



مدرسة الامارات الدولية - جميرا
EMIRATES INTERNATIONAL SCHOOL - JUMEIRAH

Health and Safety Policy

Department:	Health and Safety Team
Reviewed:	August 2019

Emirates International School -Jumeirah

HEALTH AND SAFETY POLICY

PART 1. STATEMENT OF INTENT

The Board of Directors and the Health and Safety Management Committee of EIS-J will strive to achieve the highest standards of health, safety and welfare consistent with their responsibilities under UAE Law.

This Statement sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk. Details of how these areas of risk will be addressed are given in the arrangements section.

This policy will be brought to the attention of all members of staff.

This policy statement and the accompanying organisation and arrangements will be reviewed on an annual basis.

Miss J. B. Exley
Head of Primary School

Ms. Pratibha Rao
Secondary School Principal

Mr Tyler Rumball
Primary School Dean of Students

Mr Steve Brown
High School Dean of Studnets

PART 2. ORGANISATION

Responsibilities of the Board of Directors*

The Board of Directors committee is responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
- Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;

- Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
- Receiving from the Principals* or other nominated member of staff reports on health and safety matters.
- Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;
- Promoting a positive H&S culture and high standards of health and safety within the establishment.

Responsibilities of the Principals:

Overall responsibility for the day to day management of health and safety in the school rests with the Principals.

As manager of the establishment and of all the activities carried on within it, the Principals will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Principals have responsibility for :

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishments health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place.
- Reporting to the Directors any hazards which cannot be rectified within the establishment's budget.
- Ensuring there is no misuse of premises, equipment etc.;
- Ensuring that the premises and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;

The Principals may choose to delegate certain tasks to other members of staff. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Principals from the overall day to day responsibilities for health and safety within the establishment.

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility

E.g. Deputy Principal, Dean of Students, Premises Managers etc.

- Apply the school's Health and Safety Policy to their own department or area of work and be directly responsible to the Principals for the application of the health and safety procedures and arrangements.
- Maintain or have access to an up date library of relevant published health and safety guidance and ensure that all subordinate staff are aware of and make use of such guidance.
- Ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented.
- Ensure that appropriate safe working procedures are brought to the attention of all staff under their control.
- Resolve health and safety problems members of staff refer to them, or refer to the Head teacher or Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Ensure that all accidents (including near misses) occurring within their department are promptly reported and investigated using the appropriate forms etc.
- Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.

Responsibilities of employees

Under UAE Law. All employees have general health and safety responsibilities both. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility to:

- Take reasonable care for the health and safety of themselves and others in undertaking their work.
- Comply with the school's health and safety policy and procedures at all times.
- Report all accidents and incidents in line with the reporting procedure.
- Co-operate with school management on all matters relating to health and safety.

- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare.
- Report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager.
- Report immediately to their line manager any shortcomings in the arrangements for health and safety.
- Ensure that they only use equipment or machinery that they are competent to use or have been trained to use.
- Make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. Appendices: Arrangements and Procedures

Appendix 1	-	Fire Evacuation and other Emergency Arrangements
Appendix 2	-	Inspection/Maintenance of Emergency Equipment
Appendix 3	-	First Aid and Medication
Appendix 4	-	Accident Reporting Procedures
Appendix 5	-	Lone Working
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APPENDIX 1

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Principals is responsible for ensuring the fire risk assessment is undertaken and implemented Civil Defence Guidelines.

Copies of fire risk assessments and reviews of evacuations are available from the Deputy Principals (Welfare & Administration) and are reviewed on a termly basis.

Fire Instructions

These documents are made available to all staff and included in the establishments induction process - [Handbook](#)

An outline of evacuation procedures are made available to all [contractors / visitors](#) and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by [safety signs and notices](#).

