

St Cuthbert's RC Primary School Walbottle



Emergency & Accident Policy

At St Cuthbert's we live and learn in faith and love,
through Jesus's teachings.

Our school is a place where we can grow as a family,
helping each other to lead full and happy lives.

Consultation that has taken place		
Date Formally Approved By Governors	June 2018	
Date policy Became Effective	June 2018	
Review Date	June 2020	
Person Responsible for Implementation and Monitoring	HT	Govs

Rationale:

To facilitate staff to fully implement their responsibility to ensure the Health and Safety of all pupils and staff at our school.

Guidelines/Procedures

- Parents must provide the school with two accurate and up to date emergency contact phone numbers
- Should a child in the staff's opinion appear sick, the Admin Officer, or senior Mid-day Supervisor during the lunch period, will contact the telephone number for parental advice and collection of the child
- Should a child, in the staff's opinion, require medical treatment, the Admin Officer, or senior Mid-day Supervisor during the lunch period, will immediately contact the parents and also ambulance service for the child to be taken to hospital
- In an emergency, when an ambulance is called and no emergency contact is available, a member of staff will accompany the child to hospital (senior Mid-day Supervisor during the lunch period 12.15 – 1.25 p.m.) The school Admin Officer will repeatedly try the emergency phone numbers during this period of time
- Parents are aware, through school prospectus, that no treatment will be administered at the hospital without parental consent/presence
- Any staff supervising a child during the above process, outside their contractual working hours, including return travel to school, will be eligible to overtime payments and travel expenses
-

First Aid Policy

Rationale

It is in the interest of all staff, pupils and visitors at our school, to be aware of the First Aid and Accident Policy.

Purpose

- To provide quick and efficient first aid
- To ensure comfort and reassurance
- To seek medical expertise when necessary
- To ensure hygienic conditions exist and are maintained
- To ensure all accidents and violent incidents are officially reported through agreed procedures

Guidelines

- All staff are aware of all Health and Safety policies and procedures
- 3 members of staff have Full First Aid Training, which is updated every 3 years. Staff are aware of location of first aid equipment and named First Aiders
- Hot and cold water are available in visitors and staff toilets
- Medical information of pupils is up to date, correct and accessible on paper file system and on computer
- The Admin Officer, Senior Mid-day Supervisor and Headteacher are the named people responsible for calling an ambulance
- That any staff/pupil not requiring an ambulance has a means of returning home safely
- First Aid boxes are located in kitchen, Reception classroom and Disabled Toilet
- All sick/accidents are reported to a First Aider
- The patient is reassured and is asked to sit outside school office

- All sick people awaiting collection must wait in foyer and the Admin Officer is aware of their presence, situation and has made all necessary collection arrangements
- The patient must be accompanied by an adult at all times or within view of Admin Officer
- First Aid is given quickly by the named person but is limited to cleaning an abrasion/cut with warm water and dressing or for cuts/butterfly dressings only
- No creams may be applied
- No splinters may be removed
- No instruments of any form may be inserted into orifices
- Stones, counters etc in ears/noses – Admin Officer call parent/ambulance immediately
- Emergency procedures are recorded and countersigned by Head Teacher

Accident Forms

- Are completed as soon as possible in a full and accurate report.
- Statements from witnesses are attached (copy to school copy)
- Head Teacher should be notified and countersign all forms.
- Two accident books must be kept; 1 for pupils and 1 for staff

Accidents

When an accident occurs at lunchtime, it should be reported to the Mid-day supervisor, who will deal with the incident and notify the Head Teacher or, in her absence, the Assistant Head Teacher.

The injury will either be treated immediately, the child will be taken to the hospital, or an ambulance will be called (999).

Either the child's family or designated emergency contact (see record cards in Admin Officer's office) must be notified immediately.

In the event of hospital treatment being necessary, the child's Dinner Supervisor/Teaching Assistant will accompany the child to hospital and remain with him/her until the child's parents arrive.

All accidents involving blood must be treated with disposable gloves, especially if the person administering the treatment has an open wound. All blood soaked articles should then be sealed in a bag and disposed of in the Hygiene bin (bag in First Aid boxes).

