

A word cloud visualization of terms related to school safety. The most prominent words are "displays", "policy", "school's", "falls", "equipment", "aware", "risk", "computer", "desks", "time", "staircase", "health", "possibility", "step", "can't", "suitable", "poor", "injuries", "putting", "high", "teacher", "bit", "I'd", "balanced", "extra", "she's", "boards", "ladder", "buildings", "windows", "stance", "stand", "risks", "Tax", "Classroom", "designed", "beams", "School", "Stairs", "Climbing", "Shooting", "Lock", "Ladders", "Maintenance", "Responsible", "Weight", "Printers", "Fixed", "Steps", "Incidents", "Inform", "Perched", "Surfaces", "Standing", "Assessment", "Representative", "Staff", "Increased", "Effort", "Steps", "Recycling", "Furniture", "Asked", "People", "Head", "Well", "Cover", "Opening", "Sustained", "Punch", "Agreement", "Obstructions", "Damaging", "Colours", "Edition". Other visible words include "schools", "agreement", "obstructions", "damaging", "colours", "edition", "well", "cover", "opening", "sustained", "punch", "agreement", "obstructions", "damaging", "colours", "edition", "head", "people", "asked", "furniture", "increased", "effort", "steps", "recycling", "mechanisms", "personal", "staff", "benches", "gates", "slates", "delivered", "to", "stood", "surfaces", "standing", "assessment", "representative", "staff", "increased", "effort", "steps", "recycling", "furniture", "asked", "people", "head", "well", "cover", "opening", "sustained", "punch", "agreement", "obstructions", "damaging", "colours", "edition".

The Governing Body of Greenhaugh Primary School recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site activities is fundamental to the wellbeing of the school.

This Health and Safety Policy, together with its supporting documentation, arrangements and monitoring will enable us to meet our legal obligations and contribute positively to our objectives relating to continuous improvement on Health and Safety performance.

We are committed to high standards of Health and Safety and expect all staff to be familiar with the contents of this Policy.

This Health and Safety Policy is specific to Greenhaugh Primary School and it is supported by policies and guidance from other relevant organisations such as the Local Authority, Health and Safety Executive (HSE), Department for Education (DfE) and other agencies.

Our Health and Safety management system will be integrated within the daily management of the school and will be continuously developed, maintained, implemented and monitored via a comprehensive series of documents, which includes:

- i. The Policy Aim, Objectives and Statement
- ii. Organisation
- iii. Arrangements for Implementation
- iv. Working Policy Documents
- v. Subject Specific Guidance periodically issued by DfE, and HSE

The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing incidents, injuries and ill health.

Aim

To provide the highest possible standard of Health and Safety, commensurate with the operation of an educational establishment. In partnership with the LA, the Governing Body recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility.

Objectives

It is the responsibility of the Governing Body via the Head teacher together with the school's Team to ensure that appropriate systems are in place, which will deliver a safe place of work for employees, pupils and visitors.

Equally it is the duty of all employees to co-operate with management on health and safety matters. The Health and Safety at Work, etc. Act 1974, requires each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions or omissions; therefore, the Governing Body expects all employees to fulfil their role in contributing to this objective.

The main objectives of this policy will apply as far as is reasonably practicable:

- i. To establish and maintain a safe and healthy environment throughout the school, ensuring sufficient resources are made available;
- ii. To establish and maintain safe working procedures for staff and pupils;
- iii. To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances;

- iv. To ensure the provision of sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work;
- v. To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable;
- vi. To ensure, as far as reasonably practicable, that outdoor educational visits are undertaken in a safe manner;
- vii. To formulate procedures for fire safety and other emergencies including plans for the safe and effective evacuation of the school premises;
- viii. To lay down procedures to be followed in case of accident;
- ix. To provide and maintain suitable and sufficient welfare facilities;
- x. To develop and implement a training plan to ensure employees are trained to the appropriate level to fulfil their health and safety responsibilities;
- xi. To ensure that all staff are aware of their health and safety responsibilities and know what is expected of them and what they must do to discharge the responsibilities assigned to them;
- xii. A written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Improvement Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

Statement of Intent

Greenhaugh Primary School recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environments for all staff, pupils and such other persons as may be affected by its activities.

Greenhaugh Primary School will adopt health and safety arrangements in line with Northumberland County Council's Health and Safety Policy and adhere to all relevant health and safety legislation.

Good health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and our wide range of educational activities making every effort to maintain and advance our positive health and safety culture by creating an environment with fairness and clear lines of responsibility at its core.

Greenhaugh Primary School will ensure that we have access to competent technical health and safety advice to assist us in meeting our objectives.

