



# Arbour House School

## Health and Safety Policy and Procedures

Policy number	12
First issue date	October 2017
Version number and previous validation date	Version 5 – June 2021
Next review date	June 2023
Governor policy owner	Nicola Murphy
Signed off by	The Governing Body
Distributed to	All staff, including Senior Managers, the Governing Body, the Proprietors, or anyone working on behalf of the Proprietors (Potens) at Arbour House School

## **Contents**

- 1 Health and safety statement
- 2 Key school personnel
- 3 Health and safety legislation and guidance
- 4 Roles and responsibilities
  - 4.1 The proprietors
  - 4.2 The Governing Body and Headteacher
  - 4.3 The Health & Safety Lead Person
  - 4.4 Staff
- 5 Monitoring and auditing
- 6 Reporting and recording
- 7 Risk assessments
- 8 School trips and off-site activities
- 9 Disability and Medical needs including allergies
- 10 Special educational needs
- 11 Fire safety management and procedures
- 12 Water safety
- 13 Working at height
- 14 Manual handling
- 15 Lighting
- 16 Acoustics
- 17 On-site vehicle movements
- 18 Electrical equipment
- 19 Visitors
- 20 Hygiene
- 21 Mental health
- 22 Electronic safety
- 23 Communication and training
- 24 School emergency plan including lock down
- 25 Linked policies

Appendix 1

Appendix 2

Appendix 3

## **1. Health and Safety statement**

### **Declaration of commitment**

The Regional Director, Headteacher and Potens Board of Proprietors are committed to provide a healthy working environment, safe systems of work and a high standard of safety and welfare for all employees, pupils and visitors.

### **Statement of intent**

All Arbour House School 's policies, procedures and safety rules are aimed at ensuring a high standard of health and safety at all times.

Whilst Potens Board of Proprietors are responsible for the implementation of the Health and Safety policy, no safety policy can be effective without the full co-operation of staff. Every member of staff, inclusive of volunteers and visiting professionals, has a personal responsibility to ensure that their own health and safety, and that of others, is not affected by anything they do, or fail to do, whilst at work in line with these procedures. This includes being co-operative in complying with all legal obligations.

Our policy is to provide and maintain appropriate tools, equipment and safe systems of work. Arbour House School accepts health, safety and welfare is an integral part of all activities and will take steps to manage these effectively.

Arbour House School aims to minimise the risks created by school activities and to organise ourselves in a way, which secures the involvement and participation of all members of staff at all levels. Our commitment to this policy will ensure a positive health and safety culture.

Arbour House School will ensure the safety of its own employees whilst contractors are working on site. All contractors will be made aware of any risks and it is recommended they undertake their own risk assessment and must comply with the employers health and safety procedures.

Arbour House School will ensure that regular training is undertaken by staff at least on an annual basis and as part of their induction. All staff will be trained in the range of health and safety areas that are appropriate to their job description and to the level required for them to competently perform their duties.

Arbour House School is committed to regular evaluation and review of its Health and Safety policy to ensure its objectives are met and to modifying the policy in light of new legislation and other changing circumstances, where required.

## **2 Key school Personnel**

The staff members responsible for Health and Safety within Arbour House are:

- Regional Director: Bettina Jeppesen
- Health and Safety Lead Person: Nicola Murphy

- Headteacher: Julie Perks

### 3 Health and Safety legislation and guidance

The following Health and Safety legislation and guidance has been considered when drafting this policy (including any updates to the original Government Acts):

- [Guidance and advice from the Health and Safety Executive, online](#)
- [UK Council for Child Internet Safety \(UKCCIS\), online](#)
- [Working Together to Safeguard Children: A Guide to Inter-Agency working to Safeguard and Promote the Welfare of Children, February 2019](#)
- [DFE Health and Safety advice for Schools, November 2018](#)
- [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2021](#)
- [Supporting pupils with medical conditions in schools, August 2017](#)
- [Preventing and Tackling Bullying, July 2017](#)
- [The Use of Social Media for Radicalisation, July 2015](#)
- [Standards for school premises, DfE, March 2015 \(departmental advice\)](#)
- [The Education \(Independent School Standards\) Regulations, January 2015](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)
- [Use of Reasonable Force in Schools, July 2013](#)
- [Fire safety law and guidance for business, December 2012](#)
- [The Teacher Standards, July 2011](#)
- [The Equality Act 2010](#)
- [Fire risk assessments: educational premises, June 2006](#)
- [The Building Regulations 2010](#)
- [Lighting for Education" \(LG5\), and British Standard BS EN 12464-1](#)
- [The Regulatory Reform \(Fire Safety\) Order, 2005](#)
- [The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\)](#)
- [The Health and Safety at Work etc Act 1974 \(HSWA\), and regulations](#)

### 4 Roles and Responsibilities

#### 4.1 The Proprietors

It is the Proprietors responsibility to ensure that risks, particularly the risks to staff and pupils, are managed so far as is **reasonably practicable**.

Some of the health and safety functions are delegated to members of staff in the school to fulfil on behalf of the Proprietors. However overall legal accountability for the health and safety of employees and others cannot be delegated and remains the responsibility of the Proprietors and they must ensure that nominated Health and Safety leads have:

- Sufficient authority to take the lead responsibility for health and safety.
- Time, resource and competence to fulfil the role.