All accidents must be recorded in the accident book by the Mid-day supervisor and countersigned by the Head Teacher.

Fire Safety

There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The time of the practices will be varied to cover all times of the school day including lunch times.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

Visual checks of fire extinguishers are carried out monthly by the site manager. Fire alarms are tested weekly.

The site manager is responsible for checking the alarm system from a different call point each week and recording the result in the Fire Log Book.

Fire alarms and emergency lighting are tested biannually by qualified installers.

Fire fighting equipment is serviced annually and the date noted in the Fire Log Book.

In the event that we are unable to reoccupy the building immediately, the pupils will be evacuated to the nearby Children's Centre/St Mary's Church and arrangements will be made by use of the school's mobile phone to contact parents.

Emergency lighting is manually tested monthly.

Hazard and Defect Reporting

All defects and hazards relating to the buildings and grounds should be reported immediately in writing using the maintenance book which is kept in the site manager's office.

The Head Teacher is responsible for monitoring the progress on all items reported.

Electrical installations and portable appliances

School staff are responsible for activating electrical lights and portable appliances. Children do not have access to these facilities.

Electrical installations are checked 5 yearly in line with LEA guidelines.

Portable appliances are tested annually in line with LEA guidelines. Both are checked by qualified personnel identified by City works. Any electrical faults are reported immediately to the Head Teacher or Site Manager. Appropriate action is taken after consultation with relevant Cityworks personnel.

Roof Access

Contractors, City works employees and the site manager have roof access. Access to the roof is by way of ladder in line with LEA guidelines. Contractors and City works employees are expected to adhere to Health and Safety requirements set out in school and LEA policies as well as Health and safety requirements of their own business (see appendix).

Signposts

The maintenance of signage is the school responsibility. Visual inspections are carried out weekly by the site manager. Inspections are carried out annually during LEA Health and Safety inspections.

General movement around schools

As part of the Annual Asset Manager Plan AMP, surfaces and flooring are prioritised for improvement/replacement depending on conditions.

Classrooms and shared areas will be well organised and kept free of clutter and obstructions to allow ease of movement.

All wet areas in school will have non-slip flooring replaced on a rolling programme.

All outside areas in school will be replaced/refurbished in the same way.

During icy/snowy conditions, paths and yard areas will be cleared where possible and salted/gritted by the site manager as part of his daily maintenance check.

Any spills in areas will be mopped immediately or barriers will be placed around it until the area can be made safe again.

The site manager will maintain effective levels of lighting throughout the school.

The site manager is responsible for ensuring both himself and his cleaning personnel are adequately trained in cleaning flooring in line with manufacturers recommendations. All cleaning will take place before or after the school day.

Site Security Measures

- External doors are security locked with coded keypads. Care should be taken to ensure doors are closed
- Fire doors should not be bolted
- Main door has door entry intercom, video monitor with General Office so that the door is only opened after the Admin Officer/or staff on duty have spoken with and identified the caller
- Exits are clearly labelled
- Visitors sign in/out and wear an identity badge
- Employees must not be left alone in isolated areas open to the public
- After 3.15p.m. external doors should be secured shut
- The General Officer/Receptions areas are video monitored. A panic button is located in Head Teacher's office, General Office and mobile classrooms. The General office door must remain closed to protect office staff and monies
- Pregnant staff should endeavour to avoid confrontational situations, and seek support from a team member
- There is an informal flow of information between staff regarding violent clients
- All staff should strive to adopt a pleasant courteous manner in a calm efficient way
- If in a difficult situation – send a team member for extra help to nearest class and another to inform Head Teacher
- No individual member of staff may make a home visit. Go in twos and only when absolutely necessary. See clients in school instead
- If on arrival at a home visit you feel anxious – stay at the door and do not enter the house/flat. See home visit checklist
- Dogs are not permitted on the site (except guide dogs and disabled help dogs) during the school day. Staff should not conduct interviews/meetings with dogs present. If you see someone on site with a dog, tell him/her to leave the dogs on roadside of the railings. Inform the Head Teacher of person's name. Head Teacher sends a letter
- If meeting a parent by yourself, even an informal meeting, place yourself between parent and door so you have quick access in the event of an incident
- Use panic button if a room is fitted with one
- Site manager, during darkness hours, does not deal with incidents alone. Call the police and Civic Centre Security for back up purposes
- All staff to think of personal safety in all instances

Action in Event of Violent Incident

- Send for member of SMT/raise the alarm
- Avoid using physical force unless there is no choice, then minimum for self-defence. You may risk an assault charge too! (Pupils and adults)
- Contain pupils without responding to aggression. Call for another employee for your safety and to be a witness. All assaults to be reported to Head Teacher
- Try to diffuse the situation by taking aggressor to a quieter area, or offering a senior member of staff to talk to them
- If you felt threatened by behaviour or language during a meeting/interview – curtail the meeting so thought can be given to a safer arrangement. Say: I find your behaviour aggressive, this meeting is terminated, then leave

- First Aid may be needed. Remember the shock also. Talk through with senior employee. You may need to notify your Trade Union as well as Head Teacher if sick leave is required
- Inform your Trade Union Secretary for advice if necessary
- The day after the incident, a debriefing meeting is required for employees involved. The senior member of staff leads the meeting and emphasis on care of staff is required. The incidents need to be put into perspective. Analysis of how it occurred should be discussed and used in future to reduce reoccurrence. After debriefing, the normal work routine should continue
- If sick leave is required – Occupational Health must be notified to arrange counselling from the Clinical Psychologist
- The violent incident form should be completed for all incidents
- All staff who have dealings with an aggressive client should be notified of the incident
- The following should also be considered:
 - The local police should also be considered.
 - The local police visit or caution the aggressor.
 - A letter is sent to the aggressor to inform them that their behaviour is unacceptable/request an apology and assurance of no repeat.
 - Advise that the aggressor will only be seen with two members of staff present. In future.
 - Contact Civic Centre (John Dinning) for letter refusing access to site. Legal action.
 - After a warning letter, if repeated an injunction can be sought.
 - All copies kept on file and all events to be logged in a report.
- An assault by a pupil results in immediate supervision and pupil removal from contact in class. Parents informed and Chair of Governors.
- For a serious incident, notify police
- Private prosecution can be instigated by the victim if the police are not pressing charges – see Chief Education Officer
- Any claim forms required are available from Newcastle Personnel
- Personal Injury payments should be made through the Criminal Injuries Compensation Board

Monitoring

- Newcastle personnel monitor all forms
- Health/Safety Inspections are made by LEA officers
- Head Teacher reports to Chair of Governors who informs Governing Body and monitors patterns of incidents. Resolutions are sought to stop a reoccurrence

Visitors in School

Rationale

Visitors are actively encouraged to participate in school activities. However, pupils and staff must be protected.

Purpose:

- To ensure all visitors are authorised
- To register all visitors at the General Office

Guidelines

- Visitors must report to the Office on arrival and departure

- A request must be made for identification of all visitors on their first visit (where possible visitors should be informed of this expectation prior to their visit so they can be prepared)
- The Admin Officer directs all visitors to their destination
- All buildings are labelled
- Cars are restricted on the site to LEA employees and Governors on official business
- No access to vehicles is permitted during the times of pupil arrival and departure
- Children are aware to report unknown visitors to a member of staff and not to challenge a visitor
- Dogs are unwelcome visitors on site and should be reported to the site manager who will arrange their removal
- Staff concerned about an unrecognised visitor, should report to the Head Teacher
- Head Teacher, if concerned, will report to police or alert police by panic button
- Staff inviting visitors to school should ensure they are registered in the Visitors Book (General Office) and invite their visitors for coffee in the staff room. They should make their visitors aware of safety procedures
- Any visitor who will be alone with children, must have a CRB check which has been checked by the Head Teacher (see CRB- safeguarding guidelines)

Handling angry visitors – defusing confrontational situations and avoiding violence

- Avoid in front of an audience – pupils, parents, visitors, relatives and other staff
- The fewer people involved, the easier for the aggressor to back down
- Stay calm, speak slowly, give space and do not be drawn into an argument
- Avoid aggressive body language, hands on hips, wagging finger, looking down on aggressor
- Send for senior member of staff to be present

Support

All staff and contractors are at risk and should be aware of policy and procedures and how to use security equipment and alarms. It is important to understand the effect that a perceived risk as well as a real risk has a preventative time strategy.