Safety Organisation

Title	Name
Chair of Governors	Ms Sarah Barnes

Vice Chair	Mr Mike Wilkinson
Governor with Safety Responsibilities	Ms Sarah Barnes
Headteacher	Mrs Leanne Dotchin
Coordinator - COSHH	Mrs Susan Liddle
Coordinator - Manual Handling	Mrs Susan Liddle
Coordinator – Fire and Emergency	Mrs Susan Liddle
Coordinator – First Aid and Medication	Leanne Dotchin, Hazel Ions
Educational Visit Coordinator (EVC)	Leanne Dotchin, Alice Johnston
Membership of the Safety Management Team	Resources Committee, Leanne Dotchin, Susan Liddle

General

The Health and Safety at Work etc. Act 1974 and subordinate legislation states that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for health, safety and welfare at work is not transferable and cannot be avoided. The section below outlines the responsibilities of key personnel within the school to ensure the health, safety and welfare of employees, pupils, visitors and other people affected by our school's activities.

Governors responsibilities

The governing body of the school is a corporate body. A corporate body has a legal identity separate from that of its members. Individual governors are generally protected from personal liability as a result of the governing body's decisions and actions. Governors should act at all times with honesty and integrity and be ready to explain their actions and decisions to staff, pupils, parents/guardians and anyone with a legitimate interest in the school.

School Governors have responsibility for and are expected to:

- Nominate a school governor with responsibility for Health, Safety and Wellbeing;
- Ensure they are aware of their duties and responsibilities under safety legislation and ensure that the head teacher is aware of and implements this Policy;
- Give due consideration to Health and Safety when developing, amending and delivering school policies and when allocating associated responsibilities and resources;
- Ensure, so far as it is reasonable, that school specific Health and Safety arrangements are developed and effectively implemented to deliver this Policy;
- Ensure that adequate resources are provided for the provision of appropriate information, instruction and training of key personnel on site;
- Include health and safety as a regular item on the governing body meeting agenda;
- Co-operate with advice and directions issued by the Council, relating to matters concerning Health, Safety and Wellbeing or establish and adopt other equally effective measures; and
- Ensure that in respect of any project that they initiate, consider and appropriately consult on issues affecting the Health, Safety and Wellbeing of all persons from the planning stage and include any necessary measures to control risks.

Headteacher responsibilities

The Headteacher is responsible to both the LA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by school staff.

The Headteachers will regularly liaise with the Governing Body to ensure the health, safety and welfare of employees, pupils and others who may be affected by the school premises and/or activities. The Headteacher is responsible for the day to day management of the school and therefore has responsibility for and is expected to ensure:

- a. An appropriate school-specific Health and Safety policy is developed, it is effectively implemented and its requirements are communicated to all relevant persons;
- b. A suitable and sufficient Risk Register is developed, updated and implemented ensuring that all requirements of the relevant statutory provisions are met in full.
- c. Put in place effective arrangements and procedures that are proportionate and appropriate to the risks of an activity.
- d. Staff, visitors and students are informed and aware of existing procedures and the precautions to follow;
- e. Where health and safety functions are delegated, staff have the capacity to take on the responsibilities, together with the appropriate training and competencies and with clear lines of accountability established;
- f. School premises are maintained in a safe state of repair, in accordance with the requirements and arrangements of the Council, including those associated with the assessment and appointment of contractors;
- g. An Asbestos Management Plan has been developed, is up to date and available for inspection, comprising details of location and condition of any asbestos containing materials that may be present.
- h. To co-operate with the requirements, guidance or directions issued by the council relating to matters concerning Health and Safety;
- i. To ensure that employees are aware of their responsibilities regarding health and safety and that disciplinary measures are taken in the event of non-compliance with the requirements for this Policy.
- j. All staff receive adequate training, instruction and supervision to enable them to carry out their responsibilities and work safely;
- k. They keep informed of the general requirements of health, safety and welfare legislation and standards relevant to school premises and activities;
- l. Health and Safety is a core element at all scheduled meetings, such as monthly staff meetings that regularly include such matters; consider incorporating Health and Safety as a permanent agenda item and where necessary, establish a local Health and Safety committee;
- m. All hazards associated with workplaces and activities for which they are responsible are identified and suitable and sufficient risk assessments are in place. Significant findings must be recorded.
- n. Employees have access to the Health and Safety Executive "Health and Safety Law – [What you should know](#)" poster or the associated leaflet.
- o. Employees have access to the school's Health and Safety Policy and relevant safety arrangements and are made aware of their responsibilities.
- p. Implement site-specific arrangements to ensure the safety and wellbeing of employees, pupils, contractors and members of the public who may be affected by activities undertaken at the school.
- q. Consult and work with recognised TU safety representatives / employee representatives.
- r. Ensure that, if required, fully collaboration is provided to HSE inspectors, as stated in current legislation.
- s. the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
- t. the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
- u. provide regular reports on significant issues and general progress to the Governing Body
- v. foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

