

# Greenford High School

## Policy Document



# Health & Safety

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**Greenford High School,  
London Borough of Ealing  
in Partnership with  
Mitie PFI Ltd.**

# **Joint Health & Safety Policy Statement 2022-23**



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## Part A - General Policy Statement on Health & Safety

### i) General Policy Statement on Health & Safety

Greenford High School in conjunction with Mitie PFI Ltd. (MPFI) recognises and accepts the responsibilities placed on it by the Health and Safety at Work Act 1974 and any subsequent legislation, in establishing a minimum standard and providing and maintaining safe and healthy working conditions, equipment and systems of work for all users of the facilities. Information, instruction, training and supervision will be given to achieve this standard and to exceed it whenever and wherever it is reasonably practicable to do so.

It is recognised and accepted that there is a direct relationship between the School and Mitie PFI Ltd. to ensure a safe working environment and an efficient and well run establishment. The establishment requires, therefore, that a high standard of safety shall be achieved throughout all its activities.

Mitie PFI Ltd. recognises the importance of health, safety and welfare in the successful operation of its activities, the active participation of all users is essential to maintain the highest practical standards of accident prevention.

Mitie PFI Ltd., Head Teacher, Governors of the establishment, will ensure that adequate resources are made available for the provision of health, safety and welfare, including the provision and maintenance of plant and equipment, systems of work, and a site environs which is safe and without risks to health. It will be clearly indicated to all users that their responsibilities in this area are no less important than in any other function, and that it is their duty to do everything reasonably practicable to assist in the achievement of the objectives as set out in this policy.

All employees have a duty to work in a safe and responsible manner, and to carry out their duties in such a way so as not to endanger the health, safety and welfare of themselves or others. They shall be encouraged to submit suggestions for the improvement of standards in health and safety within the building.

The establishment recognises that all activities will be conducted with due regard to all statutory requirements with appropriate safeguards being instituted to minimise the risk to the health and safety of all employees, pupils, visitors and contractors who may be affected by their activities and operations.

School/Teaching staff shall recognise that they have a 'duty of care' to all pupils on the school premises. They shall endeavour, at all times, to ensure that pupils under their supervision, work and live in a safe and responsible manner and are fully aware of all necessary precautions and procedures relating to their life and work and the need for such precautions and procedures. It is recognised that for some pupils comprehension of these precautions and procedures may be severely limited.

Standard safe working practices shall be developed and adopted for all activities for which significant hazards and levels of risk have been identified. Any such measures shall be conveyed to those employees, volunteers and/or pupils and visitors who may be affected, to ensure that they are aware of such hazards and risks and the operational procedures and precautions to be observed in relation to the task, in order that the risk shall be minimised and controlled. All measures taken shall be reviewed as to their effectiveness and may be revised in the light of experience, or amended to suit specific circumstances or changes in legislation as and when the need arises.

Mitie PFI Ltd. in partnership with the School is committed to the belief that suitable and proper training is an essential factor in maintaining high standards of skills, efficiency and health and safety throughout its operations, and therefore full use will be made of any guidance and/or training available either in-house or through the Local Authority, professional associations, professional bodies and others as and when appropriate.

The establishment shall continue to make use of any guidance and/or training provided by manufacturers and suppliers of equipment used on the site and to ensure that Mitie PFI Ltd. employees, staff and pupils are able to use the equipment in a safe and proper manner.

## Part B - Organisation for the implementation of the policy

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### ***i) Mitie PFI Ltd.***

#### **Statement of Intent**

The School and Mitie PFI Ltd., undertake to provide and maintain a safe and healthy environment, equipment and systems of work for all staff and users. Also to provide such information, training and supervision as may be needed for this purpose.

#### **Responsibilities**

##### **Organisational**

- The Governors of the school, with London Borough of Ealing and MPFI, recognise and accept their responsibility to provide a safe and healthy working environment for all pupils, staff and users of the premises.
- The School Health & Safety Officer and the site Facilities Manager have a responsibility to manage health and safety on a day-to-day basis.
- In addition to the information contained or appended to this policy, MPFI have adopted and produced a site-specific Contractor Management Plan and ensure that sub-contractors play their part in maintaining a safe and healthy environment.
- The leader of each department is accountable for ensuring that arrangements for safe working conditions are maintained in their area. In addition certain employees have specific duties, which are identified in written procedures or job descriptions.
- All staff, students and users have the responsibility to co-operate to achieve a healthy and safe workplace and to the reasonable care of themselves and others by what they do or not do.
- Arrangements will be made to ensure that all staff and visitors receive appropriate Health and Safety information.
- In addition to the induction process specialist H & S training is available as necessary

It is recognised that no safety policy is likely to be successful unless it actively involves people within the workplace. MPFI, The Governors and Head Teacher therefore welcome the appointment of Safety Representatives and encourage their active involvement in the design, implementation, monitoring and review of safety policies.