## 4.2 The Governing Body and Headteacher

The Headteacher has day-to-day responsibility for health and safety, but may delegate associated tasks to specified staff. In the absence of the Headteacher, the Health & Safety Lead Person will resume responsibility. The Headteacher and Governing Body must, as far as is reasonably practicable:

- Ensure that day-to-day the school is following the schools Health and Safety policy and has effective arrangements for managing the real health and safety risks at the school.
- Maintain effective communications with the Proprietors, Governors, and the school staff, and give clear information to pupils and visitors, including contractors, regarding the significant risks on site.
- Ensure that the staff have the appropriate training and competencies to deal with risks in their areas of responsibility.
- Consult and work with recognised safety representatives.
- Ensure that staff understand their responsibilities and know how to access support and advice to help them manage risks responsibly.

## 4.3 The Health & Safety Lead Person:

The H & S Lead Person must, as far as is reasonably practicable, ensure:

- The details of all accidents, incidents, near misses and dangerous occurrences are reported by staff.
- All accidents, incidents, near misses and dangerous occurrences are reported to the Headteacher and are investigated where appropriate.
- The details of all accidents, incidents, near misses and dangerous occurrences are submitted to the Governing Body and Proprietors.
- Risk assessments and preventative measures are reviewed or put in place where necessary and reports are submitted to the appropriate body.
- The management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed,
- Contractors are aware of site specific risks and oversee their activities on site including ensuring that contractors have suitable liability insurance and work in a manner which does not pose a risk to pupils and staff on site.
- Staff and visitors are aware of the on-site procedures and the precautions to follow.
- The implementation, monitoring and review of training procedures.
- The preparation of reports and returns for the Headteacher, Governing Body and the Proprietors.
- All parts of the premise and equipment is regularly inspected and maintained in a safe working order and taking appropriate action where this is not the case.
- That maintenance staff, including the Caretaker, fulfil their roles and responsibilities according to their job description and school policies.

## 4.4 Staff

All of the school workforce play an important part in sensible health and safety management. Staff involvement makes a vital contribution towards achieving safer and healthier workplaces, and helps develop sensible rather than over cautious approaches. **Staff, while undertaking work activities on and off site, will:**

- Be aware of the school Health and Safety policy and follow procedures detailed in the policy and related documents.
- Take reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do.
- Cooperate with the Proprietors, Governing Body, Headteacher, School Manager, fellow members of staff, contractors and others to enable them to make and keep the workplace safe.
- Make pupils, volunteers and visitors aware of relevant health and safety procedures and supervise where appropriate.
- Report and record health and safety concerns in line with this and related school policies.

## **5 Monitoring and Auditing**

Health and Safety information will be reviewed on a monthly basis by the Headteacher and the Regional Director.

Health and Safety audits are carried out on a termly basis by Nicola Murphy, H & S Lead Person and an action plan is developed and followed from these audits.

The Proprietors use Citation PLC (an external and accredited safety management advisory service) for support in health and safety matters to help ensure that the school follows the correct government guidance and legislative requirements. They regularly inspect the premises, processes and procedures to help keep pupils and staff safe and secure and will compile a Health and Safety Inspection Report which will outline any issues which may need addressing and action to be taken..

## **6 Reporting and Recording**

### **Internal**

All staff have a duty to report potential hazards, near misses, accidents and incidents and required repairs. These must be logged in the appropriate log books which are kept in the main school office and which are reviewed daily by the School Administrator. Serious concerns must be reported immediately to the Headteacher so that actions can be taken to reduce risks and resolve issues as quickly as possible.

### **External**

Most incidents that happen in schools or on school trips do not need to be externally reported. Only specific circumstances require a notification to the Health and Safety Executive (HSE) under RIDDOR ([Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013](#)). The reporting under RIDDOR is the duty of the Health & Safety Lead Person.

## **7 Risk Assessments**

**School risk assessments** have been undertaken and are reviewed annually by the Headteacher. However, more frequent reviews will be undertaken as necessary (for example in the event of alterations to school buildings). These risk assessments are held in the school office in the General Risk Assessment file.

**Lesson/activity risk assessments** are undertaken by teaching staff. Each lesson/activity is planned to identify, and reduce, possible hazards to pupils and to highlight appropriate action to be taken to safeguard their safety. This will be done alongside the individual pupil's education plan and personal risk assessment. No pupils are to be left unattended in potentially hazardous areas.

## **8 School trips and off-site activities**

Arbour House values learning outside the classroom and beyond the school premises. It will actively seek to provide a broad and balanced range of learning outside the classroom opportunities for all its pupils.

Planned activities take place off site which support the aims of the school such as:

- Independent travel training to and from school.
- Regular local visits (work related learning, independent living skills, swimming, other local amenities).
- Day visits related to curriculum.
- Visits to local schools and college for curriculum opportunities.

The school's arrangements for trips and off-site activities ensures that:

- The risk assessments focus on real risks.
- Proportionate systems are in place – so that trips presenting lower-risk activities are quick and easy to organise, and higher-risk activities (such as those involving climbing, caving or water-based activities) are properly planned and assessed.
- Those planning the trips and off-site activities are properly supported – so that staff can readily check if they have taken sufficient precautions or whether they should do more.

