or Deputy DSL will attend and provide information relevant to the case.

## 15. Support for child victims of abuse

The School recognises that children who are abused or who witness abuse may find it difficult to develop a sense of self-worth and a positive view of life. The process of dealing with an allegation against employees can be particularly daunting for the child involved. The School may be the only stable, secure and predictable element in the lives of the children at risk. Such children may exhibit challenging and defiant behaviour. Their circumstances will influence the way in which these behavioural problems are resolved. The School also recognises that some children who have experienced abuse may in turn abuse others.

Such situations will require considered and sensitive handling.

The School will support all of its pupils through:

- the development of self-esteem and self-motivation;
- the School ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued;
- the consistent implementation of the School's behaviour policies by all employees so that, whilst poor behaviour is not tolerated, the pupil's sense of self-worth is not damaged;
- regular consultation with other professionals and agencies who support pupils and their families;
- the development of supportive and constructive relationships with parents; and
- the development and support of an experienced group of employees trained to respond appropriately to child protection situations.

Allegations against employees or volunteers can be traumatic for the accused individual too, particularly when the allegation is false. The School also has a duty of care to its employees and will ensure that appropriate support is offered not least in advising the employee to seek the help and guidance of their professional association.

## 16. Mobile phones and cameras

Netherleigh & Rossefield School is committed to ensuring the safety of children in its care at all times. Whilst we recognise the importance of mobile phones in school, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children.

This policy applies to all staff, parents, visitors and volunteers, and covers both indoor and outdoor areas. Failure to adhere to this policy may result in disciplinary action.

### **Staff personal mobile phones**

- Staff will not carry personal mobile phones while working. Their phones will be kept in an agreed area in the school.
- Staff may use their mobile phones during break / lunchtimes in an agreed area not used by children.
- If staff need to make a personal call during a session, they should (with agreement of their line manager), make this in the agreed area not used by children.
- Staff must give the school telephone number to their next of kin, in case it is necessary for the staff member to be contacted, in an emergency during session hours.
- A mobile phone will be taken on all school trips. This is in line with the Statutory framework for the Early Years Foundation Stage which states that providers should take contact telephone numbers and a mobile phone on outings.

### **Children**

Children are not allowed to bring mobile phones into school.

### **Visitors and parents/carers**

The school will display a notice advising visitors and parents/carers throughout the school that mobile phones are not to be used in the setting. If a visitor or parent/carer is seen using their mobile phone, they will be asked to switch this off. If parents/carers wish to use their phone they will be advised to use this away from school premises.

### **Photographic and video images (Taken from Code of Conduct)**

It is good practice at times to record photographic and video images of pupils, or to allow pupils to record images of each other to assist teaching and learning, or to celebrate achievement. There is, however, potential for images of children to be misused, in extreme cases for pornographic or grooming purposes. Employees should therefore adhere to the following code:

- only record images when there is a justifiable need;
- ensure that pupils understand the reason for the recording of the images and how the images will be used and stored;
- ensure that a senior colleague is aware of the recordings;
- ensure that all images recorded are available for scrutiny;
- avoid making recordings in one-to-one situations;
- on admission to the School, parents give consent that images and recordings of their children can be used for legitimate reasons;
- if a photograph is used, the pupils should not be named without direct parental consent; and
- where the School has decided that images should be retained for future use, they should be stored and used only by those authorised to do so.

## Appendix 1

### CHILD PROTECTION ACTION FLOW CHART

On discovery or suspicion of child abuse  
INFORM  
the DSL who will then decide what action to take. Use the format titled  
'Child Protection: Record of Concern.'

**Any employee can make a referral.**



If there are Child Protection concerns or it is clear that a Child Protection referral should be made, then Social Services will be contacted without delay (Children's Social Care Initial Contact Point 01274 437500; or out of hours via the Emergency Duty Team on 01274 431010).



If the DSL is asked to monitor the situation then they will expect to be told exactly what is to be monitored, for how long and to whom feedback is to be given.

Secure and confidential records will be kept of all events and actions with each entry signed and dated.



If a referral is required, the DSL will complete and submit the Child Protection Common Referral Form to Children's Social Care Services within 48 hours of the first contact with Social Services (although BCSB recommend that the form is completed prior to making the telephone call).

## Appendix 2

### CONTACTS

The School's potential catchment area covers a number of Local Authorities.

#### Bradford SCB

Children's Social Services Initial Contact Point:	01274 437500
Social Services Emergency Duty Team:	01274 431010
General enquiries Children's Specialist Services	01274 435600
General enquiries:	01274 434361
Designated Person (DO)	01274 437915
Police: immediate risk of harm:	999
Police (non-emergency)	101

Emailing of Common referral forms to: [childrens.enquiries@bradford.gcsx.gov.uk](mailto:childrens.enquiries@bradford.gcsx.gov.uk)  
or [cyp-cicp@bradford.gov.uk](mailto:cyp-cicp@bradford.gov.uk)

**Bradford LA Lead Practitioner for Prevent - Michael Churley:** 01274 432816

**DfE dedicated telephone for non-emergency advice for staff** 020 7340 7264

**DfE email address for advice for staff:** [counter-extremism@education.gsi.gov.uk](mailto:counter-extremism@education.gsi.gov.uk)

**Leeds SCB** 0113 222 4403  
0113 240 9536

**Kirklees SCB** 01484 456848  
01484 414933

**Calderdale SCB** 01422 394074

**North Yorkshire SCB** 01609 780780

## **Appendix 3**

### **Child Protection Checklist**

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**Date and time of incident**

**Name, address and DoB of child(ren)**

**Factual account of the incident**

**(Who? What? Where? When?) NB. Avoid asking 'closed' or leading questions. Make a clear note of the disclosure and the circumstances in which that came about, as well as a note of the child's presentation when disclosing.**

**(continue on separate sheet if necessary)**

**Opinion (substantiated), if appropriate**

**(continue on separate sheet if necessary)**

**Names and job titles of any other employees involved**

**With whom has the information been shared?**

**What action has been taken, and by whom?**

**Where is the information to be filed?**

**Any cross-references?**

**Name and job title:**

**Signature:**

**Date and time of log:**

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## **Appendix 4 - Further information on a Child Missing from Education**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

All schools must inform their local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State.)