### ***ii) Head Teacher & Governors' duties***



MPFI in conjunction with the Head Teacher & Governors will be responsible, through appropriate line management, for ensuring that the General Policy Statement on Health & Safety is implemented, and that adequate advice on health, safety and welfare matters is made available to all persons affected by this policy.

MPFI in conjunction with the Head Teacher & Governors' duties will include:

- Meeting the relevant requirements of all current legislation;
- Delegating certain staff with responsibility for specific duties within the school's health and safety management framework;
- Appointing responsible persons to co-ordinate the actions of staff and pupils in the event of a fire;
- Maintaining all the establishment's school in a condition that is safe and without risks to health, and providing and maintaining means of access and egress that are without such risks;
- Providing and maintaining a working environment for employees that is, without risks to health, and is adequate as regards facilities and arrangements for their welfare at work;
- Providing such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practical, the health and safety at work of all employees of the establishment;
- Providing and maintaining plant and systems of work that are, as far as is reasonably practicable, safe and without risk to health;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for managing the movement and transport of pupils who may have particular physical and/or learning disabilities;
- Arranging and ensuring, as far as is reasonably practicable, safe working systems for handling, storage and transport of articles and substances;
- Appointing a person competent to assist and advise on matters relating to statutory obligations under health and safety legislation as required by the provision of regulation (6) of the Management of Health and Safety at Work Regulations 1992;
- Taking responsibility for conforming to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR);
- Ensuring that suitable arrangements are in force and adequate equipment made available for dealing with emergencies (e.g. fire) and that sufficient persons responsible for evacuation of the premises in the event of such an emergency have been identified and made known to all other staff and pupils;
- Co-ordinating health and safety arrangements, carrying out continuous programmes of audits and checks, ensuring that the requirements of the establishment's health and safety standards are being met, reporting on standards, and recommending provision of such additional facilities and procedures, including financial provision;
- Ensuring that all accidents and 'near misses' are fully investigated and that action is taken to eliminate the cause, as so far as is reasonably practicable;
- Liaison with MPFI in conjunction with the School, Local Authority, Fire Service and any other statutory bodies;

- Ensuring that staff co-operate with MPFI, Head Teacher & Governors to achieve a healthy and safe work place, and take reasonable care of themselves and others who may be affected by their acts or omissions at work, properly using the procedures and facilities provided for their health and safety at work, and refraining from wilful misuse in the interests of health, safety and welfare;
- In the specific case of the Covid-19 pandemic and/or other situations where national or local guidance safety comes into force, ensuring that government guidance on safety and hygiene measures are followed and that amendments are made swiftly as and when government updates are issued.

MPFI in conjunction with the Head Teacher will ensure that the General Policy Statement on Health & Safety and subsequent revisions are drawn to the attention of all existing and new employees, establishing the most effective means of achieving this objective with the assistance of all levels of management;

### ***iii) The delegated responsibilities***

- MPFI and competent person(s) appointed by the Head Teacher will advise on health and safety, and assist in the monitoring and review of procedures and policy as required.
- The person(s) responsible for co-ordinating First-Aid, will ensure that provisions conform to the Health and Safety (First-Aid) Regulations 1981 and the revised approved code of practice issued by the HSE in 1990.
- Members of staff with designated responsibility for each area will ensure that, where applicable, all statutory notices are displayed and the relevant registers kept up to date and available for inspection. Where required individual areas will have additional health & safety policies to take account of particular circumstances e.g. Physical Education, Design & Technology, Science & Food Technology.
- All heads of departments and line managers are responsible for keeping themselves and all members of their team up to date with any changes to working methods or procedures pertaining to this policy and any associated documentation.
- Staff will ensure that all areas under their supervision or control are kept in a clean and tidy manner and that any articles or substances therein are properly stored, clearly labelled and used in a manner not likely to result in harm.
- It is the duty of all employees under Section 7 of the Health and Safety at Work Act to take reasonable care for the lives of themselves, students and others who may be affected by their acts or omissions.

Every employee must:

- I. Comply with all safety instructions.
- II. Co-operate with the school so as to enable it to carry out its own responsibilities successfully.
- III. Not wilfully misuse nor interfere with any item provided in interests of health, safety and welfare.
- IV. Report matters, which represent a serious and imminent danger to health and safety.

