



St Jude's Church of England Primary School

Health and Safety Policy

*Our children
Our St Jude's family
Happy – Inspired – Loved
The sky is not the limit
Ready for today - prepared for tomorrow*

Overall Statement of Policy

It is the policy of St Jude's School to maintain high health and safety standards in order to protect pupils, members of staff, visitors or others who may be affected by school activities. The school operates within the overall health and safety policy of the London Borough of Lambeth, which specifies required standards of health and safety for schools.

RESPONSIBILITIES

The maintenance of a healthy and safe school is the shared responsibility of the whole school community.

A. Responsibilities of the Governors

The school governors have a responsibility for keeping under review standards of health and safety within the school. Where deficiencies are identified the governors have responsibility for ensuring that corrective action is taken. The governors also have particular responsibility for:

1. Ensuring that decisions of the governing body take account of, and comply with, the health and safety policy of the Education Directorate;
2. Ensuring that sufficient resources are allocated to meeting the mandatory minimum standards of the Education Directorate Health and safety policy and any legal requirements relating to health and safety;
3. Ensuring that health and safety standards in the school are monitored and reviewed through the resources committee at least termly;
4. Ensuring that school premises, buildings and equipment for which they are responsible, are adequately maintained and inspected;
5. Ensuring that where contractors are engaged to undertake work on school premises or buildings, an adequate assessment of the prospective contractors involved is undertaken in order to ensure that any contractor selected has adequate resources and competence to undertake the work safely and without putting the contractor's employees, or school staff, or pupils at risk;
6. Ensuring that where volunteers are used to give assistance to the school activities, or undertake work in school premises, such work is adequately planned, organised and supervised. Also ensuring the volunteers used have sufficient competence so as to ensure the health and safety of both of those undertaking the work and anyone who may be affected by it. Volunteers and new staff receive this policy as part of induction.

B. Headteacher

The headteacher, Miss Alexandra New has overall responsibility for the day to day management of health and safety in the school. In particular, the headteacher has the following responsibilities:

1. To ensure that high health and safety standards are implemented and maintained in the school. Refer as necessary to the Lambeth Health and Safety Management Manual.
2. To ensure that school staff receives adequate health and safety training appropriate for their responsibilities;
3. To ensure that staff are adequately consulted on health and safety matters either through the school safety committee, or directly, and that staff to be allocated health and safety responsibilities are adequately consulted on the type and nature of the duties allocated;
4. To ensure that the standards of health and safety are formally monitored and that a health and safety report is presented to the Governors at least annually and more often if problems arise.
5. Attend any required health and safety training provided by the school or the Council;
6. To ensure that health and safety monitoring and inspection arrangements, meeting the minimum standards specified in the Lambeth Education Directorate Health and Safety Manual (Page 17), are implemented;
7. To ensure that where new staff are recruited, the selection process takes adequate account of the training and competence of the prospective staff member to undertake the work safely, having regard to the degree of supervision they will receive;
8. To ensure for any off-site event or trip, organised by or on behalf of, the school that adequate arrangements are made for the supervision of the pupils involved. Safety of the staff and pupils and that these arrangements must at least meet any minimum standards specified by the Education Directorate;
9. To ensure that, where required, school specific risk assessments are undertaken and recorded;
10. To ensure that the health and safety requirements identified, either in the school specific risk assessments or in relevant Education Directorate risk assessments, are implemented;
11. To ensure there are adequate arrangements for first aid, both on school premises and on school outings, or activities, in accordance with the Education Directorate guidelines.

C. Educational Visits Leader

A senior leader, Miss Claire Douch (as the Educational Visits Leader) will have responsibility for the overall planning and organisation of school visits/ trips and ensuring that appropriate staff have undertaken health and safety training and records are kept.

She will:

1. Ensure that records are kept of pupils undertaking school trips and outings, together with the names and responsibilities of supervising staff accompanying the pupils;
2. Ensure that where school visits or holidays involving adventure activities are planned, written confirmation and evidence is obtained from the centre involved that a current licence, issued under the Adventure Activities Licensing Regulations, is held for the activities involved.

D. Premises Officer

The Premises officer conducts a termly health and safety check /premises review and submits a report to the resources committee when necessary when significant works are planned.

E. Staff

Staff within the school have a responsibility for the health and safety of themselves and pupils under their control. **Subject leaders will** ensure staff and any other supervising adults are aware of any matters pertaining to health and safety in their particular curriculum areas. All staff are also required to ensure their work is carried out in a way which avoids risk to themselves or others.

In particular, staff are responsible for:

1. Undertaking lessons and school activities in accordance with any national, Council or school guidelines relevant to the health and safety of the staff and pupils.
2. Ensuring that they have read the health and safety policy.
3. Fully supporting all health and safety arrangements;
4. Taking reasonable care of their own health and safety and that of others who may be affected by their actions;
5. Ensuring, as far as is reasonably practicable, that their classroom or office is safe;
6. Maintaining good standards of housekeeping and cleanliness in the activities under their control;
7. Ensuring that they are familiar with the school fire procedure and their role in it;
8. Ensuring where pupils need to wear any protective clothing or equipment for particular lessons or activities, that the use of such clothing or equipment is rigorously enforced;
9. Ensuring that any special equipment for which they have particular responsibility is maintained in a safe condition and is suitable for the purpose for which it is used and is used safely;
10. Ensuring that where there are health and safety considerations in relation to a particular lesson or activity, the lesson plan addresses these issues and is adhered to;
11. Ensuring that any off-site outing or activity for which they are responsible, only takes place following written authorisation by the Education Visits Coordinator, (a member of the SMT), and in accordance with a plan which specifies an adequate level of supervision and health and safety arrangements to ensure that pupils or others are not put at risk;
12. Undertaking, as required by the headteacher, any formal health and safety monitoring or inspections, in order to assist the school maintain adequate health and safety standards;
13. Reporting, promptly, any deficiencies hazards or situations which may present a serious or imminent danger to the headteacher, or the premises officer in his file in the school office.

F. Premises Officer – General Health and Safety

The premises officer is responsible to the headteacher for:

1. Ensuring that he is familiar with the school's health and safety policy.
2. Conducting a termly health and safety survey with the headteacher, health and safety representative and governor responsible for safety.
3. Acting as the school representative in any dealings with contractors who are to work at the school;
4. Assisting the school to assess the competence of any contractors who it is intended to use for undertaking work at the school, and monitoring the standards of health and safety whilst the work is undertaken;
5. Ensuring that the day to day maintenance of the school premises is undertaken and that serious deficiencies which cannot be quickly corrected are notified to the head teacher;

6. Ensuring that statutory inspections of school plant, equipment and systems are undertaken in accordance with Directorate policies and procedures and that any corrective action identified as necessary is promptly implemented and the required records are kept;
7. Ensuring that inspections of portable electrical equipment, the fixed electrical installation, ladders, stepladders, playground equipment and gas equipment are undertaken in accordance with the standards in the Health and Safety Management and that records are kept;
8. Ensuring that any necessary statutory inspections of lifting tackle, pressure vessels and exhaust ventilation equipment are undertaken and records kept;
9. Arranging any necessary corrective action identified by health and safety inspections detailed above
10. Conducting a termly health and safety survey with the headteacher;
11. Maintaining a register of dangerous and hazardous substances used or stored by the Premises Officer at the school and ensuring that this register contains copies of up to date material safety data sheets;
12. Ensuring relevant work is undertaken and controls maintained in accordance with the appropriate COSHH assessments;
13. Ensuring that all cleaning staff are aware of any implications of the health and safety policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc;
14. Ensuring that weekly walk through inspections of the standards of housekeeping in the school premises are undertaken and that deficiencies which cannot be promptly corrected are reported to the headteacher;
15. Ensuring that he only undertakes work that is within his training or competence and, in particular, that he does not undertake work on roofs, scaffolding, or in confined spaces such as drains or tanks, unless he/she is both trained and authorised to do so.

G. Premises Officer – Fire Safety Management.

The premises officer will also have responsibility for overall planning and the organisation of fire safety matters within the school. In particular he will:

1. Ensure that fire precautions in the school premises are maintained in accordance with the standards detailed in the Lambeth Health and Safety Management Manual (Section 4) and that practice fire evacuation drills are undertaken at least every term.
2. Ensure that all staff are aware of their particular responsibilities in the event of fire.
3. Ensure that there are arrangements made for nominated members of staff to call the fire brigade and meet them on arrival.
4. Ensure a check is made at least every term that the inspection and maintenance arrangements for fire alarm and detection systems, emergency lighting, and fire extinguishers are being undertaken correctly and that a report is provided to the headteacher on the results of this check.
5. Inspect evacuation routes, detection and alarm systems weekly.

H. Cleaning staff

1. A list of C.O.S.H.H sheets relating to hazardous substances is available in the premises officer's room.
2. Only chemicals provided by providers which have C.O.S.H.H sheet are to be used within school. All containers must be clearly labelled with their contents.
3. All chemicals are to be issued in accordance with manufacturer's instructions.
4. Cupboards where cleaning equipment is stored should be closed and locked at the end of the shift.
5. Disposable gloves/ rubber gloves should be used when cleaning toilets.
6. Any broken glass will be identified and placed in a bin in the premises officer's room.
7. The medical bin should be emptied with care and when wearing gloves. Staff have been asked to ensure that all medi-wipes/ disposable gloves are disposed of in this bin.

I. The School Business Manager, Ms. Kelly Jackson is responsible for:

1. Ensuring persons booking the school for a letting will be sent a copy of the Health and Safety Policy.
2. Ensuring that a list of first aiders is maintained, together with the dates for refresher training.
3. Arranging necessary refresher training for first aiders.
4. Maintaining records of health and safety training undertaken for school staff.
5. Maintaining a list of staff trained to undertake risk assessments required for manual handling, display screen equipment, the use and storage of hazardous substances and general risk assessments.
6. Reporting to the headteacher the need to train further first aiders in order to meet the minimum required for the school.
7. Ensuring that notices displaying the name and location of first aiders are kept up to date.
8. Maintaining the school accident book and arranging for statutory accident reports to be completed in accordance with Directorate guidelines and Borough advice and guidance.
9. Ensuring that a record of practice fire evacuation drills is kept, showing the date of the fire evacuation.
10. Ensuring that assessments are undertaken of display screen equipment workstations used in the school by employed staff and that records of the assessments are kept.

Ensuring that eye and eye sight tests are offered to school staff who are regular users of display screen equipment, in accordance with the Council's Policy.

J. The Lunchtime Lead – Ms Siobhan Heron will:

1. Report any health and safety concerns at lunchtime to the headteacher.
2. Organise first aid cover at lunchtime.
3. Ensure 'Accident and Incident Investigation' forms are completed for any serious incidents. File forms and send originals to the Corporate Health and Safety Unit of the LA.
4. Ensure records of all accidents and incidents are kept.

K. Other School Staff

All school staff have a responsibility for undertaking their work in accordance with any instructions or training provided by the school or the Council and for drawing to the schools attention any equipment or situation which could create a danger to themselves or others. All staff are also required to ensure their work is carried out in a way which avoids risks to themselves or others.

L. School Pupils

All pupils at the school are required to act in accordance with any school health and safety rules and procedures and not to behave in a way which would put themselves or others in danger. Pupils are also required not to interfere with, or misuse, any safety or fire equipment.

They are expected to:

1. Exercise personal responsibility for the safety of themselves and classmates.
2. Observe standards of dress consistent with safety and/or hygiene.
3. Follow safety rules of the school and in particular the instructions of teaching staff given in an emergency.
4. Use and not willfully misuse, neglect or interfere with things provided for their safety, e.g. fire extinguishers.
5. Follow pupil code of conduct and Internet Safety User Agreement.

M. Parents

All parents are expected to support the school in any health and safety matters reported to them on newsletters, policies or in notices.

Parents are expected to follow the Home School Agreement.

ARRANGEMENTS

1. FIRE SAFETY AND FIRE PROCEDURE

The fire procedure is displayed on the notice boards and next to fire alarm call points. New members of staff will be instructed in the fire procedure and their responsibilities as part of their induction, or a member of staff nominated to deputise for the fire safety manager, on their first day of employment.

2. Fire evacuation drills will be held at least once a term. Fire extinguishers and the fire alarm system are subject to regular inspection and maintenance, which is organised by the premises officer.

Self-closing fire doors are provided in the school to delay the spread of fire and smoke and must not be wedged or left open. Such doors are labelled "fire door keep shut". Automatic fire doors are also provided which will shut in the event of the fire alarm being actuated. Such doors are labelled "automatic fire door keep clear".

The premises officer holds a copy of the fire safety risk assessment for the school. Included with the fire safety risk assessment is the overall fire safety plan for the school, which designates responsibilities to individual members of staff.

Please see FIRE/ EVACUATION PROCEEDURES for further details.

3. HEALTH AND SAFETY TRAINING

Staff will be provided with adequate health and safety training appropriate for their responsibilities.

4. PUPIL SAFETY

To help minimize the risk of accidents to children they should be encouraged to:

- Walk in the classroom and in the corridors at all times.
- Sit on chairs with all four chair legs on the floor.
- Avoid standing on desks.
- Keep fingers away from door edges.
- Walk down steps within school: no sliding down banisters.
- Use scissors, pencils, compasses, glue guns and other equipment with care.
- Follow the safety rules set out in the PE guidelines.
- Keep shoelaces tied.
- Wear outdoor coats properly.
- Play chasing games in a way that avoids bumping into children.
- Avoid throwing stones or any other dangerous missiles
- Staff are asked to stop any play which in their view could cause injury.

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/ slippery surfaces, worn carpet, trailing cables to the premises officer.

5. SCHOOL AND PUPIL SECURITY

A risk assessment has been undertaken for the school to establish the necessary security measures required for pupil safety. The Education Directorate implements these measures on a programmed basis. All staff and pupils are required to assist in maintaining good standards of security on school premises.

6. SECURITY

The site is checked every morning by the Premise Officer for rubbish/damage to fencing. Safeguarding practice is fully embedded within the school culture – all visitors sign in and where appropriate are DBS checked in line with Safeguarding Policy.

7. SAFEGUARDING/ CHILD PROTECTION

Please also see the Safeguarding, Child Protection and Anti Radicalisation Policies.

8. MEDICATION

All staff must read the First Aid folder (located in the staffroom) to ensure that they are fully aware of all children who have regular medication within the school, such as Epipens or asthma pumps. These must be stored in clearly marked containers or with the relevant child.

Staff on the school premises administer no medicine, unless:

1. A child is asthmatic and should therefore have a named inhaler in school at all times.
2. A signed consent form is completed by the parents, (located in the First aid folder in the headteachers office giving permission for the first aider to administer medication on a temporary basis for prescribed medicines that require taking 4 times a day.
3. A signed Care Plan is in place. This is must be updated annually.

Please refer to the administration of medicines Policy for further details.

The teacher is responsible for ensuring these medications are brought to any activities outside of the school.

9. ACCIDENTS AND FIRST AID

The school has three first aiders, the names of whom must be displayed on the standard first aid signs. Any injuries to pupils or staff must be reported to a first aider, who will ensure that appropriate action is taken. Records of such injuries must be entered in the accident book. The first aiders to whom they are allocated must maintain the contents of first aid boxes. The first aiders, (under the supervision of the school administration officer), will report accidents, ill health conditions and dangerous occurrences that fall within statutory reporting requirements, in accordance with Council procedures.

1. All staff are authorised to administer basic first aid treatments such as plasters or cold compresses. **Class teachers** are responsible for ensuring that whilst groups of children are out of school, a fully stocked portable first aid kit is available at all times.
2. If a first aider is required to attend an accident they must complete the relevant section of the accident letter stating what treatment has been given.
3. First aiders are not permitted to administer any pain relief unless the administration of medication policy has been followed.
4. The first aider attending will make the decision whether further help is needed such as another first aider or in an emergency, an ambulance.
5. In head injuries require a telephone call to the parents, stating whether they would like the child to be picked up or informing them of the injury.

St Jude's Church of England Primary School Health and Safety Policy – agreed by the Resources Committee on 12th March 2019

6. All staff must be aware of any children who have any form of allergies, such as nuts or plasters and what to do if the child were to come into contact with these.
7. All persons dealing with open wounds or vomit must wear the disposable gloves provided.

10. INFECTIONS AND DISEASES

Outbreaks of notifiable diseases will be published to parents and staff immediately to ensure pregnant women are informed. We follow local authority on advice/ reporting of diseases as outlined in The Disaster Recovery Plan and Public Health England.

11. SCHOOL TRIPS AND VISITS

The deputy headteacher is the Educational Visits Coordinator (EVC) and has the responsibility of ensuring staff have adhered to the school Educational Visits Procedures when organising a visit. All staff have a copy.

Off-site visits and trips will only be undertaken where a written plan for the trip, the health and safety arrangements and the level of supervision has been produced and approved by the Educational Visits Coordinator. Adventure holidays organised by the school will only be undertaken at centres holding a current licence under the Adventure Activities Licensing Regulations. All risk assessments are signed by the Headteacher, and overnight visits are signed by the Chair of Governors.

12. STAFF HEALTH AND WELFARE

The wellbeing of staff is seen as an integral part of the schools' health and safety responsibilities. The governing body and headteacher have statutory obligations under a duty of care but also wish to promote an ethos of mutual respect and support across the staff team as a whole.

All staff have the right to a reasonable work life balance and to expect appropriate support or intervention when they experience health or personal difficulties. Staff are encouraged to raise any concerns with the headteacher or line manager but also have access to a confidential counselling service. Sickness absence or health concerns will be dealt with under the schools absence policy.

Stress

Any member of staff who feels they may be suffering from stress should discuss their concerns with either the headteacher, a senior member of staff or the schools' health and safety representative as soon as possible. The headteacher will discuss the matter with the person concerned within 24 hours of the issue being raised, where physically possible.

A list of emergency contact names and phone numbers for all staff is held in the school office.

Safety

All staff have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture.

Staff should not climb on chairs or tables. A stepladder is available for use and is stored in the premises officer's room.

Both staff and children should take care when moving or lifting equipment. If in doubt seek help.

Information on safe lifting techniques is provided in the premises officer's Training Manual.

Violence

Staff should always take steps to minimize the possibility of violence in school. Scenarios have been covered in staff training to deescalate and expectations are covered in our Staff Code of Conduct.

Parents who are known to be violent or aggressive should never be seen by staff unless another adult is present.

VDU Operators

Administrational staff using VDUs should vary their work routines and follow guidance on regular eye tests.

Pregnant Workers and Nursing Mothers

The headteacher will carry out a risk assessment in accordance with LA guidance. Appropriate action will be taken to ensure she is not exposed to any significant risks.

13. MEDICAL SUITABILITY FOR WORK AND MEDICAL ARRANGEMENTS

Pre-employment medical surveillance is undertaken for all new staff, usually by means of a confidential questionnaire, by the Occupational Health Medical Adviser. Confidential medical details are held in the strictest confidence and will only be disclosed to the school with the prior consent of the staff member. However, information such as restrictions on particular types of work, or special precautions necessary for health and safety reasons, will be provided to the school to avoid putting the employee or others at risk.

Where a staff member becomes pregnant or suffers from an ill health condition which is likely to affect their work, they should notify the school as soon as possible to enable any special precautions needed to be implemented. Arrangements will be made for an assessment to be carried out.

14. WORK AT HEIGHTS

Work at heights, necessitating the use of ladders, step ladders exceeding 3 meters in height or in areas where there is a risk from falling, will only be undertaken by, or when approved by, the premises officer. School pupils must not be permitted to undertake work at heights (for example standing on cupboards or chairs. Stepladders for staff are available from the premises officer.

15. LONE WORKING

The Premises Officer will ensure that all lone working training, assessments and arrangements are followed and are up to date.

16. MANUAL HANDLING

Manual handling legislation requires that any manual handling operation that is likely to cause a significant injury needs to be assessed. All staff will undertake an element of manual handling but any frequent operations and any involving even occasional movement of awkward or heavy items, those over 10kgs, must be covered by a written manual handling assessment.

All staff must ask themselves the question when considering undertaking any manual handling operation **can I move the objects where I need to safely and without risks to health?** Where staff feel the answer is no, or they are unsure, **they must not attempt the operation until they have obtained assistance from the premises manager.**

17. HOT DRINKS

Staff should ensure that they only transport hot drinks around school when children are not in the building. They must be transported in drinking flasks. Hot drinks should not be transported when pupils are moving around school.

18. SMOKING

No smoking is allowed on school premises.