A mobile phone is provided for staff to use whilst working away from the school. As per the school's code of conduct, staff must not use their personal mobile phone when engaged in school activities, on or off-site.

Full details can be found in the Off -Site Educational Visits Policy. (**Appendix 1**)

## **9 Disability and Medical needs including allergies**

The Headteacher ensures that potential pupils are assessed prior to admission to Arbour House School to ensure that individual physical, mental, educational needs can be met.

Information will be gathered during the pupils pre assessment which will include relevant medical history and information relating to known allergies and medication

management where applicable. Families are responsible for communicating any changes in their child's medical needs to the school. Pupils' needs will be reviewed as appropriate and reasonable adjustments made to support them.

## **10 Special Educational Needs**

All pupils at Arbour House School have Special Educational Needs. Staff need to be aware of pupil's individual needs that are in their care. This will include knowledge and understanding of the pupil's Education, Health and Care Plan, including their Personal Emergency Evacuation Plans (PEEPs).

Staff need to know any triggers that might impact on pupils' behaviour and how to mitigate them. Particular attention should be given to the pupils' learning environment. For example, glare should be avoided (including from high gloss finishes that can appear as glare sources when they reflect bright lights), and acoustics adjusted to avoid over stimulation.

All staff are trained in Positive Behaviour Support. Physical intervention is seen as a last resort and only used if reasonable, proportionate and absolutely necessary. All incidents of physical intervention are clearly recorded on incident forms and followed up through debrief with the Headteacher.

## **11 Fire Safety Management Procedures**

### **Information**

The Headteacher will ensure that all staff, pupils and visitors are aware of the schools' evacuation procedure. The Headteacher also ensures that staff and Governors are informed of the outcome of fire risk assessments.

### **Evacuation**

The school's evacuation procedure is detailed in **Appendix 2**. Escape routes and fire exits are clearly marked with the 'green man' mandatory notice.

### **Precautions**

The following fire safety control measures are in place during term times:

- Fire alarms are checked on a weekly basis by the Caretaker and the results recorded and stored in the Fire Documents file.
- The Headteacher will initiate an unannounced evacuation drill every term. This will be recorded on the Evacuation Drill Record form and will be stored in the Fire Documents file.



- A plan of the school is displayed in the Alarm panel cupboard in the entrance hall as well as a copy being held in the school office. The plan details fire safety equipment locations and type and fire exits.  
Staff are trained in the use of fire extinguishers.
- It is the responsibility of the Caretaker to ensure that fire exits are open.
- All staff are responsible to ensure that fire exits are free from obstruction.
- Arbour House School is a no smoking establishment. Staff and pupils do not smoke when engaged in school activities, on or off-site.
- All hazardous substances/materials with appropriate signage are kept locked in the Control of Substances Hazardous to Health (COSHH) cupboard situated under the stairs.
- The school site is well fenced and secured at night to reduce the risk of arson.

## 12 Water Safety

**Drinking water** is clearly labelled next to the requisite tap. Water hygiene is preserved through the maintenance and monitoring schemes based on the schools Legionella risk assessment. These include weekly flushing of water outlets and monthly water temperature checks which are recorded by the Caretaker in the Water Hygiene log, kept in the School Office.

**Hot water** from taps to which pupils have access is moderated directly from the water tank, to ensure they will not be scalded. To avoid the risk of scalding, 43°C is the maximum temperature expected from hot taps. Hot drinks must not be carried around the school premises in open top cups/mugs.

In the rare event when non-maintenance staff need to use a mop to clear up a **liquid spill** they should use a:

- Blue mop for general hallways and classrooms.
- Red mop for toilets.
- Yellow mop for the kitchen.

Staff are trained in infection control. Where a liquid spill involves **bodily fluids**, personal protection equipment and spillage packs are available for staff in the medical room.

## 13 Working at height

Non-maintenance staff have no need to work at height. The small step ladder, kept locked in the COSHH cupboard must only be used by competent, trained maintenance staff.

## 14 Manual handling

Staff are trained in manual handling and the approved method of physical intervention to support pupils. Staff will:

- **First** - avoid hazardous manual handling operations so far as is reasonably practicable.
- **Second** - assess any hazardous manual handling operations that cannot be avoided.
- **Third** - reduce the risk of injury so far as is reasonably practicable.

## **15 Lighting**

For lighting to be suitable all staff need to help ensure that the school:

- Provides adequate light levels, including the lighting of teachers' and pupils' faces to enable good visual communication.
- Gives priority to daylight in all teaching spaces, circulation, staff offices and social areas.
- Provides adequate views to the outside or into the distance to ensure visual comfort and help avoid eye strain.
- Provides lighting controls that are easy to use.
- Provides means to control daylight and sunlight, to avoid glare, excessive internal illuminance and summertime overheating.
- Provides external lighting to ensure safe pedestrian movement after dark.

They should do this through appropriate working practice and reporting any defects or detrimental aspects of the site through the correct reporting procedure identified in this policy.

### **15.1 Emergency lighting**

Emergency lighting is installed in the school and is tested every month by the Caretaker.

## **16 Acoustics**

In a school with a good acoustic environment, people will experience:

- Good sound quality – enabling people to hear clearly, understand and concentrate on whatever activity they are involved in.
- Minimal disturbance from unwanted noise (such as from activities in adjacent areas, teaching equipment, ventilation fans or road traffic).