- All staff, volunteers and students who are required to operate or use vehicles, plant, machinery or equipment must receive adequate training. In the case of vehicle drivers, the appropriate license must be held, and their authorisation to drive be approved by the Head teacher & Governors.

#### ***iv) Register of persons with delegated responsibilities***

It is MPFI's responsibility in conjunction with the Head Teacher to delegate the responsibility for specific health & safety. Duties will be designated to certain members of the FM and teaching staff.

The Facilities Manager & Head Teacher must satisfy him/herself that these posts are filled with 'competent persons'.

The definition of a competent person is 'a person with sufficient training, experience, knowledge and other qualities to fulfil a general or specific function'.

FM Contractors, Consultants, Advisers and Trades people will be managed by the Facilities Manager of MPFI, who will require proof to their competency in carrying out their specialised duties.

The following record is a list of all persons, deemed competent, with specific delegated responsibilities within the establishment.

<b>Delegated Responsibility for:</b>	<b>Name</b>	<b>Date</b>
<b>Health &amp; Safety</b>	School - Stuart Prentice Mitie - Nicola Harte	09/08/22
<b>Risk Assessments</b>	School - Stuart Prentice Mitie - Nicola Harte	09/08/22
<b>Fire procedures and systems</b>	School – Paul Manby / Stuart Prentice Mitie - Nicola Harte/Erjon Avdiu	09/09/22
<b>First-Aid</b>	School – Ravinder Kaur / Emma Harper	01/01/22
<b>Medication</b>	School – Ravinder Kaur / Emma Harper	01/01/22
<b>COSHH</b>	School – Stuart Prentice Mitie – Nicola Harte	09/08/22
<b>Catering</b>	Mitie – Nicola Harte	09/08/22
<b>Visits/activity holidays</b>	School – Gina King	25/2/16
<b>Site maintenance</b>	Mitie – Nicola Harte	11/10/19
<b>Electricity</b>	Mitie – Nicola Harte	11/10/19
<b>Curriculum areas:</b>	School - Paul Manby	25/2/16
<b>P.E.</b>	School – Pheobe Henderson-Barnes	5/10/20
<b>Design &amp; Technology</b>	School - Sushila Hirani	25/2/16
<b>Science</b>	School – Clare Secombe	25/2/16
<b>Food Technology</b>	School – Sushila Hirani	25/2/16

#### ***v) Updating the manual***

This document will be regularly monitored and reviewed – at the very least within two years of the acceptance by the Governing Body.

## Part C - General health & safety arrangements

### 1) Arrangements

The arrangements for health and safety should be drawn up following assessment of risk in accordance with the Management of Health & Safety Regulations, 1992.

MPFI maintain separate recording and reporting mechanisms. Wherever MPFI staff and/or contractors are subject to the same regulations these are adhered to.

#### a. Accidents and Incidents

All accidents involving injury and incidents (including near misses) that cause concern or which might be the subject of external complaint must be reported. Reports shall be made to the school Nurse and/or Reception.

The school's Accident Book and accident form should be completed in accordance with London Borough of Ealing Regulations and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Staff need to understand that all accidents are reportable as they may lead to compensation claims for injuries.

#### b. Child Protection

##### CHILD PROTECTION POLICY - SAFEGUARDING CHILDREN

Designated Safeguarding Lead: Louise Grimley

Child Protection Officers: Niloo Adhami & Angela Thomas

Staff Member in charge of LAC: Angela Thomas

Child Protection Governors: Shital Manro, Sunny Chana (Single Central Record)

1. Greenford High School recognises the prime importance of its role in safeguarding and promoting the welfare of children. It is committed to protecting children and to working with other agencies to ensure their well-being.

2. Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

3. Everyone who comes into contact with children and their families has a role to play in safeguarding children. Staff at Greenford High School are particularly important, therefore, as they are in a position to identify concerns early and provide help for children, and to prevent concerns from escalating. The staff at the school form part of the wider safeguarding system for children and should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

4. All staff employed by the school, including supply staff, will have a DBS check, with references and employment details checked. Interview panels will take care to assess all potential employees in terms of their suitability to work with young people. Advertisements during the recruitment process make it clear to applicants that the school follows these practices.