Class Teachers

Class Teachers are responsible to the Headteacher for the safe management of their class, in accordance with LA guidance and the LA Safety Policy, and for implementing all school procedures relating to health and safety. Each Class Teacher will identify and clearly prioritise both the immediate and long term requirements of their area, with regard to health and safety, and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

Class Teacher is aware of the file of safety publications (kept with Health and Safety policy in school office).

Any new additions are brought to the attention of staff.

Class Teacher make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Improvement Plan and/or budget planning.

Unit Manager

School has a catering unit manager and buys into the School Meals Service SLA, which provides health and safety training.

Site Manager

The site manager is responsible to the Headteacher for the safe organisation and work of the service.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety
- report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

observing all instructions on health and safety issued by the Executive Director of Children's

- Services, Headteacher, or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to the headteacher and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to the headteacher
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.
- fostering a positive safety culture

Educational Visits Co-ordinator

To help fulfil its health and safety obligations for visits, establishments are encouraged to appoint an Educational Visits Co-ordinator (EVC) who will support the Head Teacher. In small establishments the EVC may also be the Head teacher or manager. Should the establishment choose not to appoint an EVC, those functions will automatically fall to the Head of Establishment.

The EVC should be specifically competent, ideally with practical experience in leading and managing a range of visits similar to those typically run by the school. Commonly, but not exclusively, such competence will be identified in a person on the senior management of the establishment.

The EVC should attend initial training as soon as possible after appointment. Subsequent update training or a repeat full course is particularly recommended for those who are involved in the role infrequently.

The EVC must ensure that a policy is in place for educational and off-site visits, and that this is updated as necessary. This should be readily available to staff via their establishment's own EVOLVE Resources (online system) section.

Meetings of the Safety Management Team

Purpose of Meetings:

To direct and coordinate the necessary planning for Health and Safety, and to review the School's Safety Policy

To review, prioritise and direct the safety initiatives arising from:

- Requirements identified by Key Stage/Class Coordinators and/or other staff.
- reports concerning safety inspections, accident reports and other means of monitoring performance
- new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

Meetings are held each term or as necessary, with additional meetings taking place after serious incidents.

Accident Procedure

In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that help is sought from another adult if necessary. All staff are trained in first aid.

Should an ambulance be required it will be summoned from the main office unless the seriousness of the injury requires immediate medical attention. In the latter case any member of staff should summon the ambulance from the nearest telephone extension by calling 999 and send a message to inform main office as soon as possible.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in the office and requested to collect their child to take home or to hospital, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

ANVIL – (Accident, near miss, violent incident reporting and investigation online form) replaces ACC1/V1 Forms. The accident report is completed online using ANVIL. See link below

<https://www.northumberland.gov.uk/About/Staff.aspx#staffhealthsafety>

Accident Investigation

The Headteacher should undertake an investigation using the form ACC2 (available using the link above) if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:

- 'major injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities'

In the case of injuries to employees resulting in over-three days 'absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

The HSE Call Centre number is 0300 790 6787

First aid arrangements

First aid arrangements are given below:

- Leanne Dotchin and Hazel Ions are jointly nominated to act as first aid coordinator. This covers the
- responsibility for ordering items and replenishing first aid boxes and ensuring that certificates
- remain current
- All staff are trained at appointed persons level and there is a rolling programme to take account of
- staff turnover

- First aid boxes are located in the main office and the kitchen.
- Hirers of school premises have access to a first aid kit and a telephone.
- There is a separate policy for educational visits.

Health Matters (Policy on Supporting Pupils with Medical Needs)

The means of identifying students 'medical needs should be established:

- by writing letters to parents and following discussions
- on intake forms which require parents to identify medical needs

There is a separate policy for Supporting Pupils with Medical Needs. There is a separate Allergy Policy. School staff do not have to administer medicine for minor illnesses. Inhalers and AAI are kept in a secure location in the office, but easily accessible - not locked away. Prescribed drugs are locked away.

Building and Site Maintenance

(LA Ref: E3, G3, H3, J1, J2)

The Headteacher is in charge of the maintenance of the school site and its buildings and is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.