As with lighting, our pupils often have auditory sensitivities that need to be taken account of in their individual learning environment. Staff should do this through appropriate working practice using pupils' EHC plans. They should report any defects or detrimental aspects of the school site through the correct reporting procedure identified in this policy.

## **17 On-site movement of pupils, staff and vehicles**

Arbour House seeks to ensure the safety of pupils and staff during school times.

Pupils travel to school either by transport provided through Dorset County Council or the parent. The pupils remain the responsibility of the person providing the transport until the pupil is safely passed on to a member of staff.

Pupils are advised not to rush or run whilst on school premises and are supervised by teaching staff at all times. A risk assessment identifying the potential hazards and control measures in place can be found in the General Risk Assessment Folder in the school office.

Pupils are supervised and assisted when using the school vehicles. A "travelling by minibus/school vehicles" risk assessment is in place and can be accessed in the General Risk Assessment folder in the school office.

## **18 Electrical Equipment**

All electrical equipment within Arbour House School will be tested annually by a qualified Portable Appliance Tester.

All staff will be trained on the use of any electrical equipment required to carry out their duties including working safely with display screen equipment. The Governing Body and Headteacher will ensure that supplies for electrical appliances are of good quality. Staff will ensure that pupils do not have unsupervised access to electrical appliances.

## **19 Visitors**

A Visitor's Book is situated in the entrance hall by the front door. **All** visitors to Arbour House School, including contractors, must be signed in and provided with a visitors badge. Staff will be responsible for seeking appropriate identification from visitors when signing in and will outline fire procedures. Details of the detailed procedures of managing visitors to the school can be found in the Visitors policy and procedures ( **Appendix 3**).

In the case of evacuation staff are responsible for ensuring visitors are aware of how to exit the building.

## **20 Hygiene**

Any food preparation must be done in compliance with health and hygiene regulations. The school follows the Safer Food Better Business guidance from the Food Standards Agency. Any staff involved in food preparation will have a level 2 Food Hygiene certificate.

An infection control audit is carried out on a termly basis by the Health & Safety Lead Person and an action plan drawn up following this audit.

The Headteacher, Governing Body and Proprietors and the H & S Lead are responsible for ensuring the workplace, including staircases, floors and toilets are kept in a safe and clean condition.

## **21 Mental Health**

At Arbour House school, we aim to promote positive mental health and wellbeing for pupils, staff and families. We work to achieve this through whole school approaches and specialised, targeted approaches aimed at vulnerable pupils. Staff are well-trained and regularly up-dated in how to deal with their own, colleagues and pupils' mental health. Any member of staff who is concerned about the mental health of themselves, a pupil or colleague should discuss their concerns with the School's Designated Safeguarding Lead and follow the School's Safeguarding and Child Protection Policy.

## **22 Electronic Safety**

All staff must adhere to the school's Code of Conduct (**Appendix 4**) and comply with the acceptable usage clauses of electronic devices within it and the prohibition relating to internet sites and chat rooms.

Staff are trained in understanding how to identify, intervene and escalate any incident where appropriate through the Schools Safeguarding and Child Protection Policy and Procedures.

We know pupils may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal. Arbour House School teaches them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. In addition, we work with parents to raise awareness of on-line safety to help them keep their children safe when not in school.

## **23 School Emergency Plan - Including Lockdown**

As part of our Health and Safety policies and procedures the school has a Lockdown Policy. On very rare occasions it may be necessary to seal off the school so that it is not able to be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity.

A lockdown is implemented when there are serious security risks to the premises and/or local area. Our emergency plan (**Appendix 5**) covers a range of potential incidents that could occur, including:

- Serious injury to a pupil or member of staff (eg transport accident).
- Significant damage to school property (eg fire)
- Criminal activity (eg bomb threat).
- Severe weather (eg flooding).
- Public health incidents (eg influenza pandemic).
- The effects of a disaster in the local community.

## **24 Communication and Training**

A health and safety section is included in the induction for all new staff. Following governmental guidance, the Independent School Standards (the regulations), other relevant agencies and through the risk assessment process, specific health and safety training will be provided for staff as appropriate to their roles and responsibilities.

All employees will be given information about the general duties under the Health and Safety at Work Act and specific legal requirements relating to their work. All staff receive this Health & Safety Policy to read as part of their induction, and they are required to sign that they have understood it and know the procedures to follow.

Arbour House School will display confirmation of Civil and Employers Liability Insurance in the front entrance of the school.

### **Emergency Numbers**

Contact numbers for gas, electric, water supplies will be displayed on a notice board in the main office and in the schools contact folder in the main office.

## **25 Linked Policies and Documents**

Safer Recruitment  
First Aid  
Safeguarding and Child Protection Policy & Procedures  
Staff Code of Conduct  
Visitors Policy and Procedures  
Off-site Educational Visits Policy  
Fire Policy and Procedure  
Keeping Children Safe in Education (Sept 2018)  
First Aid Policy  
Risk Assessment Policy  
Security and Keyholder Policy  
Premises Management Policy  
Notification of Significant Events Policy  
Anti Bullying Policy  
Food Safety Policy  
Emergency Contingency Plan  
General Risk Assessment File

## **Appendix 1      Off-site Educational Visits Policy**

### **Approval Procedure**

Before a visit is advertised to parents the Headteacher will approve the initial plan. The Headteacher will also approve the completed plan and risk assessments for the visit before departure. This will be undertaken using the Off-site Education Handbook.

### **Staffing**

Arbour House recognises the key role of staff in ensuring the highest standards of learning, challenge and safety on an off-site education visit. All staff will follow the School's Code of Conduct at all times.

Staff are encouraged and supported to develop their abilities in organising and managing visits. There will be a system within the school to allow less experienced members of staff to work alongside more experienced colleagues on visits. The selection of staff for offsite visits will be a key priority in the initial approval of any proposed visit. Staff will be suitably qualified and experienced for proposed activities.

The appointed Visit Leader will be fully supported in the tasks required to arrange the visit. This will include, as necessary, making time or finances available to conduct an exploratory visit, briefing teachers and/or other staff, accessing training courses, reviewing and evaluating the visit or identifying time when the leader and EVC might work in partnership to undertake planning and risk assessments.

### **Risk Assessment**

The Visit Leader will seek to identify any significant risks from any activity that is under their control and take appropriate steps to ensure all participants are safe. Good practice precautions and safety measures will be taken and this will be recorded in a risk assessment.

### **External Activity Providers**

Where external contractors are involved in organising all or part of the visit, the contract will be made with the school on behalf of the pupils. All payments for the visit will be made through the school accounts.

The Visit Leader will make appropriate checks before committing the school to the contract. This will include seeking assurances about health and safety, and any accreditation and licensing.

## **Parental Consents**

Written consent from parents will not be required for pupils to take part in the majority of off-site activities organised by the school as most of these activities take place during school hours and are a normal part of a child's education at school. However, parents will be told where their child will be at all times and of any extra information or measures required.

Written consent will be requested for activities that need a higher level of risk management or those that take place outside school hours. The school has a standard form, which will be used for this purpose.

As part of the parent consent they will be fully informed of the activities and arrangements for the visit. For all residential visits parents will be invited to a briefing meeting where they can ask for clarification of any aspect of the itinerary and organisation of the visit.

The school has policies for Charging and Remissions use of Pupil Premium, Behaviour and Inclusion, which applies to all visits.

## **Emergency Procedures**

The school will appoint a member of the Senior Leadership Team as the emergency contact for each visit. All major incidents should immediately be relayed to this person, especially those involving injury or that might attract media attention.

The Visit Leader will leave full details of all pupils and accompanying adults on the visit with the emergency contact, including the home contact details of parents and next-of-kin, as appropriate.

All incidents and accidents occurring on a visit will be reported back and recorded following normal school procedures for reporting and investigating accidents.

In case of a Critical Incident, the Visit Leader should inform the emergency point of contact in the first instance who will then phone the Board of Proprietors.

## **Charging Policy for Activities and Visits**

The school may invite, but not require, parents to make voluntary contributions for school activities in order to enhance what is otherwise provided. There is no obligation to contribute and pupils will not be treated any differently according to whether or not their parents have made a contribution.

The level of contribution will be calculated for each activity and may include, for example, an element to cover the participation by young people from low-income families or the cost of travel for accompanying teachers. Some activities may not take place if parents are reluctant to support it.

The school will comply with the law in relation to charges that may be made for the cost of activities provided outside school hours, within school hours and for board and lodging on residential courses.

### **Related Policies**

- School Charging and Remissions Policy
- Behaviour Policy
- School Code of Conduct



## **Appendix 2 – School Evacuation Procedure**

### **Arbour House Fire Action Notice**

#### **Any person discovering or suspecting a fire must**

- Operate the nearest alarm call point and sound the alarm.

#### **On Hearing the fire alarm**

- ALL staff, pupils and visitors must exit the building from the nearest fire exit.
- Close all the doors behind you.
- Staff will support pupils in leaving by the nearest exit and follow Individual Personal Emergency Evacuation Plans (PEEP).
- Staff, visitor and pupils must congregate at the fire assembly point which is:
  - **Across the road opposite Arbour House or**
  - **As specified in Individual students PEEP's.**

Staff, pupils and visitors leaving by exists to the side or the rear of the building should follow the fire exit signs and note that there are gates with bolts across.

Re-entry to the building is not permitted under any circumstances unless the Fire Warden, Fire Officer or the Fire Brigade Lead has authorised access.

## **Appendix 3 – Visitors Policy and Procedures**

### **1. Policy Statement:**

Arbour House ensures that all visitors receive a warm, friendly and professional welcome.

The school has a legal duty of care for the health, safety, security and well being of all pupils and staff. The duty of care incorporates the duty of “safeguarding” all pupils from any form of harm, abuse or nuisance.

In performing this duty the school acknowledges that there can be **no** complacency where child protection and safeguarding procedures are concerned. The school therefore requires **ALL VISITORS** (without exception) to comply with the procedures as detailed below. Failure to do so will result in a visitor being escorted from the premises.

### **2. Policy Responsibility**

The Designated Safeguarding Lead and ? at Arbour House are the members of staff responsible for the implementation, co-ordination and review of this policy. All breaches of this procedure must be reported to the Designated Safeguarding Lead and/or ?

### **3. Aim**

To safeguard all pupils under Arbour House’s responsibility, both during school hours and in activities organised by the school outside of school hours.

### **4. Objectives**

To provide a clear protocol and procedure for the admittance of external visitors to the school premises which is understood by all staff, governors, visitors and parents and conforms to Child Protection Safeguarding guidelines.

### **5. Where and to whom the policy applies**

Arbour House - is deemed to have control and responsibility for its pupils anywhere on the school premises (i.e within the school boundary), during normal school hours, after school activities and on school organised off site activities.

This policy applies to:

- All staff employed by the school
- All external visitors entering the school premises during the school day or for after school activities ( including peripatetic teachers, sports coaches and topic related visitors eg authors)
- All governors of the school
- All parents and volunteers
- All pupils

- Other Health and Social Care professionals, such as Social Workers and Nurses.
- Independent contractors

## 6. Protocol and Procedures

### 6.1 Visitors to the school

- All visitors to the school will be asked to bring formal identification with them at the time of their visit ( unless they are named on the approved visitors list as set out below). They must follow the procedure below:
- All visitors must report to the main reception office as signposted. No visitor is permitted to enter the school via any other entrance under any circumstances.
- All visitors are required to state the purpose of their visit and who has invited them. They should be ready to produce a formal identification upon request.
- All visitors will be asked to sign the Visitors Record Book which is kept in the entrance hall at all times. The entry must be clear and legible and include full name, organisation, purpose of the visit, who they are visiting, car registration and visitor badge number.
- All visitors will be required to wear an identification badge which must remain visible throughout their visit.
- Visitors will be escorted to their point of contact OR their point of contact will be asked to come to reception to receive their visitor. The contact will then be responsible for them whilst they are on site. The visitor must not be allowed to move about the school premises unaccompanied unless they are registered on the Approved Visitor List.

### 6.2 Approved Visitor List

Arbour House will hold an approved visitor list for individuals who frequently visit the school site to undertake work within the school premises (including contractors and supply staff).

To qualify for this list, the visitor must have provided the **School** with a DBS enhanced certificate with barred list checks. This will be registered on the schools central register.

Visitors on the approved list **MUST** follow the same procedure on entering the premises as any other visitors (i.e come to reception and sign in to the visitors log). A copy of the approved visitor list will be kept in the reception office at all times.

### 6.3 Visitors departing from Arbour House

On departing Arbour House, visitors **MUST** leave via reception and:

- Enter their departure in the visitors signing in book

- Return the identification badge to reception before leaving.
- A member of Arbour House School staff will see the visitor leave the school.

#### **6.4 Unknown/uninvited visitors to the school**

In the unlikely event that a visitor may be noted who is not wearing an identity badge, this person should be challenged politely to enquire who they are and their business at Arbour House.

They should then be escorted to the reception office to sign in the Visitors Book and be issued with an identity badge. The procedure under "Visitors to the School" will then apply.

In the event that the visitor refuses to comply, they will be asked to leave the site immediately and the Headteacher (DDSL), Deputy Designated Safeguarding Lead or Regional Director should be informed promptly. Pupils should be removed from the near vicinity until it is clear that there is no safety threat within the school.

The Headteacher, designated Safeguarding Lead or Regional Director will consider the situation and decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive they will be asked to leave the site immediately and warned that failure to leaving the school grounds will lead to police presence being requested.

#### **6.5 Governors and Volunteers**

All governors and volunteers must comply with the schools "Disclosure and Barring Service" procedures and must complete a DBS form (if not already held) via the office. DBS certificates must be no more than 3 years old); Thereafter procedures as described above will apply. Please note, Governors should sign in and out in the Visitors Book.

New Governors will be made aware of this policy and familiar with its procedures as part of their induction. This is the responsibility of the Chair of Governors, John Farragher and Chief Operating Officer, Nicki Stadames.

New volunteers will be asked to comply with these procedures by the Headteacher during their induction to the school.

### **7. Staff Development**

- All new staff will be made aware of this policy relating to external visitors during their initial induction and asked to adhere to the processes described at all times.
- This policy forms part of the school's Safeguarding Policies and Procedures.

## **Appendix 4 – Code of Conduct**

### **Staff Code of Conduct**

All staff are expected to follow the Arbour House Code of Conduct. Breaches of this code will be dealt with appropriately in accordance with POTENS disciplinary procedure.

This policy is to be read in conjunction with the DfE guidance: 'Guidance for safer working practice for those working with children and young people in education settings - 2015'.

#### **1. Definition**

1.1. References made to 'child' and 'children' refer to children and young people under the age of 18 years who are pupils or come into contact with Arbour House School.

1.2. References made to adults and staff refer to all those who work with children in the school, in either a paid or unpaid capacity.

1.3. The term 'allegation' means where it is alleged that a person who works with children 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 they may pose a risk of harm to children.

#### **2. Introduction**

2.1. Schools have a legal duty to create and maintain a safe learning environment for children. A staff Code of Conduct is a mandatory requirement as described in the DfE statutory guidance: 'Keeping Children Safe in Education 2018'.

2.2. Arbour House School seeks to provide a safe and supportive environment which secures the wellbeing and very best outcomes for children in our care. The following code draws together existing laws, regulations and conditions of service designed to protect the interests of staff and volunteers and the children with whom we work.

2.3. Staff should be aware that a failure to comply with this code could result in disciplinary action including dismissal.

#### **3. Purpose and Scope**

3.1. All staff and volunteers working in a school setting have a legal and moral duty to keep children safe and protect them from harm. Staff should ensure they do not put themselves in situations in which allegations of abuse or inappropriate behaviour could be made.

3.2. This code applies to all adults working in schools whatever their position, role or responsibilities.

3.3. All staff have a responsibility to be aware of systems within their school which support safeguarding, which should be explained as part of staff induction and through regular staff training.

3.4. The code should be read in conjunction with the relevant statutory and other guidance documents issued nationally or by the DfE and Home Office as well as other related school policies, listed at the end of this policy.

3.5. This code cannot cover every eventuality. Its purpose is to show the standard expected of staff but it does not replace the general requirements of the law.

3.6. All staff employed under Teachers' Terms and Conditions of Employment have a statutory obligation to adhere to the 'Teachers' Standards 2012' and in relation to this code, Part 2 of the Teachers' Standards - Personal and Professional Conduct which this code supplements.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665522/Teachers\\_standard\\_information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf)

3.7. It is recognised that the vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children in their care. Achieving these aims is not always straightforward, as much relies on child and staff interactions where tensions and misunderstandings can occur. This code aims to reduce the risk of that.

#### **4. Core Principles**

4.1. The welfare of the children is paramount.

4.2. Staff are responsible for their own actions and behaviour and should seek to avoid any conduct that would lead any reasonable person to question their motivation or intentions.

4.3. Staff should dress appropriately at all times for the tasks they undertake and ensure they promote a positive and professional image.

4.4. Staff should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation.

4.5. Staff should not consume or be under the influence of alcohol or substances, including prescribed medication that may affect their ability to care for children.

4.6. Staff should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings including barring by the Disclosure & Barring Service (DBS) from working in regulated activity, or for acts of serious misconduct, prohibition from teaching by the National College of Teaching & Leadership (NCTL).

4.7. Staff and managers should continually monitor and review practice to ensure this guidance is followed and should understand their responsibilities to safeguard and protect children.

4.8. Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident which may give rise to concern.

4.9. Records should be made of any incident and decision made or where further actions have been agreed, in accordance with school policies and confidentiality.

4.10. All staff should know the school's Designated Safeguarding Lead and be familiar with local child protection arrangements, arrangements for managing allegations against staff, whistleblowing procedures and their Local Safeguarding Children Board (LSCB) procedures.

4.11. Staff should be aware of and comply with the school's financial and administrative regulations and any other procedure manuals.

#### **5. Conduct and Behaviour**

5.1. All staff who work in a school setting are in a position of trust in relation to individuals in their care and so must adopt high standards of personal integrity and conduct and behave in such a way that does not compromise their position both within and outside of the workplace or the safety and/or welfare of children and young people.

5.2. Staff should be aware that it is a criminal offence (Sexual Offences Act 2003: abuse of a position of trust) to engage in sexual activity with a pupil under the age of 18.

5.3. Teachers are expected to demonstrate consistently high standards of personal and professional conduct in accordance with the minimum professional Teaching Standards.

5.4. Staff should never make (or encourage others to make) unprofessional comments or use physical force as a form of punishment.

5.5. Staff should always adhere to the school's policy on Behaviour Management.

5.6. Staff should not use any information obtained in the course of their employment for personal gain or benefit. Nor should they pass it on to others who might use it in such a way.

5.7 Compliance with all reasonable instructions:

- You must comply with all reasonable instructions or requests made by your Manager, Head Teacher or Senior Potens staff.
- You must adhere to all agreements and procedures in respect of Education Plans, Curriculum, Risk Assessments, Office & Financial Procedures etc.
- You must comply with any requirements to undertake training identified by Arbour House School and Potens and deemed to be mandatory to your role.

## **6. Equality Issues**

6.1. All staff should adhere to the school's Equal Opportunities Policy, in addition to the requirements of the law.

6.2. All adults and children at the school have a right to be treated at all times with fairness, equality and without discrimination. Any form of harassment, intimidation or bullying is not acceptable.

## **7. Employment Matters**

7.1. All staff involved in recruitment and selection processes should ensure that appointments are made on the basis of merit, without discrimination and in accordance with the school's recruitment and selection policy and procedure.

7.2. No member of staff should be involved in any appointment or decision relating to discipline, promotion, or pay adjustments for any individual who is a relative or with whom they are in a close personal relationship.

7.3. All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the Headteacher or the Chair of Governors (if the Headteacher).

7.4 You must attend work according to your contract and attend at the agreed times. This includes attendance at training.

7.5 You must not be absent from work without authorisation. Persistent lateness is unauthorised absence and may lead to disciplinary action.

7.6 You must follow the Sickness and Absence Policy when absent from work due to ill health, reporting this absence as soon as is practicably possible. All staff must comply with the requirement to produce medical certificates where necessary.

7.7 You must use all IT equipment in accordance with the Company's Information Technology standard. This includes a prohibition on accessing internet sites or chat rooms which contain material which could be considered offensive e.g. with pornographic, racist or sexist content.