5. Lou Grimley is the Designated Safeguarding Lead. Referrals should be made directly to her or, in her absence, to a member of the Child Protection Team, contactable on [childprotection@greenford.ealing.sch.uk](mailto:childprotection@greenford.ealing.sch.uk). Although the original referral may be verbal, members of staff will be asked to provide written notes so that all details are properly recorded. If the referral follows an actual disclosure by a student, the disclosure form, below, should be used. Any concern will be discussed by the Child Protection (CP) Team, and subsequently be either entered onto a school database and/or filed – any recording system used is both secure and confidential. From April 1st 2008, at a national level, the term “Child Protection Register” is replaced with “A Child Subject of a Child Protection Plan”.

6. The Child Protection Team comprises the following members of staff: Lou Grimley, Niloo Adhami and Angela Thomas, all of whom are Child Protection Officers, responsible for different cohorts of students. Angela Thomas is the member of staff responsible for Children Looked After. The Safeguarding Governors are Shital Manro and Serene Jamil. Monika Sierwowka is the Child Protection Administrator.

7. The role of the Safeguarding Governors is to ensure that:

- there is a Child Protection Policy & Staff Code of Conduct;
- the Child Protection Policy is available on the school website or by other means available to parents;
- the school operates safer recruitment and selection procedures & at least one person on each recruitment panel has completed Safer Recruitment training;
- the school has procedures for dealing with allegations of abuse against staff & volunteers and will make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have had they not resigned;
- a senior leader has Designated Safeguarding Lead (DSL) responsibility;
- the DSL undertakes interagency training and also undertaken ‘New to Role’ and the ‘Update training’ every 2 years;
- the Headteacher & all other staff have safeguarding training as appropriate;
- to remedy any weaknesses in Child Protection immediately;
- there is a nominated Governor for allegations against the Headteacher;
- that the Governing Body considers how children may be taught about safeguarding;
- the Governing Body has in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual exploitation and to help prevent their going missing in future (pages 51-53 of KCSiE September 2016);
- the Governing Body has put in place a teacher for LAC;
- the Governing Body has annual training that updates them on the most recent version of KCSiE.

8. Our Child Protection and Safeguarding Policy and Procedures will be monitored by the following:

- Governing body visits to the school;
- SLT learning walks and discussions with students and staff;
- Students surveys and questionnaires;
- Scrutiny of Attendance data;
- Scrutiny of a range of risk assessments;
- Scrutiny of GB minutes;
- Logs of bullying/racist/behaviour incidents for SLT and GB to monitor;
- Review of parental concerns and parent questionnaires;
- Review of the use of areas that students may use, when not in lessons, such as The BRAIN, clubs and intervention groups.

9. A member of staff should report anything that they feel may be of consequence, including bruising, an unkempt appearance, unusual behaviour, or something that they have noticed in the child's work – please see pages 11 -14 of the Staff Code of Conduct about Safeguarding Children at the school. They should not be worried about making a referral that may prove to have no substance after investigation. Instead, it is important that they use their professional judgement to report anything that they feel may indicate a child protection issue. Reports of concerns should be made directly to Lou Grimley, the Designated Safeguarding Lead, or the CP Team at [childprotection@greenford.ealing.sch.uk](mailto:childprotection@greenford.ealing.sch.uk).

10. Staff are asked to record all information - accurate records are vital in suspected child abuse cases. Care must be taken in recording and sorting confidential information. Allegations should be recorded and any evidence to substantiate the allegations should be noted.

11. In the event of an actual disclosure, staff should not ask any leading questions during a disclosure from a child, and must be aware that disclosure may be partial and ongoing. They should not pass any judgement or display signs of shock that may prevent the child from completing a disclosure. It is important that their conduct is professional and objective. In particular, the member of staff should not be persuaded to keep a secret on a child's behalf, but should make it clear that they are required to pass this information on to the designated teacher. However, staff should be reminded that they must only divulge such personal information on a need-to know basis and that only relevant staff should be informed. A disclosure form will need to be filled in, printed off, signed, and then passed on to Lou Grimley, the Designated Safeguarding Lead. There are guidelines on the form on how best to deal with an actual disclosure, and a reminder of the procedures to follow.

12. If staff feel they need any support at any stage due to disclosures made, or in how to handle discussions with students, they should approach either Lou Grimley, the Designated Safeguarding Lead, or the CP Team.

13. The Designated Safeguarding Lead, or a member of the CP Team, will take the appropriate necessary action, which may include informing parents/carers, gathering information from staff and/or an interview with the student. In some cases, another member of staff may be invited to attend.

14. Where appropriate, the Designated Safeguarding Lead will either make a referral to Ealing Children's Integrated Response Service (ECIRS) or conduct an Early Help Assessment and Plan (EHAP). This is usually, but not always, done with the parent or carer's knowledge and, in most cases, consent. In the absence of the Designated Safeguarding Lead, another member of the CP Team can make an ECIRS referral, or conduct an EHAP. An ECIRS form needs to be completed and returned to Perceval House, and a copy kept for the school's internal CP files, which are confidential. If files need to be transferred between institutions, for whatever reason, this will be done securely through transfer between CP Officers. In the event of a student with a CP file leaving the school, the Designated Safeguarding Lead will retain copies of key documents to keep on record.

15. It is, however, important to note that any member of staff can make a referral to ECIRS, but it is advised that this is done through the CP Team. If a member of staff does make a referral, it is essential that the CP Team is informed, so that the school's confidential CP Register can be updated.

16. If any member of staff feels that a referral they have made has not been followed up adequately, or they have any concerns with how a case has been handled, they should contact the Designated Officer for the Local Authority on 020 8825 8155.

17. The Designated Safeguarding Lead will undertake regular training with the LEA/External courses to keep up-to-date with current practice. The Designated Safeguarding Lead will also undertake to make staff aware of basic procedures and referral routes. He/she will also ensure that staff receive regular training in such matters, including training for new staff/non-teachers/governing body. The Designated Safeguarding Lead will also ensure that the Headteacher and all other staff will have

updates, as appropriate, via the VLE, Briefing, or other means, and that the Headteacher and staff are updated at least annually on the most recent version of KCSiE.

18. All staff, including governors, employed by the school are required to read Part 1 of the document entitled Keeping children safe in education: statutory guidance for schools and colleges, September 2020, and then email the Designated Safeguarding Lead to confirm that they have read it, or in the case of Governors, declare this on Governorhub. A copy of this is available to view on the school's VLE and Governorhub.

19. All staff, including governors, are also encouraged to refer to the documents Working together to safeguard children (July 2018).

20. Staff should be aware that signs of child abuse will not always be immediately apparent and will not necessarily be visible as physical signs. Things to look for are indicated below, but please remember this is not an exhaustive list:

- Bruising, especially multiple bruising
- Cuts
- Scars
- Burns, especially cigarette burns
- A lack of personal hygiene
- Noticeably low self esteem
- Body odour
- Deterioration in general appearance
- Deterioration in general health
- Unusual eating habits
- Overtly sexual behaviour
- Unusual reactions to adults (wariness, fear in the eyes)
- Unusual reaction to other children
- Changes to punctuality or attendance patterns

Staff should be aware of the fact that there may be perfectly reasonable explanations for many of the above, but that it is important to be aware of these potential indicators. They should also note that there are four categories of abuse: neglect, emotional, physical and sexual. In the case of neglect, many of the symptoms are also indicators of social deprivation. More information on the different types of abuse, and links to sites that will provide more details on specific safeguarding issues, can be found in the document mentioned in Point 18 above.

In view of the diverse ethnicity of the school's intake, staff should also be aware of the connection between lengthy absences and possible sexual exploitation of students, such as through forced marriages. Concerns should be reported following these guidelines

21. Staff are asked to recognise that additional barriers can exist when recognising abuse and neglect in children with SEND. The Designated Safeguarding Lead will ensure that the Headteacher and staff are trained regularly as to what those barriers might be, and what to do if there is a concern.

22. School staff should pay particular attention to Child Sexual Exploitation (CSE), Female Genital Mutilation (FGM), Preventing Radicalisation, Forced Marriage, and Children Missing Education (CME), as these are key current areas of concern on a national level. If any member of staff would like to discuss either of these issues in more depth, they can talk to the Designated Safeguarding Lead or a member of the CP Team.



- Child Sexual Exploitation (CSE)
- Female Genital Mutilation (FGM)
- Preventing Radicalisation
- Forced Marriage
- Children Missing Education (CME)

23. Staff also need to be aware of young people making themselves vulnerable through social media, in particular through inappropriate messages and images, and also through sexting. The Designated Safeguarding Lead, and the member of staff responsible for online safety, will ensure that students are made aware of how to keep themselves safe online and what to do if they feel unsafe, or threatened at any point.

24. In addition to this, and the 5 key current areas of concern, staff should also be aware of, and mindful of the indicators of peer on peer abuse, and the different forms of this – there is additional information on these issues to be found in Keeping Children Safe in Education, bullet points 77 and 78.

25. The Designated Safeguarding Lead and/or the relevant Pastoral Worker/Year Leader are responsible for subsequent liaison with Social Services following a referral. Staff who have made an internal referral should be aware that the Designated Safeguarding Lead may not be able to inform them of the outcome of the referral, in order to keep the child's circumstances as confidential as possible. Staff are more than welcome to follow up a referral, although, for the same reasons, feedback may be limited.

26. Risk assessments for educational visits highlight the possible dangers faced and the need to brief students to keep safe. If a trip or visit is going to involve an overnight stay, the list of students attending is to be sent to the Designated Safeguarding Lead at the earliest opportunity as it might be that an overnight stay is inappropriate for particular students. If this is the case, the Designated Safeguarding Lead will discuss the matter with the parent or carer. Similarly, as and when appropriate, issues regarding the safekeeping of children should be raised and discussed in lessons in a mature and responsible fashion. This should not just be confined to PSHE work, but may be appropriate in, for example, English lessons in response to a piece of literature, during form time, assemblies, PE lessons etc.

27. The duty of governors is to meet on a regular basis with the Designated Safeguarding Lead to ensure that procedures are being followed correctly. All Governors must undertake Child Protection training.

28. When it comes to the recruitment of staff, a member of the interview panel will always be a current member of staff who has undergone Safer Recruitment training. All interviews will contain a Safeguarding element in the process, including question(s) in the final interview.

29. Any allegations against members of staff will be investigated thoroughly and confidentially and must be referred directly to the Headteacher, after which the school's normal disciplinary procedures will follow. While the interests of the student remain paramount, no case will be prejudged. The Designated Officers for the Local Authority will be consulted in such cases, as will the Police, and/or any external personnel advisory services the school employs, as appropriate.

If an allegation or concern refers to the Headteacher, the Chair of Governors is to be informed, and the same procedures as outlined above will be followed.

30. If staff are concerned about any procedures or policy matters relating to safeguarding matters, or indeed any school procedures or policies, they are encouraged to refer to the school's Whistleblowing Policy. They are also reminded that the NSPCC has a Whistleblowing Hotline, that can be contacted on 0800 028 0285.

31. Staff requiring further information/training should see the Designated Safeguarding Lead or a member of the CP Team. Keeping children safe in education: statutory guidance for schools and colleges, September 2020 has further details available.

32. The Designated Safeguarding Lead will also ensure that the student body are informed about safeguarding issues, and on how to keep themselves safe, including signs to look out for, the key areas of concern, how to keep healthy in relationships, and what to do if you have a concern, or a disclosure to make. This will be done through the PSHE curriculum at both KS3 and KS4, and through Enhanced Entitlement at KS5, and through the school's assembly programme. Other lessons, where appropriate, will also be used, for example RE and Science.

## Exemplar Disclosure Form

### Disclosure form

This form should be used when a student discloses to any member of staff that they are suffering, or have suffered, from some form of abuse.

When discussing an actual disclosure with a student, please try to remember the following: Do:

- allow the pace of the conversation to be dictated by the student
- ask neutral questions which encourage the student to talk such as "can you tell me what happened?"
- accept what the student says and do not ask for further detail
- acknowledge how hard it was for them to tell you
- reassure the student that they have done the right thing
- explain whom you will have to tell (the DCPO) and why

### Don't:

- burden the student with guilt by asking questions such as "why didn't you tell me before?"
- interrogate or pressure the student to provide information
- ask any questions that start with the words, how, what, when, where and why
- undress the child or examine clothed parts of the child's body
- criticise the perpetrator
- promise confidentiality or make promises that you cannot keep such as "it will be alright now"

Student name:		DOB:
Date of disclosure:		Time of disclosure:
Date of incident:		Time of incident:
Student's demeanour:		Others present at time of disclosure?
Details of disclosure:	Some things to remember: <ul style="list-style-type: none"> <li>● Record what was said by the student and by you;</li> <li>● Use the exact words and phrases used by the student;</li> <li>● Clearly distinguish between fact, observation, allegation and opinion.</li> </ul>	
Any witnesses named by student:		
Alleged perpetrator, or details, if known:		
Did the student give consent to share the information – YES      NO		
If yes, what did the student say?		

If no, did you explain that you would have to share this information with the Designated Safeguarding Lead – YES      NO If yes, what did the student say?	
Additional information:	
Staff name and initials:	Date and time:
Signature:	

**This form must be passed to Lou Grimley, the Designated Safeguarding Lead (DSL), or in her absence a member of the Child Protection Team, as soon as possible, and in any event no later than the end of the timetabled day. If the allegation is against an adult, this information should be passed directly to Mrs Pye, the Headteacher (HT). If the allegation or complaint is against the HT, this information should be passed directly to Mr Manro, the Chair of Governors.**

## APPENDIX A

### Evacuation Procedure

Please note the difference between the continuous and intermittent evacuation tone.