19. ELECTRICAL SAFETY

The safety and maintenance of the school electrical installation is of great importance in order to ensure the health and safety of pupils and staff. The fixed electrical installation will be subject to an electrical inspection and test by an NICEIC contractor at least every five years and this will be organised by the premises officer who will keep records of the inspection. Any deficiencies identified by the inspection will be promptly corrected, or, where this is not possible, the relevant part of the installation will be electrically isolated.

Mains powered electrical equipment belonging to staff or pupils must not be used on school premises unless it has been electrically inspected and tested.

Work on the electrical installation, or minor repairs such as changing bulbs or tubes in lighting units, will be organised or undertaken by the premises officer. Such work will only be undertaken when the relevant part of the installation has been isolated.

Where portable mains electrical equipment is to be used outside the school buildings, this will only be permitted if the equipment has been approved by the premises officer as suitable for the intended use and it is adequately protected from mechanical damage, the weather, contact or splashing with water and is in any case protected by a 30ma RCD.

20. ON LINE SAFETY

The school has separate policies for safe internet use and a copy of this policy can be found in the school office. The policy indicates there is a whole school approach to E-safety and details the ways ICT facilities can and cannot be used by the network users. An on line Safety User agreement is signed by visitors, pupils and staff.

Please see On Line Safety User Agreement and Policy

21. WATER ASSESSMENT

An assessment has been completed on the hot and cold water systems and measures have been introduced to manage the risk of legionnaire's disease.

22. EVENING EVENTS AND USE OF SCHOOL PREMISES BY EXTERNAL BODIES

Where events are planned to take place out of normal school hours, within school premises, this must be authorised by the governing body. Where external bodies are responsible for the event, or activity, then the relevant requirements of the health and safety plan will be agreed, in writing, with the body concerned as a condition of using or hiring the premises. A risk assessment is carried out with the PO and PTA lead for special events.

23. CONTRACTORS

Standard arrangements exist for the assessment of competence and the control and monitoring of contractors. The school also has a standard set of rules for contractors, which are notified to the contractor, and form part of the contractual arrangements usually in collaboration with personal at Wilby and Burnett. All contractors are DBS checked, are signed in and always accompanied by the Premises Officer. Where staff or pupils become aware of dangers caused by contractors, these should be immediately reported to the Premises Officer.

24. ASBESTOS

The school Asbestos Management Plan (AMP) is kept by the premises officer and any major work planned and any work involving access to roof voids, demolition or drilling into ceilings/ floors/ walls must be approved in advance to ensure asbestos is not likely to be disturbed.

NB All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present.

25. WORK ON MAINTENANCE OR IMPROVEMENT OF SCHOOL PREMISES OR FACILITIES BY VOLUNTEERS

The school relies on, and greatly appreciates, assistance from parents and other volunteers in support of school activities. Where, however, work on school buildings or facilities is proposed to be undertaken by volunteers, a health and safety plan will be developed in conjunction with the premises officer,(and notified to the governing body), to ensure the work can be undertaken safely. The health and safety plan must show how the work is to be supervised, the competence and experience of those involved and any necessary health and safety arrangements for the work.

Please also see Visitors and Volunteer policy

26. HEALTH AND SAFETY INSPECTION, MONITORING AND AUDITING

In order to ensure that health and safety standards are maintained and deficiencies are identified, a system of regular monitoring and inspection operates at the school and is coordinated by the premises sub-committee of the governing body.

The governors will review summaries of the results of inspection reports. Where problems identified by inspections cannot be satisfactorily resolved at school level, the headteacher would raise the matter with the Education Directorate. The governors meeting will also receive from the headteacher a health and safety report.

The Education Directorate will undertake periodic health and safety inspections and where necessary audits at least every three years and will receive a health and safety report from the headteacher at least every term. Reports on Education Directorate Health and Safety Inspections/Audits will be provided to the governors for consideration and action.

Health and Safety Audits are carried out annually and overseen by the Premises Officer, headteacher and a school governor and led by a Health and Safety Officer.

Policy History

Date Reviewed by governors	March 2019
Next Review	March 2020

This policy has been agreed by the governing body of St Jude's School on **12th March 2019** and supersedes all previous policies relating to this area.

Chair of Governors: Mr Mark Wilkinson

Signed: *Mark Wilkinson*

Date: 12.3.19