The site manager has a responsibility for the reporting of building/site defects to the County Council, in those cases where the County Council is responsible for the maintenance. The Property Help Desk can be reached by telephoning (01670) 624843. The need for emergency repairs should be notified in the same manner. This will enable the Property Division to prioritise and assign workloads accordingly and will allow requests for work to be traceable.

The site manager is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. **(LA Ref: J2)**

The contractors 'induction pack is kept in a labelled drawer in the admin office and should be made available to those carrying out appropriate works.

Maintenance and Testing of Equipment

The site manager is responsible for ensuring that appropriate arrangements are in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
- Annual safety tests of 240v portable electrical appliances (LA Ref: L4)
- Weekly testing of the fire alarm system (Fire Log Book)
- RCD testing is carried out quarterly and the results recorded.

Fire Safety and Emergencies

Fire Log Book

The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task

The Fire Co-ordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests

Fire drills should take place each term

The following arrangements for fire precautions should be in place to ensure that:

- Flammable liquids are stored in a locked metal cupboard
- Fire doors are always closed and never wedged open
- Waste materials are collected daily and are stored in a locked area until collection by the local council
- Electrical equipment not in use is always isolated from the mains.

Security (See Security and Protection Policy)

The school has a security system in place which affords authorised access only to the building at specific times. In addition, there is a signing in and out system.

Risk Assessment

(LA Ref: E6)

There should be a written assessment of all activities that involve a significant risk to health or safety in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance. Manufacturers 'safety data sheets should be obtained for all hazardous products used in school (except where HAZCARDS are provided for Science chemicals). Risk assessments should be completed for all activities. Further information is contained within the COSHH section of the LA Safety Policy **(LA Ref: H1)**

(The Headteacher co-ordinates and maintains records of risk assessments).

Manual Handling

(LA Ref: L1)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Display Screen Equipment

(LA Ref: L2)

Staff who are using computer workstations regularly and for a significant part of their working day should be provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections. Each school should carry out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

Machinery and Work Equipment

(LA Ref: G1)

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits (See policy on Educational visits and Offsite Visits procedure)

Educational visits are now governed by the NCC Evolve system. The Headteacher has attended the County Council's recognised training courses with regular training updates. She ensures that members of staff have access to the County Council's guidance for educational visits. In the case of Category 2 visits the school must submit the correct forms to the Outdoor Education Safety Adviser for approval.

The EVC should ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

Play Equipment

The school play equipment is to be checked regularly by school staff and inspected at least annually by a registered contractor via Statutory Maintenance SLA bought through Northumberland County Council. For further information NCC should be contacted on 0345 600 6400

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment

(LA Ref: L7)

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be

compatible with other equipment in use. The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team. All PPE must be maintained in good working order, and any defect reported immediately to the Headteacher, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Headteacher. A written record will be kept for inspection.

Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Medical Conditions & Allergy Safety (Benedict's Law Compliance)

Rationale and Legal Duty

In accordance with **Section 72 of the Children's Wellbeing and Schools Bill (Benedict's Law)**, this school maintains a strict, proactive approach to managing severe food allergies and minimising anaphylaxis risks.

Statutory Requirements and Operations

- **Individual Healthcare Plans (IHPs):** Every pupil diagnosed with a severe allergy or risk of anaphylaxis must have a rigorously maintained, multi-agency IHP accessible to all teaching and catering staff.
- **Emergency Medication Storage:** The school will hold a central stock of unassigned, in-date **spare Adrenaline Auto-Injectors (AAIs)** alongside pupil-specific medication. These will be stored in an unlocked, clearly labeled location accessible to staff at all times.
- **Mandatory Staff Training:** All school staff—including teaching assistants, lunchtime supervisors, and administrative personnel—must undergo mandatory annual training to recognise the early clinical indicators of an allergic reaction and safely administer an AAI.
- **Incident Recording:** Every instance of an allergic reaction or suspected exposure must be recorded immediately, detailing the timeline of events and the exact interventions deployed.

Please refer to standalone Allergy Policy.

Restrictive Interventions and Physical Force

Shift to Prevention and De-escalation

Effective **1 April 2026**, this school adheres strictly to the DfE statutory directive 'Restrictive interventions, including the use of reasonable force, in schools'. Physical intervention must never be used as a disciplinary penalty; it is strictly an exceptional, last-resort safety measure to prevent immediate harm to the pupil or others.

Operational Guidelines

- **De-escalation First:** Staff must use positive behavioral support strategies and proactive verbal/non-verbal de-escalation methods before considering any physical containment or restrictive hold.
- **Proportionality:** If a restrictive intervention is deemed unavoidable, it must use the absolute minimum force necessary, remain entirely proportionate to the risk, and terminate the moment safety is re-established.
- **Recording and External Reporting:** Any incident involving physical force or restrictive intervention must be verbally reported to the Headteacher immediately and documented in the school's secure logging system within 24 hours. A formal post-incident review must be completed, and parents or carers must be notified on the same day.