Line managers are responsible for their teams being aware of policy and procedure.

S.A's	- Senior S.A
Cleaning	- Site Manager/supervisor
Kitchen	- Kitchen supervisor
Teaching and non teaching in teams	- Teaching team leader
Admin	- Head Teacher
Governors	- Chair of Governors
Agency support staff	- SENCO
Pupils	- Class teachers/non teaching staff

Team managers have a role in supporting victims of violence, reporting the incident using the relevant forms. Relevant information should be shared about potential aggressors to prevent violence. Good relationships with the police are essential as they are likely to be called to help during an incident. All staff and contractors must be committed to the policy to improve staff morale and confidence.

<i>Activities and staff who perform them at risk of violence</i>	
<i>Activity</i>	<i>People</i>

Caretaking – looking after the premises	Site supervisor/caretaker, cleaners
Working alone	Cleaning staff, H.T, admin staff, teachers, parent consultation meetings.
Home visiting	Teacher, auxiliary staff, pupils, site supervisor, H.T
Evening Work	Teaching staff, cleaning staff, pupils, site supervisor, H.T
Working with pupils with behavioural problems	Teachers, H.T, Nursery Nurses, auxiliary staff, support staff
Looking after money	Admin staff, H.T. teachers, site supervisor
Dealing with angry parents and relatives of pupils	H.T, teachers, admin staff, auxiliary staff, support staff, sit supervisor, NNEB

Action to reduce risk	By Whom:
Raising staff awareness through policy and procedure	H.T.
Immediate response to securing external fencing.	Site Supervisor
External gates locking 9.15 a.m. – 3p.m. All site traffic and pedestrians via front double gate and 1 single centre gate (2 corner front gates locked)	Site supervisor
Same sex x 2 pupils movement around school only if absolutely necessary.	Pupils
No child to be left unattended or with person other than staff or child's parent or carer.	All staff
Visitors badges, sign in/out vigilance of visitors badges	Admin staff All staff and pupils
Front door only opened via monitor in General Office – office door locked. Only opened after questioning who and what business unless a recognised parent/visitor via monitor screen	All staff and contractors.
External and front door not be opened if person unknown there. They must state business and be directed to the office at all times. Ask for ID before allowing entry to building.	All staff and contractors
Exterior doors to be kept closed, ID to be sought. Ensure students/visitors know this procedure. No external door to be opened unless ID cleared and person has been via office – so direct to office before opening door.	All staff, contractors, pupils, visitors
Clear signs giving directions	
Challenge anyone on site without a badge	All staff and contractors/
Report dogs on site to site supervisor/caretaker for his immediate action to remove.	Site supervisor.

Office beeper direct line to Civic and schools for strange sightings reporting.	Admin Officer.
Parents and visitors in school to sign in/out	Parents & visitors Admin Officer
Parent access to building only with appointment and not in front of class	All staff
Appointment before/after school – never be alone, have another member of staff available.	Teaching, H.T
Staff meeting with parents/relatives – leave door open, keep your access to door clear.	All staff
Interview children in presence of another member of staff, door access clear, do not touch child, stay calm.	All staff
Only restrain child if likely to cause injury to themselves or others. Do so in continual presence of member of staff. Only member of SMT can restrain a child so immediate action to call SMT is required.	All staff
Leave nothing lying around that could be used as a weapon particularly in classrooms and foyer.	All staff
No coffee or hot drinks to be taken into an area where children are present.	All staff
Inside or outside school on the premises, on site – challenge all smokers and report response to H.T	All staff, parents, pupils, visitors
Keep all doorways clear internally and externally.	Site manager/supervisor All staff
Keep pathways clear, remove potential e.g. stones	Site supervisor/manager
Ensure prompt repair to damaged site and immediate removal of litter and graffiti. The level of care of the working environment affects pupil's standards of behaviour.	Site supervisor/manager
Avoid bottlenecks during pupil movement – have good sight lines for supervision.	Teaching and non teaching staff
Close windows when you leave a room.	All staff and site supervisor.
Good external lighting with immediate reporting for blown bulbs.	Site supervisor.
Regular fire and incident alarm practice	SH.T and site supervisor
2 staff together for all home visits but avoid unless absolutely necessary	Teaching and non teaching
Draw blinds when children changing In KS2, ensure boys change separately from girls.	Teaching staff
Work in pairs after school hours	All staff and contractors.

(This is a possible draft, which may be used by the Head Teacher)

Dear

Following your unpleasant/loud/anti social/abusive language and behaviour (Head Teacher to select/delete or add description as appropriate) in school on (date), I am withdrawing permission for you to enter the school building without prior consent.

This kind of behaviour, which is distressing for the children to witness and abusive to staff, is not permitted. A report of this incident has been sent to the Director of Education.

I am sure that now you have calmed down, you will understand that your outburst was inappropriate. Please feel free to write or telephone to assure me that it will not be repeated, so that I can allow you back into school.

I hope that we will be able to work together in the future in the interests of your child. I would like to reassure you that our concern is for (child's name) welfare and his/her right to education.

Yours sincerely

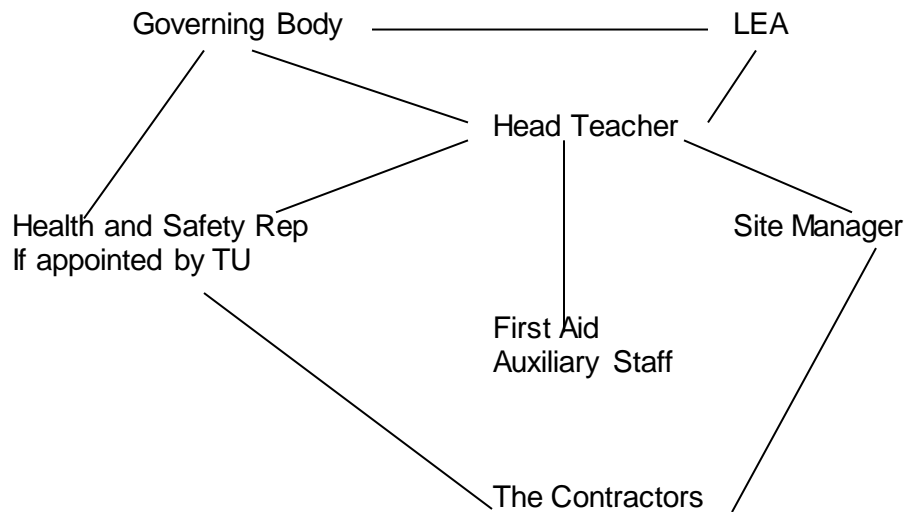
Staff Name
Headteacher

Analysis of violent incidents reports

Personnel involved victim	Number of reports
H.T S.M.T Teacher Teacher support agencies Non teaching S.A Non teaching NNEB and Auxiliary Admin Site manager/supervisor Parent helper Parent Pupil	
Location of incident	Number of reports
Internal premises External site/grounds Home visit	
Assailant	Number of reports
Pupil Parent Intruder Other	
Type of Incident: Physical	Number of reports

Assault by pupil or family on teacher Other employee Contractor	
Assault on Pupil whilst disciplining	
Physical restraint Intervening in a fight Dealing with disobedience Excluding from class	
Assault from distance e.g. missile	
Assault from intruder on site	
Verbal	
Written	
Other	

Procedure – Monitoring Health and Safety



Head Teacher

- Day to day responsibility for all issues
- Liaise with Contractors, Governors, L.E.A
- Implement above procedure model
- Ensure all reports are completed to implement policy
- Review procedures
- Inform and train staff

- Regular checks to ensure a safe environment and equipment
- Ensure protective equipment is used where necessary
- Ensure first aid is carried out immediately on notification

Termly Audits

A safety audit of the school will be carried out each term by the site manager.

The outcome and actions taken will be reported termly to the Governing Body.

The Annual Health and Safety Audit Report will be returned to the Education Department's Health and Safety Officer by the end of each Spring Term.

Risk Assessment

The results of the termly audit will help to determine the areas for which a formal Risk Assessment needs to be carried out.