7.8 You must only use e-mail in accordance with the Company's Information Technology standard.

7.9 You must only use the Company vehicles if you have been authorised to do so and in accordance with agreed procedures.

7.10 You must only use Company property for Company activities.

7.11 You must not take Company property for personal use either on or off the organisation's premises.

7.12 You must not steal or misappropriate, or fail to account for, or falsely claim entitlement to Company property, assets or funds.

7.13 You must complete all personnel forms, including application forms, declaration of criminal records forms, medical records, leave requests and other company forms, honestly & accurately.

7.14 You must not falsify the time or attendance records of yourself or a fellow employee, or encourage a fellow employee to take such action on your behalf.

7.15 You must not alter, destroy or retain Company records or documents except in accordance with stated policy.

7.16 You must seek assistance from your Line Manager or other appropriate person if you do not feel able or adequately prepared to carry out any aspect of your work or you are not sure about how to proceed in a work matter.

## **8. Public Duty and Private Interest**

8.1. Staff should not put themselves in a position where their duty to the school and their private interests conflict.

8.2 You must not behave in any way, in work or outside work, which might bring into question your suitability to work in at the school.

## **9. Other Employment/Private Work**

9.1. Any external work undertaken must not bring the school into disrepute or conflict with the school's interest.

9.2 Any copyright created by a member of staff during their employment with the school becomes the property of the school.

## **10. Safeguarding**

10.11. Staff have a duty to safeguard pupils/students from actual or risk of:

- physical abuse
- sexual abuse
- emotional abuse
- neglect

10.2. The duty to safeguard children and young people includes the duty to report child welfare concerns to the school's Designated Safeguarding Lead.



10.3. Staff should be aware of and adopt the recommended procedures and best practice guidance outlined in the national Guidance for Safer Working Practice for those working with children and young people in education settings (October 2015).

10.4. Staff should be aware of and follow the statutory responsibilities outlined in Keeping Children Safe in Education.

10.5. Staff should be aware of the risks to children from radicalisation and being drawn into terrorism as outlined in the Prevent Duty guidance.

- Guidance for Safer Working Practice 2015

(i) This document will be used to support the Code of Conduct and as such may be referred to in any disciplinary proceedings.

(ii) Staff should read this document in conjunction with this code.

- Keeping Children Safe in Education 2018

(i) This document sets out the statutory duties schools must follow and includes guidance on mandatory reporting requirements. It is advised that this is read alongside Working Together to Safeguard Children.

(ii) Staff should ensure they understand and are familiar with their responsibilities and where this includes mandatory reporting expectations they understand their role any locally agreed procedures for reporting, such as informing the Designated Safeguarding Lead.

(iii) Staff should be aware of the personal reporting duty with regard to known cases of female genital mutilation (FGM). Supplementary to Keeping Children Safe in Education, staff can obtain further guidance in the 'Mandatory Reporting of Female Genital Mutilation – procedural information' document.

(iv) Staff should refer any concerns about another member of staff to the Headteacher, or if the concern is about the Headteacher to the Chair of Governors or equivalent.

(v) Staff should raise concerns of poor or unsafe practice or potential failures in safeguarding, using the school's whistleblowing policy.

### **10.1.1 Prevent Duty**

(i) Under section 26 of the Counter-Terrorism and Security Act 2015, staff must have 'due regard to the need to prevent people from being drawn into terrorism'

(ii) Staff should refer any concerns regarding radicalisation to the school's Designated Safeguarding Lead or a senior member of staff, following the school's normal safeguarding procedures.

(iii) Relevant staff should understand when it is appropriate to make a referral to the Channel programme, a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

(iv) Staff should ensure they have undertaken some form of Prevent awareness training

## **11. Financial inducements, gifts, hospitality and sponsorship**

11.1. Staff should not seek or receive preferential rates for themselves by virtue of their dealings on behalf of the school

11.2. Staff are not permitted to accept or solicit any gifts, money, services or other inducements for personal gain or the gain of family or friends. The only exception to this, with authorisation, is gifts of a trifling nature and value.

Staff should ensure that gifts are declared if they are received.

11.3. Where staff provide gifts they should ensure they are of insignificant value and given to all children equally. This should ALWAYS be discussed with the Headteacher before brought into the school.

## **12. Use of School Time and Facilities**

12.1. The school's property and facilities (e.g. stationery, computers, photocopiers, mobile phones) may only be used for school business unless permission for their private use has been granted.

## **13. Publication of Books/Articles**

13.1. Staff must consult with the Headteacher before publishing book, articles, letters, dissertations etc where they are described as holding an appointment at the school.

## **14. Disciplinary Action**

14.1. All staff should be aware that a failure to meet these standards of behaviour and conduct may result in disciplinary action, including dismissal.

## **15. Other Policies and Reference Documents**

15.1. The Code of Conduct should be read in conjunction with other policies for Arbour House School:

1. Safeguarding Policy
2. Whistleblowing Policy
3. Disciplinary Policy
4. Information and Data Governance, Protection and Management Policy (GDPR)
5. Staff Handbook
6. Drugs and Alcohol Policy
7. Equal Opportunities
8. Health & Safety policies and procedures

15.2. In addition

DfE 2015: Guidance-for-Safer-Working-Practices  
Intimate Care Keeping Children Safe in Education