Continuous = Fire in the building = Evacuate

Intermittent = Fire in a neighbouring building = Await further information

The fire alarm for Greenford High School is not a standalone system and is linked with all 9 buildings.

***Beacons with red LED lighting will be switched on in the event of a fire in the building in which the fire alarm was activated.***

Each class will move in single file under the direction of the teacher.

No running under any circumstances.

Each class will assemble on the MUGA behind B Block at their respective form number sign.

If it is safe to do so electrical appliances should be switched off and unplugged, doors and windows, where applicable, should be closed before vacating your area.

Under no circumstances must any member of staff return to collect their personal belongings from another area.

Students in Block I will evacuate to the playground and adjacent MUGA.

Each class will leave the building by the nearest FIRE EXIT

#### ***Procedure for evacuation***

- Teachers will ensure all pupils have left the room and accompany the group that they are teaching/supervising to the Assembly point, ensuring the pupils remain calm and walk at all times. They will check that all the pupils in their supervision have arrived at the assembly point. It is the primary duty of teachers to ensure their pupils evacuate the building.
- Any pupils missing must be brought to the attention of the Health & Safety Officer, or senior staff in charge.
- Any visitors to the school should also report to this area.
- Any contractors on site will report to the Facilities Manager in the B Block MUGA.
- Persons in the vicinity WHO ARE COMPETENT TO USE EXTINGUISHERS should attack the fire with the extinguishers provided only if you have assessed the circumstances fully and it is safe to do so. Only use an extinguisher if you have been trained to do so. Do not put yourself at risk.

Do not re-enter the building until instructed to do so.

## APPENDIX B

### TO ALL SCHOOL CONTRACTORS/SUPPLIERS

In the interests of security, Health and Safety and agreed policies, the Governors and management of the above site request that you adhere to the following procedures:

- Make contact with Reception/MPFI Team member on arrival, ensuring that the reason for your presence is understood.
- Inform Reception/MPFI Team each day that you are on site of your intended work area.
- Undertake work with the utmost regard to Health and Safety precautions for pupils, staff, visitors and yourselves.
- Unless an emergency situation requires it, make the minimum amount of disruption to the operation of the site. This includes playing of radios and use of offensive language. Prior consultation with the MPFI Team will assist in making a decision on the most appropriate timing of work to be undertaken.
- Do not smoke on the premises.
- Notify Reception/MPFI Team when you are leaving the site.

*Thank you for helping to keep our environment safe, clean and quiet.*

## APPENDIX C

<b>Health, safety and security requirements for contractors</b>	
Mitie PFI Ltd.	Form Ref. MS(WBD).43.01

1. P  
rior to attending site, you must contact and agree with the MPFI site representative the date and time of your arrival. A list of your personnel and their occupations who will be conducting the works must also be provided.
2. On arrival you are required to report to Reception, you will then be shown where the Mitie office is and will be issued with a pass, by Mitie. The pass must be worn and be visible at all times.
3. On arrival at site, you will be informed of the fire precautions in place and the relevant evacuation procedure for the site.
4. Parking facilities will be by prior arrangements, and if available. Parking will be allocated by reception.
5. The storage of essential combustible goods is to be strictly ordered and controlled by the Mitie Facilities Manager. They must only be stored in an approved place, away from sources of ignition and where it does not cause obstruction to fire fighting equipment or any means of escape.