Where guidance on risk assessment is provided by the Local Authority, these should be used. In some circumstances, they may need to be changed/developed further depending on the reason and location of the assessment.

Areas not related to the building or site will be identified termly at staff meetings or when new materials, equipment or procedures are to be used.

The Head Teacher is responsible for ensuring assessments are carried out by competent, trained experienced persons.

Control of Substances Hazardous to Health

The responsibility for carrying out COSHH assessments will rest with the Head Teacher or the site manager depending on the substance concerned.

COSHH data sheets are on display in both cleaner stores. All hazardous substances are clearly marked and stored on locked cleaning cupboard. Keys are held by site manager.

Dogs on site

Dogs are not allowed on site unless they are guide dogs or disabled help dogs.

Visits and journeys

All staff are responsible for completing a full risk assessment for all visits off the school premises.

Dealing with a disaster at school

Management Plan

In the event of a disaster, the Head has overall charge of the situation. However, in the event of her absence from the site, the responsibility spirals downwards to assistant head teachers, K.S Coordinators.

Procedures

1. Report to senior person on site
2. Senior person ensures emergency services, LEA and Chair of Governors are contacted by Admin Officer
3. Senior person remains in office to ensure effective control and communication

4. Crisis Management Team meet to implement plan of action with Senior Teacher setting up incident log
5. Remaining senior staff gather information and notify immediately to Crisis Management Team. Head Teacher's office is incident room
6. If life threatening, Head Teacher sets off fire alarm to evacuate staff/pupils unless a terrorist attack, when evacuation would make matters worse. If this is the case, the fire bell will ring 4 short bursts NOT continuously as for evacuation. 4 short bursts signifies to staff to keep pupils in class. Then all Crisis Management Team to meet immediately in Head Teacher's office. The panic button linked to the Police Station should be pressed immediately by the Admin Officer or Head Teacher
7. Pupils and staff requiring support will be decided in the CMT meeting and staff delegated to respond. Staff briefed
8. Staff should not provoke intruders
9. The Admin Officer meets emergency services at reception – and ultimately the Police take control
10. No information to be given to any staff until briefed and AFTER consultation with LEA press officer and Chief Education Officer
 - a. If a casualty, the names should be given immediately to the Head Teacher who also records the hospital name if admitted.
 - b. One of the CMT will inform parents as soon as possible. If a death, then the parent should be told in person. Staff must travel by taxi and with a police officer. If parent arrives at school, then again with a police officer.
 - c. If parents arrive on site, then pupils not directly affected by the incident should accompany the parents home – but MUST sign out at the office.
 - d. Admin Officer will cross check all names signed out against the daily registration on that day.
 - e. The Head Teacher 's office to be used as incident room with conference room and curriculum support room for counselling.
 - f. Pupils and staff injured must complete form HSE F2508 (accident form).
 - g. If a building is to be evacuated, all staff and pupils move to the other building.
 - h. It is preferable for pupils not to be sent home unaccompanied – Admin Officer to telephone families to collect children not involved.
 - i. A letter or explanation should be given to each child. Admin Officer to type.
 - j. Chair of Governors must be kept informed by Chair CMT.

HELP can be called from the following organisations:

Director of Children's Services Civic Centre.
 Social Services-Sheriff Leas
 Local church
 Child Protection Springfield Centre.
 Senior Advisor
 Civic Centre

After the incident

In liaison with pupils services division, meeting of pupils' parents and staff seriously affected by the trauma will help to talk through the incident.

With advice from the division, staff will be detailed as how to handle pupil discussion in class.

Media

The Chair of CMT will notify the Press Officer (Civic Centre) to deal with the media. She will require a daily update of information.

Funerals

School will be closed on the days of any funeral as a mark of respect and annually on anniversary from 9.00 a.m. to 10.00 a.m

Health and Safety

All electrical, goods and water systems will need to be checked by the appropriate authority if the building has been damaged.