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and Fire evacuation policy and a summary posted in each classroom.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the security Supervisor and the site manager (these are kept in the MDF room)

Fire Drills

- Fire drills will be undertaken termly, and a record kept in the Fire log book;

Fire Fighting

- The safe evacuation of persons is an absolute priority. Staff may only use fire fighting equipment to aid evacuation. Fire marshals who have received training should be responsible for doing this in the first instance.
- On detecting a fire staff must raise the general alarm before evacuating the building.
- **Details of service isolation points** (i.e. gas, water, electricity)
These are all external to the building and full details are available from the Maintenance Coordinator.
- **Material Safety Data Sheets for Chemicals and flammable substances.** These will be kept by Lab Assistants, Head of Art Food and technology, as appropriate, for consultation.

APPENDIX 2

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points, alarms and firefighting systems will be regularly tested by civil defence as according to UAE law. A record is kept with the Maintenance Coordinator in the Fire log book.

Any defects on the system will be reported immediately to the Maintenance Coordinator
[Masis ext. 250]

A fire alarm maintenance contract is in place with *[Vision Safety 04-3479224]* and the system as tested each quarter by them.

Smoke and heat detectors are tested on a quarterly basis by *[Vision Safety 04-3479224]*

INSPECTION OF FIRE FIGHTING EQUIPMENT

[Vision Safety 04-3479224] undertakes an annual maintenance service of all firefighting equipment

Weekly checks by the security team ensure that all firefighting equipment is available for use and operational and they look for any evidence of tampering.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to *[Vision Safety 04-3479224]*

EMERGENCY LIGHTING SYSTEMS

These systems will be checked quarterly by Vision Safety.
Test records are kept with the Maintenance Coordinator

MEANS OF ESCAPE

Daily checks for any obstructions on exit routes and ensures all final exit doors are operational. (Site Manager and Head of Security)

APPENDIX 3

FIRST AID AND MEDICATION

There are 5 First Aid Kits in the Primary School and 16 in the High School.

These are located in the following areas:

Main reception

Medical rooms

Each of 9 HS Science labs

Food technology room

Swimming Pool

Gym

PE Office

DP Office-Primary School

The School Doctor and Nurses are responsible for regularly checking that the contents of first aid boxes are complete and replenished as necessary. A check is made every 6 weeks for their contents and the attached date sheet is then signed. Persons in charge of the boxes may ask the nurses to provide any item, in case it is finished before the date of the next check

The Principals will ensure First Aiders have a current certificate and that new persons are trained should first aiders leave.

Diamond Lease will check that any vehicles are properly equipped with first aid boxes before they are used.

Transport to hospital: If the First Aider or Principals considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

The school will follow the procedure for completion of incident/accident records in accordance with HCC guidance.

Blood Spillages

Protection procedure from Blood borne viruses and basic infection control will be followed.

No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the Principals. Records of administration will be kept by the School Doctor.

All medications kept in school are securely stored in the medical room with access strictly controlled.

Where children need to have access to medication i.e. asthma sufferers, it will be kept in the teacher's draw (and clearly labelled) for Primary Students and by the individual student in the High School.

Staff will undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc) as appropriate.

ACCIDENT REPORTING PROCEDURES

All accidents and violent incidents. Employees must report:

- Accidents, dangerous occurrences, and near misses on the Incident and Dangerous Occurrence Report (IDOR) form.
- Violent incidents and verbal abuse on the Violent Incident Report (VIR) Form.

Copies of these forms are available from the Deputy Principals (Welfare and Administration)

The Principals will countersign the report form. The original copy is sent. The original should be kept at the establishment and the employees retain a copy if personal.

- A local accident book (located in the medical room) is used to record all minor incidents to pupils any more significant incidents must also be reported using the forms described above.
- School accident reports will be monitored for trends by the School Doctor and a report made to the Principals, as necessary.
- The Principals or their nominee will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work, plant, equipment, fittings etc, must be reported and attended to as soon as possible.

Reporting to the Health and Safety Executive (HSE).

In the event of a fatality or major injury these incidents will be reported immediately to the School Health and Safety Executive and the Principal

The Principal will report immediately to the chair of the board of Governors.

In the event of an incident resulting in

- Pupils or other non-employees being taken to hospital
- Employee absence, as the result of a work related accident, for periods of 3 days or more (including W/E's and holidays)

These must be reported to the School within 24hrs of the incident occurring.

APPENDIX 5

LONE WORKING

Staff must always use swipe cards to register entering and leaving the building. Staffs are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the proposed lone working activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should:

- Obtain the Head teachers/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- Ensure they do not put themselves or others at risk.
- Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- Report any incidents or situations where they may have felt "uncomfortable". Good communication between colleagues, in terms of personal safety is essential.

APPENDIX 6

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

The H&S Committee meet termly *and when necessary* to discuss health, safety and welfare issues affecting staff, pupils or visitors. Action points from meetings are brought forward by the DP Welfare (Primary) for review by the School Leadership Team.

HEALTH AND SAFETY TRAINING

Health and safety induction training will be provided and documented for all new employees by Deputy Principals (Welfare and Administration).

The Principals are responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

Employees will be provided with:

- induction training in the requirements of this policy
- update training in response to any significant change
- training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- refresher training where required

Training records are held by the Principals who are responsible for co-ordinating health and safety training needs and for including details in the training and development plan.

This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Principals will be responsible for assessing the effectiveness of training received.

Each member of staff is also responsible for drawing the Principals / line attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence

APPENDIX 7

WORK EQUIPMENT

All staff are required to report to the Deputy Principals any problems found with equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use. All portable items of electrical equipment will be subject to regular testing conducted by the electrician. The H&S team monitor and review the quality and upkeep of electrical equipment.

Personal items of equipment (electrical or mechanical) should not be brought into the school.

Major fixed wiring circuits will be checked at least once every five years.

External play equipment

The external play equipment will only be used when supervised. Such equipment should be checked daily by *supervising teachers when used and by supplier/contractors every 6 months* for any apparent defects. Reports are kept with the Maintenance Coordinator.

Curriculum

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Maintenance Coordinator will identify all work equipment in an equipment register and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The following equipment has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair.

EQUIPMENT	RESPONSIBLE PERSON (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSON FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Maintenance Coordinator & Head of Security	Maintenance team (and teaching assistants/proctors ONLY IN PAIRS-Ladders only)	Maintenance Coordinator	Ladders termly Tower scaffold on erection and weekly thereafter if left on site
Caretaking/cleaning equipment including hand tools	Site staff / caretaker Maintenance Coordinator	Site staff / Maintenance Coordinator	Site staff / Maintenance Coordinator	school to determine following manufacturers advice
<i>Grounds maintenance equipment</i>	<i>Site staff / caretaker Maintenance Engineer</i>	<i>Site staff / caretaker</i>	<i>Site staff / caretaker</i>	<i>school to determine following manufacturers advice</i>
<i>Gas appliances (including school catering equipment, boilers, food tech etc.)</i>	<i>Site staff / Teaching staff /Lab Assistants Maintenance Coordinator</i>		<i>Registered contractor</i>	<i>Annually</i>
PE and play equipment	PE HODs/PS Teachers		Approved contractor PE- no contractor but play equipment of KG only outdoor one by contractor SGS	PE: Annually Play: 6 Months
LEV, dust extraction /fume cupboards	Teachers, Lab Assistants,HOD Science Maintainence Dept		Approved contractor School maintenance department	Daily, Weekly, Annually
Technology Equipment	IT Manager		<i>Approved contractor</i>	
Art/Design Equipment	HOD Art	Art Department	Art Department	Weekly

Portable electrical equipment	School Electrician		<i>school electrician</i>	Based on reports of staff
Lifts/lifting equipment	Maintenance Coordinator		<i>OTIS</i>	Lifts monthly by the contractor and 6 Months by third party inspector Hoists/slings for people – 6 monthly

APPENDIX 8

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) then heads of department are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid, or to choose the least harmful of substances.

In all other areas the establishments' nominated person(s) responsible for substances hazardous to health (is/are) Head of Science/Purchasing Dept.

They shall ensure:

- An inventory of all hazardous substances used on site is compiled and regularly reviewed.
- Material safety data sheets are obtained from the relevant supplier for all such materials.
- Risk assessments are conducted for the use of hazardous substances.
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled
- suitable personal protective equipment (PPE) has been identified and available for use

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

APPENDIX 9

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Site Manager who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

APPENDIX 10

HEALTH AND SAFETY MONITORING AND INSPECTION

General workplace inspections of the site will be conducted at least termly and be undertaken/co-ordinated by the Deputy Principals (HS & PS-Welfare and Administration) and the Site Manager

Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff.

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Responsibility for following up items detailed in the safety inspection reports will rest with the Site Manager.

APPENDIX 11

RISK ASSESSMENTS

General Risk Assessments

The school risk assessments will be co-ordinated by the Deputy Principals and other nominated staff where/when appropriate.

All workplace activities, teaching and non teaching (e.g. caretaking), premises and one off activities have been assessed by the Deputy Principals and approved by the Principals.

These risk assessments are available for all staff to view and are held centrally in: [Primary School Principal Secretary's Office, HS Principal Secretary's Office]. Blank documents are available on sharepoint.

Specific risk assessments relating to individual persons, e.g. staff member or young person/pupil are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the School Doctor.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art PE etc.

APPENDIX 12

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Teacher's Handbook.

All Field Trips must be risk assessed by the teacher visiting the location.

APPENDIX 13

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

A copy of this assessment will be provided to employees authorised to work at height.

The establishments nominated persons responsible for working at height are Maintenance Coordinator and Head of Security.

The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and that ladders are checked termly;
- all access equipment is inspected and maintained;
- the risks from fragile surfaces is properly controlled.

APPENDIX 14

VEHICLES

Vehicular access to the school is restricted to school staff, visitors and parents / guardians when bringing children to school or collecting them. Gates are kept shut between 07:50-01:00 pm

The front side access from the road shall be kept clear for emergency vehicles.

The vehicle access gate must not normally be used for children's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through this entrance.

APPENDIX 15

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by the HR Department

See HR Department for details of Terms and Conditions

APPENDIX 16

CONTRACTORS

Detail how contractors are selected who staff should report concerns to etc..

All contractors must report to the Main Reception / Security where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Head of Security is responsible for monitoring areas where the contractor's work. The Maintenance Coordinator, IT Manager and Purchasing Department keep records of contractor work in their area.

APPENDIX 17

STRESS

The School, Board and HR Department are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment.

School Counsellors and Medical team are available to students and staff where appropriate.

APPENDIX 18

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified in the Education Health and Safety Manual.

The Site Manager will be responsible for identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

The Site Manager will ensure that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

Tests are conducted for legionella in the shower rooms and reports are kept by the Maintenance Coordinator.

APPENDIX 19

CHILD PROTECTION PROTOCOL

1. Student privacy and rights

Student should be treated with respect, consideration, and dignity. The student has the right to privacy and confidentiality. Student or his/her guardian should be provided with information concerning the evaluation and treatment options.

Student should be given the opportunity to participate in decisions involving their healthcare when such participation is not contraindicated. Student has the right to refuse any treatment or diagnostic procedures if he/she advised of the medical consequences of the refusal.

2. Definitions

Neglect

The persistent or severe neglect of a child which results in impairment of health or development

Physical abuse

Actual or likely physical injury to a child. or failure to prevent physical injury or suffering

Sexual abuse

Actual or likely exploitation of a child by involvement in sexual activities without informed consent or understanding, or that violate social taboos or family roles.

Emotional

Actual or likely severe adverse effects on the emotional and behavioral development of a child by persistent or severe emotional ill-treatment, inappropriacy, or rejection

Potential abuse

Situations where children may not have been abused but where social and medical assessments indicate a high degree of risk that they might be abused in the future, including situations where another child in the household has been abused, or where there is a known abuser

3. Responding to possible abuse

A guide for considering information giving rise to doubts about a child's safety or welfare

- Decision Making

You must record the grounds for your concern, either in the patient's records or in another appropriate way.

You should raise questions with the family and be open about your concerns, unless to do so would put the child at risk of harm.

You may wish to organize further contact by other members of your practice team or by suggesting a further appointment.

You may wish to consult with colleagues. This may give you fuller information and help you decide on your best course of action.

You may wish to discuss your concerns with the Social Services team on a 'what if ...' basis.

You may wish to discuss your concerns with the designated nurse or doctor for child protection.

- **Taking Action:**

You may decide, after consultation or independently, to make contact with Social Services. This could mean contacting them for a discussion or making a direct referral.

You should have a clear in your mind

What information, allegation or observation leads me to be concerned at this moment?

What other information or observations might support this concern, drawing upon previous experience with the child or their family?

Is the situation urgent?

What are your expectations of making referral?

4. Roles and responsibilities

- **Class teachers**

Class teachers will, in most cases, be the first person that a concern is raised by. They will collate detailed/ accurate written records of concern and liaise with the designated child protection staff

- **The School Nurse**

Their role is to ensure that relevant information obtained in the course of their duties is communicated to the Designated Teacher. Types of injuries attendance and frequency are recorded.

5. Responsibilities of the whole School Staff

- All School staff has responsibility to identify and report suspected abuse and to ensure the safety and well being of the pupils in their school. In doing so they should seek advice and support as necessary from the Principal/Designated Teacher.
- Staff is expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood behavior.
- All school staff is expected to:
 - Be aware of signs and symptoms of abuse.
 - Report concerns to the Designated Teachers as appropriate.
 - Keep clear, dated, factual and confidential records of a child protection concerns.

6. School Procedures

- Any member of staff concerned about a child must inform a Designated Teacher immediately
- The member of staff must record information regarding the concerns on the same day. The recording must be a clear, precise, factual account of the observations.
- The designated teacher will consult the Principal who will decide whether the concerns should be referred to the Child Protection Officer. If it is decided to make a referral to the Child Protection Officer, this will be done, if necessary without prior discussion with the parents.
- If a referral is made to the Child Protection Officer, the Designated Teacher will ensure that a written report of the concern is sent to them within 48 hours.
- Particular attention will be paid to the attendance and development of any child who has been identified as at risk.
- If a pupil who has been identified as at risk changes school, the Principal will inform the Child Protection Officer and consider the transfer of appropriate records to the receiving school.

7. When to be concerned

Staff should be concerned if a pupil:

- Has any injury which is not typical of the bumps and scrapes normally associated with children's activities?
- Regularly has unexplained injuries.

- Frequently have injuries, even when apparently reasonable explanations are given.
- Offers confused or conflicting explanations about on how injuries were sustained.
- Exhibits significant changes in behavior, performance or attitude.
- Indulges in sexual behavior which is unusually explicit and/or inappropriate to his or her age.
- Discloses an experience in which he or she may have been significantly harmed.

8. Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should:

- Listen to what is being said without displaying shock or disbelief;
- Accept what is being said;
- Allow the child to talk freely;
- Reassure the child, but not make promise which it might not be possible to keep;
- Not promise confidentiality, as it might be necessary to refer the case to the Child Protection Officer
- Reassure the pupil that what has happened is not their fault;
- Stress that it was the right thing to tell;
- Listen, rather than ask direct questions;
- Ask open questions rather than leading questions;
- Not criticize the perpetrator;
- Explain what has to be done next and who has to be told.

See Also Child Protection Policy