6. Materials will not be permitted to be stored on site for long periods. Stored materials must not create any dangerous or environmental hazardous situation. Our Client or Mitie cannot accept responsibility for loss of personal tools, equipment or materials.
7. Clothing must be tidy and appropriate to the working conditions. Adequate and suitable safety clothing and equipment must be provided by the Contractor and worn by the operatives.
8. Where welfare facilities are provided you have a responsibility to cooperate in keeping these clean, tidy and hygienic. Local rules regarding the prohibition of wearing overalls in the restaurants and washrooms will apply.
9. Our client operates a “no smoking policy”; you are not permitted to smoke whilst on site.
10. Report dangerous situations and or near misses to the Mitie Site Team representatives. Any defects in equipment must be reported immediately.
11. Ensure you do not create any dangerous situation, removal of guard rails or protective devices etc.
12. If you are required to work at height, then a proper means of access must be provided, e.g. ladders, scaffolds mobile scaffold towers, mobile working platforms or cradles. Equipment used must comply in full with all legal requirements as well as Mitie’s and the Clients’ rules.
13. Only qualified and authorised electricians will make repairs, alterations etc. to electrical equipment and installations. All work must be carried out in compliance to the latest IEE Regulations in force.
14. Under no circumstances should anyone work on live electrical systems. If such work is necessary it must only be undertaken with written authority from the Mitie Facilities Manager and a Mitie Permit to Work system must be in place.
15. Do not leave electrical distribution boards and control panels open, unlocked or unattended.
16. All work involving gas including portable gas supplies must only be carried out by a registered Gas installer / Engineer. (C.O.R.G.I.) All work must be carried out in compliance to the Gas Safety Regulations in force.
17. Portable electrical power tools should be either 110 volt CTE or protected by a Residual Current Device (RCD). Evidence of a valid PAT test is required. You must present all power tools to the MPFI Facilities Manager prior to being used on site.
18. Certain work on site may only be undertaken by Authorised Persons who may only operate within a permit to work system. You must make yourself aware of this procedure of work.
19. Any hot work must only be carried out under the Permit to Work system. (Hot Work Permit) In addition you will be responsible for supplying your own suitable fire fighting equipment and the training of your staff.
20. Work in confined spaces, will be subject to a “Confined Space” permit.
21. Keep access routes, entrances and exits, fire equipment and safety equipment clear of obstructions.
22. You must ask for and read the Asbestos Register paying particular attention to any site specific details. If you suspect the presence of or disturbance of Asbestos, you are to cease work immediately and inform the MPFI Site Representative.
23. You and your company are required to produce, prior to commencement, information and associated assessments concerning any hazardous materials you are likely to use on site. MPFI is committed to reducing chemicals that are hazardous to health and the environment, you may be asked to justify the use of certain chemicals.
24. You and your company are required to produce, prior to work starting, Risk Assessments and Method Statements concerning the works you will be undertaking and share that information with MPFI, the client and other contractors working on the site when requested to do so either verbally or in writing.

25. You must obey all safety signs displayed.
26. You must ask for, read and cooperate with any site instructions, which are in force at the site.
27. You must operate a "clean as you go" policy. You are responsible for the removal of your waste from site.
28. Report all injuries, however minor and enter them in the site accident book, at reception. First Aid facilities are available on site, see First Aid notices for details of qualified First Aiders. Outside normal working hours First Aiders can be contacted via the facilities department.
29. Where RIDDOR applies as a result of any incident, it is your responsibility to report to the appropriate authorities. You must also inform the MPFI Site Representative.
30. You will be required to complete and return to the MPFI Site Representative. A checklist relating to the type of work that is being carried out.
31. Certificates of calibration for inspection and test equipment are to be submitted to the MPFI Site Representative prior to commencement of work.
32. The site pass must be returned to Reception on leaving the site.

**APPENDIX D**

**HEALTH AND SAFETY PUBLICATIONS FOR GREENFORD HIGH SCHOOL**

**1 Available from**

Off Site Activities	Reception
Safety in Hazardous Pursuits	Reception
The Use of Food in Educational Establishments	Reception
Art, Design and Technology (Secondary)	Reception
Premises Health & Safety	Reception
Safety in Science (Secondary)	Reception
Safety in Physical Education	Reception
Drug Matters – Guidelines for schools	Reception
Health and Safety in Drama	Reception
Health and Safety in ICT	Reception
Covid-19 Risk Assessment	Reception

**2 Available from Education Personnel Service**

Manual of Personnel Practice – Which includes guidance on: Risk Assessment First Aid Accident Reporting Visual Display Units Preventing and management of violence Writing a safety policy	April 1994
Medicines in Schools	
Guidance related to the assessment of risks to staff lifting or moving children with physical disabilities or severe learning difficulties:	
<ul style="list-style-type: none"> <li>▪ Version for PD/SLD schools and mainstream schools with PD or SLD provisions</li> <li>▪ Version for other schools</li> </ul>	
A manager’s guide to lone working	



A manager's guide to managing stress	
Your guide to managing stress	
A manager's guide to preventing and managing violence and aggression at work	
Your guide to preventing and managing violence and aggression at work	

**3 Available from LEA**

Guidelines for use of Physical restraint in schools and residential settings	
Guidelines for use of intervention strategies to modify difficult behaviour and use of physical restraint in schools for pupils with severe learning difficulties	

**4 Available from Schools Directorate**

A smoke-free environment for schools	LEA
Dealing with head lice	LEA

**5 Available from Property Services**

Building Management Information Finder which includes booklets on:	
Electricity at Work regulations	LEA
Fires in Schools and Colleges	LEA
Glazing in Schools and Colleges	LEA