Building Inspector (Civic Centre) to be notified by Site Manager to complete checks immediately

Administration

- The Admin Officer will have an up to date list of pupils' contacts on computer. Admin Officer to fax Chief Education Officer up to date pupil list immediately with contact numbers and addresses.
- Map of school attached (Site Manager to have own copy in his office).
- Admin Officer to keep list of all parents contacted on parents list.
- Head Teacher as Chair of Crisis Management Team drafts with LEA press officer, a statement for enquiries. Staff and pupils should AVOID speaking to media.
- Names of those involved in incident ARE NOT released to media until emergency services confirm identity and parents notified.
- Designated feeding: Survivor rest centre:
 - Local Community Centre
 - St Mary's Church

Incident Log – to be completed by Senior Teacher

It is important that the details of an incident are logged by a nominated person as the incident occurs.

The log should enable any subsequent investigation to obtain a clear and accurate account of the sequence of events.

Once completed, and as the initial response stage draws to an end, the log would be kept in a secure place for future reference.

Trauma and post traumatic stress: follows incidents of fear and horror for staff and pupils alike.

Action should include:

1. Emotional first aid – support from close friend/relative. Unite children with parent, give parent a clear impression of the event so they can reinterpret the event to the child
2. Control exposure to media
3. Counselling by qualified and experienced counsellors outside the school.
4. Provide accurate information for pupils and staff to re experience the trauma, to cognitively grasp what has happened. Be honest
5. Encourage expression of feelings
6. Maintain normal routines
7. Use Educational Psychology Service, Education Welfare Officers, Child and Family Guidance for counselling support

Critical Incidents are

- The death or murder of a pupil, a parent or a member of staff
- Violence or assault within the school
- A road, rail, sea or air traffic accident
- A natural disaster within the community

- A serious accident on an out of school trip
- The consequence of terrorist or criminal activity
- A major arson attack

It is important to note that certain larger scale incidents or disasters, which go beyond a school, will be designated as Major Incidents, usually by the Police. The City's response to such incidents will be controlled from the Incident Control Room in the Civic Centre

Although rare, incidents do occur and must be dealt with promptly for the school to return to normal as soon as possible

Crisis Management Team (CMT) consists of:

Head Teacher	Chair of CMT Media Link via Press Office/Civic Centre and Chief Education Officer.
Site Manager	Knowledge of site/security
Admin Officer	Telephone co-ordination/parent notification/administration/ambulance
Deputy Head	Managing second phone/parents
Teaching Assistant	Co-ordinate all first aides in making casualties comfortable. Notify Admin Officer of medical requirements/phone calls.
K.S. Co-ordinator	Responsible for keeping Incident Log
Chair of Governors	Managing Parents
All remaining staff	Supervision of all pupils

The team shall meet annually (April) to review procedures/contact numbers.

Dealing with Disasters Policy

Additional Appendix

- If you hear 4 sharp bursts and you and your class are on the yard, then get the children into your classroom as quickly as possible.
- If an emergency during the lunch time period, then the senior lunchtime supervisor comes to reporting station immediately.

Site Manager – Security of Gates Procedure

Monday to Friday

Main Gates – Car Park opened 6.00 a.m. locked 18.00 p.m.

Front Gates opened 6.00 a.m locked 18.00p.m.

Internal Gates to playground opened at 8.45am and locked at 9.05a.m. – opened 15.00 p.m. These don't get locked over night

Saturday/Sunday

All gates locked

All on site incidents to be reported to police at time of incident. School incident sheet to be completed at time of incident and copy to Head Teacher.

Violence at Work Policy and Procedure

The school makes provision to ensure a safe work place to minimise risk of violence at work. Staff are required to follow set procedures. An annual risk assessment is completed by the Head teacher.

The Governing Body of St Cuthbert's RC Primary School make no blanket provision for payment to staff from the school delegated budget for damage/theft to property or cars. However, as a result of violence from an aggressor, the Governing Body will consider each case individually. A maximum of £100 is payable. Personal Injury should be reported on the Violent Incident Form and returned to the Head Teacher. Counselling support is available from Occupational Health Department.

Monitoring:

- Newcastle personnel monitor all forms.
- Health/Safety Inspections are made by LEA officers.
- Head Teacher reports to Chair of Governors who informs Governing Body and monitors patterns of incidents. Resolutions are sought to stop a reoccurrence.

This policy was approved by Governors on

signed