

Ysgol Gymraeg Bro Ogwr

Polisi Ymddygiad / *Behaviour Policy*



Crëwyd gan y Sir / Devised by County (Dyddiad / Date)

Polisi Ymddygiad wedi cytuno gan y Llywodraethwyr / *Behaviour Policy* agreed by the Governors

.....
(Llofnodwyd gan y Cadeirydd / *Signed by the Chairperson*)

Dyddiad / Date -

Y cynllun i gael ei adolygu / *Policy to be revised* : Ebrill 2021

Polisi Iechyd a Diogelwch

YSGOL GYMRAEG BRO OGWR



Health & Safety Policy

ADOPTED: Summer Term 2018

REVIEW: Spring Term 2021

Policy Review and Monitoring

This policy will be reviewed at the time stated, unless circumstances determine that this policy needs to be reviewed at an earlier time.

YSGOL GYMRAEG BRO OGWR
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Health and Safety Policy

Statement of Intent

This statement is published in pursuance of the Health and Safety at Work Act 1974, associated regulations, health and safety legislation and other relevant 'Approved Codes of Practice'. This policy has been informed by the relevant Local Authority's corporate Health and Safety policies and current guidance. A number of aspects within this policy are also dealt with in more depth in other policies (e.g. Smoking, Medication).

Aims

The aim of this policy is ensure that Ysgol Gymraeg Bro Ogwr provides and maintains safe and healthy working conditions, equipment and systems of work for all pupils, staff and visitors to our site. The Governing Body recognises and accepts its legal obligations as well as its moral duty to provide this to the best of its ability, in full cooperation with Bridgend County Borough Council.

Responsibilities

Everyone within the school has a responsibility for health and safety. All employees are required to act in a safe manner at all times, so as to ensure their own safety and the safety of others in the work area. In particular, they will:

- Not misuse or interfere with anything provided in the interest of health, safety or welfare.
- Report incidents / accidents to their manager.
- Attend health & safety training as requested.
- Use the correct tools and equipment for the job.
- Not take unnecessary risks.
- Report any situation that they may reasonably consider to represent an immediate danger to health and safety to themselves or others.

All visitors and contractors are expected to apply similar care and attention.

A member of the Governing Body is named as the Health & Safety representative. Certain staff have specific duties in relation to health and safety, such as the caretaker. However, the overall and final responsibility for health and safety in the school lies with the Headteacher and the Chairperson of the Board of Governors.

Risk Assessments

In line with national legislation and good practice guidelines, risk assessments are undertaken for various aspects such as fire safety, premises safety, play equipment, school trips or where there is a potential risk of injury to persons. Most assessments are updated annually and findings are shared with all relevant staff. Where available, BCBC standardised risk assessments are used.

Risk assessments are also required for any class trips and must be completed using the Evolve programme before permission is given by the headteacher for the trip to go ahead.

Accidents and First Aid

This section reflects the Corporate BCBC Policy, 'First Aid at Work'

By their very nature, small children often have accidents. It is simply impossible to report every single incident that may happen to every pupil in the school. Therefore, whilst this policy section is intended to clarify what would be considered an accident, and how these are handled in school, there will always be a need for professional judgements to be made relevant to each specific circumstance.

The following types of injury should always be reported:

- Any head injury.
- Any known bone break or cut more significant than a simple scratch
- Any burn
- Any significant new bruise (sufficient so as to be noticeable within a reasonable time in school)
- Any swelling as a result of an impact injury.
- Any injury requiring first aid.

In the case of less significant injuries the school aims to provide basic first aid and will notify the parent at the end of the day. If there is doubt about the possible severity of an injury the school will always contact the parents if at all possible and ask them to make the final decision regarding whether the pupil should remain in school, or seek further medical advice.

If any accident should occur to a pupil, member of staff, or anyone on the premises where more specialist or urgent medical attention is required external agencies will be contacted, e.g. ambulance, doctor. The parent/guardian should also be contacted and for accidents of a serious nature the local authority's official form should be filled in. All accidents should also be recorded in the accident book in the admin office.

Staff are expected to notify their line manager of any accident that occurs to themselves in the course of their work based upon the same general guidelines. This will also be recorded in the accident book. Staff will be advised accordingly and released to seek medical attention if appropriate.

Training is provided regularly on a rolling basis to ensure that there is always a good proportion of staff with basic training throughout the school. This aims to ensure that a first aider is always available during the school day and on school visits, wherever possible.

First aid kits are located in the Nursery area, staff room, junior corridor and office. Disposable gloves are available in the Nursery, disabled toilets, junior department cleaning cupboard and office. Plasters can be applied if parental permission has been received on the Pupil Admission Form. Any adult dealing with any body fluids should wear rubber gloves. First aid boxes must be taken on school trips.

Any organization using the school outside school hours needs to ensure they have their own first aid kits and first aider on the premises.

All parents are required to give emergency contact numbers and the name of at least one adult who can assume responsibility for their child in their absence. All contact details are available on the SIMS system, but hard copies are available in the cupboard in the office.

Boiler House

This school will follow LA guidelines in that the boiler house(s) will not be used for storing any items other than those necessary for performing maintenance and stoking duties. Storage of flammables, corrosive materials or any item liable to cause a risk of any kind will not be tolerated. The boiler house(s) will be kept as safe as possible for the person(s) working there with no obstructions or trip hazards in the working area. The boiler house(s) will be kept locked when the boiler operator (caretaker) is not working in that area. Pupils will not be allowed to enter the boiler house(s) at any time. The correct procedures (as issued by the LA and instructed by the caretaking support officers) will be followed as far as daily maintenance / stoking of boilers is concerned. Any relevant training for operators (caretakers) as arranged by the LA will be actively supported by this school.

Children who become unwell at school

Emergency contact telephone numbers for parent(s) or a responsible adult nominated by the parent(s) will be requested and recorded ready for use should a child be in need of collection or if an emergency arises.

Should parents not give a contact telephone number or cannot be contacted, and a child becomes seriously ill or unwell, medical advice will be sought and if necessary, the ambulance service will be used to take the child to hospital.

If parents cannot be contacted and it is felt that an unwell child needs to go home the Education Welfare Officer(s) will be contacted.

Communicable Diseases

This section reflects the Corporate BCBC Policy, 'Infection Control Guidance'

From time to time outbreaks of highly contagious diseases may occur in the school or local area. The school will abide by current Local Authority guidelines on communicable diseases and takes up to date advice when appropriate. (e.g. Swine Flu, Legionnaires disease). Outbreaks will be published to parents and staff informed immediately to ensure that pregnant women are informed.

Pupils are encouraged to wash their hands thoroughly – liquid soap is provided in all toilets and classrooms for this. Any staff handling body fluids must wear disposable gloves. However, staff also have access to hand sanitiser to ensure their hands are disinfected. Pupils or staff with diarrhoea should remain absent from school for 48 hours from the end of their symptoms to ensure that this is not spread throughout the school.

Control of Hazardous Substances (COSHH)

This section reflects the Corporate BCBC Policy 'Control of Substances Hazardous to Health – COSHH'

Arrangements for the use and storage of any chemicals or substances are subject to the requirements of the Control of Substances Hazardous to Health (COSHH) 1999 Regulations. Information is obtained on cleaning products used, (such as dilution rates) and information provided to employees with regard to their health and safety when using the product.

The site officer is responsible for ensuring, as a matter of routine that all hazardous chemicals are appropriately stored and that other equipment (such as ladders) are maintained to standards necessary to remove the likelihood of failure, giving rise to personal injury or ill health. However, all staff should act in such a manner as to uphold these standards, by notifying senior staff of any known faults and ensuring that any cleaning materials used are returned to their correct place.

So far as is reasonably practicable materials will be stored so that they are maintained in a proper condition to allow safe placement and retrieval by staff and secured safely out of reach of pupils. For most cleaning products this means that they are locked away, out of children's reach. All staff should take responsibility for ensuring that materials are returned, and that keys are stored appropriately.

All chemicals are to be stored in appropriate, correctly labelled containers.

Dispensing of Medicines to Pupils

It is the school policy to administer prescribed medicine if requested subject to certain conditions being met:

- Only prescribed medication can be administered.
- Parents/Guardians must complete (in advance) the relevant consent form Staff members administering the medication will make a note in the log every time medicine is administered
- All medication is subject to appropriate storage arrangements and must be provided in the prescribed containers, labelled for that child, with dosage instructions. Medication requiring refrigerated storage is kept in a designated fridge in the staffroom.
- Children with asthma are expected to self manage the condition and will be supported in doing so. Asthma pumps must be clearly labeled with the child's name and class and will be stored in a safe area in the classroom which is accessible to the children who require the pumps.
- Staff that are likely to work with a child who may require the use of an Epi-pen receive annual training according to the needs of the child.
- Parents of children with allergies are responsible for ensuring the school has an up to date supply of labeled epipens which will be stored conveniently and clearly labeled should they be required in an emergency.
- Parents/ carers are welcome to come into the school during the school day to administer medication to their own child.
- Pupils with diabetes are allocated a member of support staff who supervises their routines and self medication.
- Details of all pupils with specific medical conditions are listed along with treatments in the Headteacher's office.

Display Screen Equipment

This section reflects the Corporate BCBC guidance, 'Display Screen Equipment'

Designated regular users of Display Screen Equipment (DSE) should vary their work routines, and have a sight test at least every two years. This is considered to be staff who are working at a screen for at least 2 hours each day (generally Headteacher, Deputy Headteacher and office staff). This is paid for by the school on behalf of the employee.

Teachers should note that neither they nor the pupils should look directly into the beam of the overhead projector. There should be signs to this effect at the side of each board.

Electrical Safety

Pupils will be made aware of the dangers of electricity. Only staff will plug in and use electrical equipment in Foundation Phase and they will ensure that appliances are safely out of the reach of pupils.

Any defective sockets /equipment must immediately be removed/made safe/covered and reported to the site manager who will arrange for repair/replacement by a qualified electrician.

Any electrical appliance brought into school not newly purchased must be subjected to a portable appliance test before being plugged in. All electrical equipment used in the school should have the correct fuse fitted. Residual power breakers should be used when operating power tools etc.

Emergency Procedures

All members of staff, teaching and school support staff, will be made aware of the location of gas isolation valves, water stop-cocks and electricity mains switchgear.

Pupils and staff will move away from any danger areas immediately and the Headteacher informed.

All emergency telephone numbers will be displayed on the staff noticeboard and the notice board in the secretary's room.

All parents will be requested to give an emergency contact number. A list of the emergency contact numbers will be kept readily available.

If the premises are used after dark, then consideration must be given to the provision of emergency lighting in accordance with the guidelines issued by the LA. In most cases, the provision of hand held battery operated torches / lamps will suffice but a risk assessment will be carried out to confirm the correct provision.

Fire Safety

All staff will be made aware of the procedures to follow in the event of a fire inside or outside the building. A Fire Procedure notice will be displayed in each classroom and other relevant areas.

A Fire risk assessment will be carried out on a regular basis by a qualified person. Fire drills will be held at least every term and observations will be recorded by the headteacher. Staff will be debriefed and procedures reviewed to promote the efficient evacuation of the school (Please see Evacuation Plan). Times of fire drills will be varied to include lunch times to ensure that all staff who work at the school experience a fire drill.

The assembly points are the area at the front of the school and the visitors' car park at the rear of the school.

Each member of staff including lunch time supervisors will be made aware of the evacuation procedures and will ensure that when the alarm sounds pupils will move calmly and quickly to their evacuation point. The school secretaries take out the registers, visitors signing in/out book and the black box file containing contact details etc. (located in the office so that all pupils can be checked.)

Fire alarms will be tested weekly by the site manager and a record of checks kept in the Fire Log Book

Fire extinguishers will be maintained under an annual contract with the fire service. Escape routes must be kept clear and materials likely to be flammable should be stored responsibly so as not to cause a fire hazard. The site manager makes regular checks to see that fire escape routes are kept free from obstruction and that all fire doors and exits are working correctly and in a good state of repair. Please see Fire risk assessment document. Our priority in a fire is the safety of the pupils and not the fighting of the fire.

Food Hygiene

Any activity which involves the preparation of food must be carefully supervised and carried out in accordance with food regulation requirements. Surfaces must be properly cleaned and if necessary covered appropriately. Hand washing before touching foodstuffs is essential. The Foundation Phase has a kitchen which is used for food activities, thus helping to ensure good hygiene for all such activities. Other classes undertaking food technology activities are required to follow hygiene standards. Information must be solicited regarding any food allergies a pupil may have before any tasting takes place

General Cleaning

The, site officer and Headteacher are responsible for ensuring the cleanliness of the site. Any concerns should be addressed to them.

Good hygiene amongst the pupils is actively encouraged. Pupils are taught and encouraged to wash their hands after using toilet facilities and to use handkerchiefs/tissues appropriately. Pupils are encouraged to take pride in the school facilities and develop a sense of responsibility in maintaining a well looked after safe learning environment.

It is the responsibility of the BCBC Cleaning SLA to ensure cleanliness of toilets and that adequate soap and hand towels are available to all pupils and staff.

All cleaning and/or potentially hazardous products used within the school are logged in compliance with COSHH regulations. A register of safety data sheets is held in the office for easy reference. Staff are not allowed to bring to school / use any liquid or spray chemicals (e.g. aerosol) which have not been purchased through the appropriate school procedures. Cleaning contractors are required to comply with all the relevant regulations for provision and storage of chemicals.

Industrial Diseases

The health and safety officer for the Directorate of Education and Family Support will be informed (by telephone) of any case of industrial disease (any condition diagnosed as being directly caused by a work process) and this will be followed up by the completion of the official directorate report form.

Lone Working

Staff should generally avoid lone working wherever possible by arranging for a colleague to also be on site. Where lone working is unavoidable staff should ensure that outside doors are locked. Fire doors must be unlocked when staff are working on the premises. Anyone lone working on a regular basis should keep a mobile phone on them in case of emergency. Security lighting is present around the school and grounds.

Manual Handling

This section reflects the Corporate BCBC Policy, 'Manual Handling'

All staff should refrain from lifting or carrying loads which are beyond their individual capacity. This will vary from individual to individual, depending upon their age, physical fitness and body weight. Assistance should be sought where appropriate. A push-truck is available to assist staff with moving heavier loads around the school if needed. Pregnant women particularly, should take care to modify their activities in school appropriately. Pupils should not be expected to carry loads which could be hazardous to themselves or others, nor beyond their own individual capacity.

The site officer receives manual handling training, as handling equipment and furniture will regularly form part of his/her everyday duties.

Where a child with mobility problems has been identified, risk assessments will be carried out by the LAs access and inclusion service and training provided. Any member of staff who has not received manual handling training should not attempt to lift or carry a child.

Off Site Visits

Safety must be a major consideration when organizing any trip. Parental permission is obtained prior to any trip. Adequate levels of supervision relevant to the age of the children must be ensured in line with LA guidelines. Parents must be informed of departure and return times and if the trip arrives back after the end of the afternoon session, they need to know where to meet their child.

Any parents accompanying a trip need to be briefed about the visit and their role. Full risk assessments need to be completed by staff prior to the trip being approved. Accompanying parents need to be aware of the risk assessments. Only buses fitted with seat belts will be used.

A list of names of those on the trip/visit will be given to the admin. staff along with the telephone number of the place being visited and the telephone number of the bus company.

Personal Protective Equipment (PPE)

This section reflects the Corporate BCBC guidance, 'Personal Protective Equipment – PPE'

Personal Protective Equipment (PPE) is provided in order to remove/reduce risk for all staff and pupils according to the nature of risk where appropriate control measures and alternative methods have been explored and risks still remain. Such activities are carried out in accordance with the relevant risk assessments.

At Ysgol Gymraeg Bro Ogwr, this generally means:

- Hi –Viz waist coats for staff on playground duty and outdoor activities
- Disposable gloves and aprons for caretaker and teaching / support staff for body fluids.
- Gauntlets, waterproof jacket, trousers, suitable footwear, gloves for caretaker.

If a member of staff believes that an additional item of PPE should be provided, they should make that request to the headteacher at the first opportunity. A risk assessment will then be carried out.

Physical Education

Physical Education equipment is maintained annually and is organised through the Local Authority. Pupils are taught how to handle large apparatus properly and are supervised when doing so. The uniform policy details the expectations of pupils with regards to safe clothing for Physical Education.

However, in summary, the expectations are that:

- Children should change into suitable clothing for P.E. lessons.
- Pupils may take indoor P.E. in bare feet, trainers are not acceptable for gymnastics.
- Children should not wear any type of jewellery for P.E./Games lessons, long hair must be tied back.

Playtimes/Lunchtimes

The HT/DHT will be available as soon as the bell rings for playtime.

If a child is hurt in the playground the teacher/teachers on duty will call for assistance and will not leave the children unsupervised.

Supervisory Assistants will be made aware of the policy on health and safety and the procedures to follow in the event of an injury to a pupil or in an emergency. They will be made aware of the importance of treating every injury to a child as serious and that an emergency aider must be informed of any injury immediately.

When the bell rings for the end of play, children will line up at the designated assembly point in an orderly fashion. From this point, staff will instruct the children to walk into the building.

At all times adequate supervision levels will be maintained.

Play Equipment

All new play equipment is subject to permission from the LA before installation and to a ROSPA safety inspection prior to use by the pupils. Visual inspections will be carried out by the site officer on a daily basis. More detailed inspections will be on a weekly basis. All inspections will be logged. Annual inspections will be carried out by a registered and appropriately trained inspector.

Pupil Safety

No child will be allowed to leave the school premises during the school day unless he/she is collected by a parent/carer. Children are encouraged to enter and leave classrooms and the school in an orderly fashion. If there is no one to meet the child at the end of the school day the child will be brought to the school office so that parents can be contacted. Nursery pupils will be kept in class with familiar adults or brought to the office with a member of staff from the

Nursery. Infant pupils are not allowed to wait for older brothers and sisters unsupervised. Parents must make adequate child minding arrangements.

Safety in the Classroom

- Staff should be available to receive their class from the playground so that they can bring them into class calmly at the start of session times.
- If using potentially dangerous equipment, e.g. scissors, hammer, nails, pupils must be shown the correct methods for handling and usage. The degree of supervision required for such activities will vary in accordance with their age, manual dexterity and the challenge of the task at hand.
- Pupils should also be made aware of the dangers of pencils, drawing pins, staplers if handled inappropriately. When working with the above equipment the number of children should be restricted.
- If it is necessary for a child to carry a chair, it must be held correctly.
- No cleaning fluids to be kept within reach of the children.
- Children must walk at all times in the school building.

School lettings/ evening use

Safety measures are considered as important for evening use of premises as they are for daytime use.

Any doubt over the requirements for obtaining a Public Entertainment Licence or occasional / Theatrical Licence will be investigated by contacting the Licensing Section in the Legal and Property Department of Bridgend County Borough Council (Telephone: 643105 / 643109).

Risk assessments to be carried out to ensure that the premises are safe for evening use by identifying any risks and implementing necessary control measures.

School Security

The school takes reasonable measures to help ensure the safety of its staff, pupils and visitors whilst on the school premises. Additional pedestrian gates are locked after pupils arrive at school, which channels all visitors to the main entrance. Signage also helps to direct all visitors to the reception upon arrival. All parents and visitors are requested to also leave by the main entrance so that other external access doors are not left open during the school day.

All visitors to the school are required to sign in and out. This register is collected in the event of an evacuation procedure.

Selecting and Managing Contractors

This section reflects the Corporate BCBC Policy 'The Management of Contractors' and 'Asbestos Management Guidance'

All contractors are required to report to the main office when attending site and sign in. Contractors are expected to provide proof of identity. All works carried out at the school should be by prior arrangement.

The Headteacher or Deputy Headteacher should make an immediate risk assessment of the proposed works, based upon factors such as use of hazardous materials or equipment and proximity to pupils. The contractors to be made aware of the risks that children can present and any specific safety procedures agreed before work commences. Where appropriate, contractors will be required to ensure that the children are separated from equipment and the work areas by adequate provision of necessary barriers. Upon completion of works, the senior member of staff on site should ensure that the working area has been left in a safe condition for pupils. Outside of normal school hours, the caretaker will often undertake these duties, ensuring safe working practices and provision of appropriate safety measures / barriers where necessary.

Selection of contractors is made in accordance with current Corporate BCBC policy. The majority of contractors working at the site will be appointed and arranged through the Education Premises department.

Where work falls outside of the council's Service Level Agreement, the school may appoint its own contractors (e.g. minor plumbing, windows, door furniture). Where relevant, the Headteacher will ensure that the selection is compliant with Local Authority requirements. (E.g. registered with Construction-line, electricians must hold NICEIC etc.)

Slips and Trips

All staff should be aware of potential slip/trip hazards and take remedial action where required. Children will be encouraged to develop an awareness of potential slip/trip hazards. Regular monitoring of paths, steps and playgrounds will be conducted. Warning signs will be displayed on wet floors. Children will be encouraged to wear suitable footwear.

Smoking / Vaping

This school implements a no smoking/vaping policy whereby smoking is not permitted anywhere on the premises at any time

Stress

This section reflects the Corporate BCBC guidance, 'Managing Pressure'

Any member of staff who feels that they may be suffering from stress should discuss their concerns with either the Headteacher or Deputy Headteacher. The Headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised where physically possible. A free and confidential service is available to all employees through **Care First on 0800 174319**. Staff who are on extended sickness absence (beyond 28 days) will normally be referred to the Local Authority Occupational Health Services for assessment.

Sun Protection

Further details are provided in the separate Sun Protection Policy.

Supervision of Pupils

School begins at 8.55 a.m. Staff are present on the school yard from 8:50am in case of any incidents before the start of the school day.

A rota for teachers and support staff ensures that there is appropriate levels of supervision during morning and afternoon breaks. At lunchtime, SLT undertake duties to help with levels of supervision and to support lunchtime supervisors if necessary.

At the end of the day Foundation Phase pupils are handed over at the classroom door to their parents. Year 3 to Year 6 pupils are expected to walk out of the school building themselves.

Pupils are encouraged to /scooter to school. Cycle racks are provided at the front of the school. Pupils are not permitted to ride in the school grounds to avoid running over other pupils, siblings or adults. Parents are also asked to supervise any younger siblings on cycles or scooters in the school playground.

Pupils and their siblings are not allowed unsupervised access to any of the play equipment in the school grounds.

Training

The school provides training for staff in areas such as emergency first aid, manual handling, fire training, safeguarding as required. Registers are kept of attendees.

Use of Ladders

There is a small stepladder and an “elephant’s foot” available to staff for the purpose of reaching the top of display boards. Staff should not step on tables or chairs. If using a ‘lean-to’ ladder, there should be another adult in attendance at the foot of the ladder to ensure first that the ladder is secure and that aid is available should a fall occur.

Vehicles on Site

Staff should use the staff car park at the side of the school. The main access point to the school must remain clear to allow access for emergency services and fire fighting appliances. Pupils are made aware that vehicle parking areas are out of bounds to them.

Visitors are encouraged to park their cars in the residential area at the front of the school. A disabled parking bay is provided. Any contractor wishing to bring a vehicle on to the school grounds must negotiate with the site manager/admin staff. There is no facility for parents to park at the school or drive in to the staff car park for turning. All vehicles parked at the school are there at the owner’s risk

Delivery vehicles are directed to the front access.

Violence to Staff

The school will follow the “Guide to school security” and “Guidelines for assault on staff” documents in the H&S file. Staff should always take steps to minimise the possibility of violence in school. Staff should avoid meeting with parents who are known or believed to be aggressive or violent on their own and should ask a colleague to also be present. Any assaults on school staff will be reported promptly using the appropriate assault form with a copy sent to the LA H&S officer and a copy kept at the school.