Acute Mental Health Emergency Protocols

Identification of Severe Psychological Distress

Aligned with **Keeping Children Safe in Education (KCSIE)** updates, staff are trained to look out for explicit psychological indicators that suggest a child may be experiencing acute emotional trauma or an immediate safety risk. These include sudden, extreme social withdrawal, explicit self-neglect, or expressions of intent to self-harm.

Immediate Emergency Escalation

- **Bypassing Standard Internal Channels:** While standard safeguarding concerns route directly through the Designated Safeguarding Lead (DSL), staff must bypass standard, internal multi-agency triage channels if a child is presenting a clear, imminent danger to their own life.

- **Mandatory Emergency Contact:** In an acute crisis, the attending staff member or closest senior leader must **immediately dial 999 or arrange transport to the nearest Accident & Emergency (A&E) department**. The DSL and senior leadership team must be updated concurrently during the emergency response.

Weapon Carrying and Serious Violence Procedures

Preventative Stance and Contextual Safeguarding

Under updated statutory safety guidance, the school operates a zero-tolerance framework regarding the possession of weapons on site. Staff must treat weapon-carrying primarily as a severe safeguarding and exploitation risk, rather than solely a disciplinary failure.

Protocol for Suspected Possession

- **Immediate DSL Notification:** Any staff member who discovers, or strongly suspects based on credible information, that a pupil is carrying a weapon must **immediately notify the DSL** or a member of the senior leadership team. Staff must not attempt to search or physically confront an armed pupil independently.
- **Emergency Isolation:** The pupil will be supervised in a highly controlled environment away from the general student population by senior staff, while safeguarding and law enforcement procedures are initiated.
- **Police Notification:** The school will notify local police or the school's dedicated safer schools officer to manage weapon retrieval safely whenever an active threat to life or physical safety is identified.

Extreme Climate and Hot Weather Adjustments

Activation Triggers

Upon receipt of an Amber or Red **Heat-Health Alert (HHA)** from the [UK Health Security Agency \(UKHSA\)](#) or Met Office, the school will implement mandatory climate adjustments to protect pupils, who regulate body temperature less efficiently than adults.

Operational Mitigation Controls

- **Dynamic Ventilation:** Classrooms must be cross-ventilated by opening opposite windows and doors early in the morning. Windows must be shut during peak heat hours if the external air temperature exceeds the internal room temperature.
- **Uniform Relaxation:** Standard uniform policies will be relaxed automatically during alerts. Pupils must wear loose, light-coloured clothing and wide-brimmed sunhats when outdoors. Blazers and sweaters are prohibited.
- **Mechanical Fan Restriction:** Electric fans may be utilised to circulate air only if room temperatures remain below 35°C. If room temperatures reach or exceed **35°C**, fans must be turned off as they can accelerate dehydration and exacerbate heat-related illnesses.
- **Lesson Adaptation:** All vigorous physical activity or outdoor sports are suspended on days with high heat. Lessons must be adapted to low-energy, sedentary activities inside shaded areas.

Statutory RSHE Alignment (Health & Safety Intersections)

Integration with Safeguarding Outcomes

To comply with the statutory Relationships, Sex, and Health Education guidelines, the school explicitly links its physical safety protocols to the taught RSHE curriculum.

Curriculum Alignment and Digital Safety

- **Online Safety Integration:** The curriculum must deliver age-appropriate, stage-appropriate lessons on modern online hazards. This includes recognizing AI-generated harmful media, understanding deepfakes, and identifying manipulative or misogynistic online influencers.
- **Reporting Mechanisms:** Lesson content will explicitly teach pupils how to identify, refuse, and report child-on-child abuse, harassment, or digital exploitation.

- Filtering and Monitoring:** The governing body will conduct an annual review of digital filtering and monitoring tools. A running inventory of all connected school devices will be kept to ensure that modern AI threats and extreme digital violence are actively blocked.

Date First adopted:	June 2023
Reviewed	June 2024
	June 2025
additions: Medical Conditions & Allergy Safety (Benedict's Law Compliance) - Stand alone policy Restrictive Interventions and Physical Force Acute Mental Health Emergency Protocols Weapon Carrying and Serious Violence Procedures Extreme Climate and Hot Weather Adjustments Statutory RSHE Alignment (Health & Safety Intersections)	June 2026

Signed:

Leanne Dotchin (Headteacher)

Signed:

Sarah Barnes (Chair of Governors)

Date: