PRIORY
EDUCATION SERVICES

POLICY TITLE:	**Health and Safety (Education Settings)**
Policy Number:	ES13
Version Number:	07
Applies to:	Day Schools, Residential Special Schools, Children's Homes, FE Colleges
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Author:	Education Services Team
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Outcome:	Priory Education Services takes its commitment to the health and safety of students, staff and visitors seriously and has appropriate procedures in place at each site to ensure that this commitment is delivered in practice on a daily basis
Cross Reference:	ES01 Admission to Education Services ES25 Health and Welfare of Students ES53 Safeguarding Children ES54 Infection control ES56 Running Away/Missing H&S01 Health and Safety: Organisation and arrangements H&S08 Adventure Activities Educational/Other Visits H&S13 Fire Safety Strategy HR11 Use of Social Media by Employees OP27 Confidentiality

EQUALITY AND DIVERSITY STATEMENT
Priory Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, e-mail SQCHelpdesk@priorygroup.com.

HEALTH AND SAFETY (EDUCATION SETTINGS)

1   INTRODUCTION

1.1   In order to effectively implement this Priory policy, Education Services facilities will have local procedures in place where necessary, to be read in conjunction with this document, to ensure best practice, and cover local anomalies.

1.2   Priory Education Services takes its commitment to the health and safety of students, staff and visitors seriously and has appropriate procedures in place at each site to ensure that this commitment is delivered in practice on a daily basis.

1.3   In line with Priory group central policy on Health and Safety (Organisation and Arrangements) each School Principal has overall responsibility for health and safety within their school and for ensuring that:

(a) Management standards adequately reflect legal requirements for health and safety and are consistent with Priory Group health and safety standards and procedures and human resources policies

(b) A local health and safety organisation and arrangements/statement is produced, outlining the allocated health and safety responsibilities of staff within their location

(c) There is a locally appointed individual to coordinate health and safety for the school, who receives relevant training as specified by Priory Group standards and attends central seminars and briefing sessions arranged for such coordinators

(d) In consultation with the local health and safety coordinator that a health and safety plan is produced which identifies the necessary resources for its implementation

(e) The site has a meeting in place which makes particular reference to health and safety and consists of management representatives, the local individual responsible for health and safety, and representatives of employee safety.

(f) Where any organisational changes are planned, adequate arrangements are put in place to ensure that health and safety is maintained and managed during, and after, the change

(g) The Director of Safety is informed promptly of any potential RIDDOR reportable incidents and visits of, and recommendations made by, enforcing authority inspectors so that a coordinated response to any issues raised can be made throughout Priory Group.

1.4   School Principals are responsible for ensuring that all health and safety procedures are implemented in line with Priory group policies and procedures to protect students, staff and visitors to the school.

2   FIRE SAFETY

2.1   Each School Principal is responsible for ensuring that the fire safety arrangements in place on site conform to Priory group Fire Safety Strategy (H&S 13).   This includes ensuring

arrangements are implemented to enable fire safety risks at Priory Group premises to be assessed and to identify adequate physical and procedural controls including staff training which must be put in place.

3 SAFETY AND THE CURRICULUM

3.1 School Principals ensure that each area of the school is checked in line with Priory group policy. Some aspects of the curriculum, because of the nature of the planned activities taking place, pose greater risk to students' health and safety and require additional risk assessment and strategies to minimise risk and potential hazards. For example, when students are carrying out practical experiments in a science laboratory they will be using potentially hazardous gases, chemicals and equipment. Other examples include the food technology room, the technology workshop, and the gymnasium. School Principals will put in place the necessary procedures to identify potential hazards, and ensure preventative measures and safe practices are implemented effectively and reviewed regularly

4 EDUCATIONAL OFF-SITE VISITS

4.1 In Priory schools, visits to places of interest outside school premises are viewed as very beneficial for students. They are, therefore, made available to all students. However, in all schools very careful planning goes into these visits. The principles of this policy are used to establish procedures for all schools. Staff must follow these agreed procedures at all times.

4.2 The School Principal takes specific responsibility including reference to H&S08 - Adventure Activities and Education /Other Visits.

4.3 Key requirements in the planning of visits include the duration of the visit and the expected time of return. All proposed visits are monitored and need the approval of senior staff. Staff must know where each student is at all times. This includes the completion of a signing in and out book in school prior to departure and on return.

4.4 In all Priory schools new and inexperienced staff do not independently undertake any visits during their probationary period.

4.5 All vehicles used to carry students are appropriately insured.

4.6 For all visits health, medical care and safeguarding (child protection) policies and procedures are carefully followed. Staff check the need for any medical and dietary requirements and make necessary arrangements.

4.7 Prior to each visit, a risk assessment is completed on the sites to be visited. These risk assessments list all hazards and list the students who may need additional supervision.

4.8 Good levels of staffing are always put in place. As required there is a mix of male and female staff according to age, gender and numbers of students due to undertake the visit. It is recommended that staff carry their identification badges with them at all times.

4.9 For all educational visits the aims and objectives of each visit are appropriate to the curriculum and development programme of the students.

4.10 Under no circumstances are staff permitted to take students in their care to visit their own home, family or friends.

5 E-SAFETY

5.1 **Use of electronic media, communication, computing, storage and display devices –**
It is the aim of Priory Schools to:
(a) Protect all students from access to, or exploitation from inappropriate or harmful

material.

    (b) Protect students from inappropriate or potentially abusive people.

    (c) Ensure that students are aware of copyright and any other relevant legislation.

    (d) Ensure that students are not influenced in a negative way by peers, bullies etc

5.2   This section has been written within the framework of relevant safeguarding of children and vulnerable adults and Duty Of Care legislation and in sympathy with the U.N. Convention on the rights of the Child and National Minimum Standards.

5.3   In this age of increasingly available access to advanced technology, communication and games devices that can store and transmit information, as well as the advances made in 'wireless' communications and technologies such as 'Bluetooth', it has become necessary to ensure that Priory Education Services appropriately protects its students.

5.4   Issues arising:

    (a) There have been incidents in the past where students have planned to abscond by texting each other.

    (b) It is possible for undesirable adults or groups, to contact or target students, and for students to contact them, without staff being aware or alerted of the fact.

    (c) Downloading pornographic material has now spread from the Internet to mobile phones.

    (d) Electronic devices now have the capacity to take photographs and video clips as well as connecting to the internet; this wealth of media can then be communicated readily between similar devices or posted on 'the web'.

5.5   In order to protect students from communication advances and an unfortunate, growing abusive culture of exploitation and exposure, it is necessary to have a range of actions and agreed procedures. These should be outlined in contract form to all students, carers and referring agencies.

5.6   **Good Practice Guidelines -** All Priory Schools will have a local procedure in place based on the following guidelines, outlining specific local practice.

5.6.1   Before any advanced electronic communication or storage devices are brought into the school, written acceptance of the school's conditions for inspection and examination must be gained from:

    (a) The student

    (b) The student's parent or carer

    (c) A representative of the student's referring authority.

5.6.2   This agreement by the young person and the responsible adult, and the placing authority should be recorded on **ES Form: 02** – Application for the Use of Personal Technology.

5.6.3   In circumstances where there is a concern that advanced electronic communication or storage devices have been abused, two members of staff could undertake an inspection, following search procedures (refer to section on Screening and Searching) and appropriate action taken and documented.

5.6.4   Residential students should not be allowed to have independent unfiltered access to the Internet on personal equipment in their own rooms. Access should only be in accordance with their individual 'Agreement'.

5.6.5   Staff may request to examine any CDs, DVDs or portable storage devices that students bring into school where there is genuine suspicion as to piracy, viruses and/or inappropriate material. A senior member of staff should make all necessary liaisons with placing agencies, parents, carers and the Police, as necessary.

5.7 **Developing local procedures** - When developing local procedures, schools should consider the following:
(a) Individual plans for students for the use of mobile phones, PSPs (PlayStation Portable) or other connectable devices.
(b) Banning the presence of mobile phones, PSPs or other connectable devices in the education department.
(c) How students can use their mobile phones, PSPs or other connectable devices during their leisure time.
(d) Arrangements for mobile phones, PSPs or other connectable devices being handed in to staff in the evening.
(e) Confiscation of mobile phones, PSPs or other connectable devices which are not handed in to staff as set out in the local procedure

5.8 **Staff and Student Protection Issues -** Any suspicion of a safeguarding issue must be brought to the attention of a senior member of staff in accordance with ES53 Safeguarding Children Policy.

5.9 School Principals will be responsible for ensuring that young people are given training and support in the safe use and management of on-line activity and e-safety.

5.10 **Social Networking -** It is now recognised that Social Networking sites have become a popular method of social interaction and Priory Education Services recognise that there are risks associated with these in relation to the workplace, and expects all employees to be fully aware of the following information:
(a) Priory Education Services recognise that we have a duty of care to our employees and students, which includes taking reasonable action to protect them from bullying, harassment, defamation, discrimination and breach of confidentiality. We further recognise that in the school context we have very specific duties in relation to safeguarding students
(b) The use of social networking sites by staff during working time is strictly forbidden. Any suspected breaches will be investigated and are likely to be considered as disciplinary issues. (Refer to HR04 section 8 Social Networking and HR11 Use of Social Media by Employees).
(c) Disciplinary action could result from postings on to Social Networking sites, outside of working time, but in relation to the work environment, which are considered inappropriate, including pictorial images of identifiable staff or pupils
(d) Staff may be putting themselves at risk by making sensitive personal information available to students who may access Social Networking sites

5.11 **Education Network Use for Students -** Priory Education Services provides its students with access to computer equipment to help with technology skills, and to access information resources via the internet. All student educational activities are undertaken on a separate server network known as the 'Education Network'. This guidance on the use of the Priory IT network is intended for all students, teachers and teaching assistants who access the education network.

5.11.1 Students will be given sufficient rights to enable them to carry out their studies. With the security of the network in mind, user rights will be kept to a minimum at all times. Usernames and passwords should not be shared between students or any other person.

5.11.2 The use of any unauthorised software loaded on the network by students is strictly prohibited. In the event of any such software being detected it will be removed from the workstation immediately and disciplinary action will be taken.

5.11.3 Network equipment such as routers and switches will be kept in secure cabinets wherever possible. Access to these cabinets is to be restricted to Group IT Division staff or any person(s) nominated by those staff to do so.

5.11.4   Students are strictly forbidden from adding their own PC's, laptops, mobile devices, phones, games consoles, network or any wireless device to the Priory Education network.

5.11.5   Misuse of the Education Network or Internet could result in a student's computer and internet access being denied for a period of time. Access to the Internet is regulated centrally to ensure that inappropriate and offensive sites cannot be accessed.

5.11.6   Access to Social Networking sites i.e. Facebook, YouTube etc is restricted to those schools with students over the age of 16 where the School Principal has the prior approval of the Priory Group Business Systems Director.

5.12   **Internet Usage –** When using the Internet, Staff must make sure that students:
(a)   Check that the information accessed on the Internet is accurate, complete and current and check its validity.
(b)   Inform a member of staff immediately of any unusual events or activities whilst using the Internet.
(c)   Respect the legal protections to information, data, pictures, music, films, and software which may be subject to copyright or licenses.

5.12.1   The following activities are strictly prohibited, with no exceptions:
(a)   Downloading of text or images that contain material of a pornographic, racist or extreme political viewpoint or those that incite violence, hatred or illegal activity.
(b)   Downloading information from the Internet unless it is for study related purposes.
(c)   The use of any piece of equipment provided by Priory Group to make unauthorised entry into any other computer or network.
(d)   Using internet access to transmit confidential, political, obscene, threatening or harassing materials.

6   ALCOHOL AND DRUGS ON EDUCATION SERVICES PREMISES

6.1   All Priory Education Services schools are non-alcohol sites and free from drugs of any kind (both illicit drugs and those drugs commonly referred to as recreational drugs or 'legal highs'). This means at all times such items cannot be brought on to the premises. This applies to staff, students and all visitors.

6.2   As part of the school curriculum and through discussions in individual and group meetings, both the short and long term dangers of alcohol and recreational drugs are addressed. The aim is to enable students to be able to openly discuss the issues, be aware of the dangers and of the consequences of alcohol and recreational drugs.

6.3   Staff in all Priory Education Services schools act as appropriate role models in recognising that whilst drinking alcohol is socially acceptable, drinking alcohol to excess is dangerous; affecting a person's physical health, both short and long term, but it also severely impairs a person's ability to make sensible and safe decisions.

7   USE OF CCTV AND MECHANICAL ALARMS

7.1   CCTV is not used on Priory school premises (refer to OP22 Use of CCTV).

7.2   At any site where any form of door alarm is used the site must work to a local protocol/procedure, which should set out how such a device promotes the welfare of the student, and how privacy and dignity will be maintained, and how use will be monitored, based on individual risk assessments.

7.3   No such device may be used unless there is clear and agreed evidence to show why this is in the best interests of the student, with a clear risk assessment to support this. The agreement of all interested parties, including the student would be required for such a device to be considered.

8   SECURITY

8.1   Priory Education Services ensures that all students in their care live in a safe and secure environment. All schools have detailed security procedures followed by all staff that cover the security of their premises. These operate alongside policies such as those for vetting visitors, health and safety, behaviour management and confidentiality.

8.2   Procedures may include physical modification to the premises, behavioural and therapeutic approaches to change the student's behaviour and in agreed circumstances positive handling strategies.

8.3   **Security of the Premises -** Each school considers the characteristics of its student population to decide on the measures necessary to ensure all students are safe. Physical modification of the premises is carried out if required. This could include installing items such as door buzzers to alert staff when a particular door has been opened, or attaching window restrictors to certain windows within a house.

8.3.1   Any significant modifications that take place are discussed with the placing local authority and not carried out without their agreement.

8.3.2   All action taken to ensure a student is safe is detailed in the student's placement plan, and so far as it is practicable in the light of their age and understanding, the student in question is informed in advance of the intention to use the measure. Measures taken are no more restrictive than necessary and have regard to the student's need for privacy.

8.3.3   Details of any electronic or mechanical means of surveillance of young people are included in the statement of purpose of the specific school/college where these measures may be necessary based upon risk analysis.

8.3.4   In all schools local arrangements are in place to secure each building to prevent uninvited people gaining access. All permitted visitors are admitted according to Priory Education policy on visitors and the agreed local procedures for each school.

8.4   **Locking Doors** - Each school decides its own set of procedures for the locking of rooms depending on the specific difficulties and disabilities of the students it admits. In general rooms such as classrooms, empty bedrooms or wings of residential settings, storage units and maintenance buildings are locked when not in use to prevent equipment being removed without permission.

8.4.1   Students in residential accommodation are permitted keys to their own rooms, which are not entered without their specific permission. In classrooms all locks are of the type that can be opened from the inside without having to use a key, in order to allow a rapid exit in the case of an emergency.

8.5   **Confidential documents** - In all schools/colleges great care is taken to ensure the security of all documents. Schools/colleges comply with the agreed Priory Group policy on OP27 Confidentiality. Each school has its own procedures to comply with this policy

9   VISITORS TO SCHOOLS

9.1   It is important for students to maintain contact with their family, friends and social workers. Therefore visits are welcome, although before visiting, notification of a visit should be given in advance to ensure the student is on site and not involved in another important activity.

9.2   In all schools, unauthorised visitors are not permitted at any time. Unauthorised means someone who is not an employee, permitted external professional or contractor, student or visitor coming to see a student.

9.3   All visitors are required to sign the visitors' book and sign out when they leave the school. Professional visitors and contractors are expected to make a prior arrangement or appointment. Regulatory Inspectors and internal compliance inspectors may visit unannounced.

9.4   Staff responsible for arranging the visit inform reception in advance. Visitors leave the site for the evening in accordance with local school procedures

9.5   **Unwanted Visitors** - Students have the right to accept or refuse visits from family, friends or their social worker. Staff support students who make requests not to see a visitor. A decision to permit or refuse access is at the discretion of the senior member of staff on duty at the time. Common sense and good reasoning should prevail in granting access.

9.5.1   Each school keeps a register of all visits refused.

9.6   **Exclusion of Visitors -** The decision to stop a visit by a person whom the student has requested to visit or agreed to see is regarded as a serious interference with the rights of a student and is used only in exceptional circumstances and should be implemented only after other means of dealing with the situation have been exhausted, in consultation with the placing authority and the students social worker.

9.6.1   Any decisions to exclude a visitor must be fully documented and made available for independent scrutiny by the local safeguarding team.

9.6.2   There are two principle grounds that may justify the exclusion of a visitor:
 (a) **Clinical Grounds** – It can sometimes be the case that the student's relationship with a relative, friend or supporter is anti-therapeutic (in the short or long term) and that progress or even deterioration in the student's mental state is evident and can be reasonably anticipated if contact were not restricted. Very occasionally concern may centre primarily on the potential safety of a student's visitor. The reasons for any discussion taken by senior staff after full discussion with the student's multi-disciplinary team is clearly documented and an explanation given to the student and visitor concerned, both verbally and in writing.
 (b) **Security Grounds** – The behaviour of a visitor may be, or has in the past been, disruptive to the extent where exclusion from the school is necessary as a last resort. Examples of such behaviour include:
   i.   Incitement to abscond
   ii. Bringing illicit drugs/alcohol
   iii. Bringing potentially dangerous weapons
   iv. Unacceptable aggression
   v.   Unauthorised media access

9.6.3   Any decision to exclude a visitor on the grounds of behaviour should be fully documented in the student's file and an explanation given verbally and in writing. Where possible and appropriate the reason should also be communicated to the visitor concerned.

9.6.4   Any decision taken to exclude visitors is reported to the School Principal in writing at the earliest opportunity

10   RUNNING AWAY OR GOING MISSING – Please see policy ES56

11   REFERENCES

Care Standards Act 2000, Children Act 2004
Children's Homes Regulations 2015
DfE (2015) Residential Special Schools: National minimum standards

Scottish Government (2005) National Care Standards: School Care Accommodation Services
Welsh Assembly Government (2002) National Minimum Standards for Children's Homes
Welsh Assembly Government (2003) National Minimum Standards for Residential Special Schools
DfE (2015) Keeping Children Safe in Education (DfE 00129/2015)
DfE (2010) Young People's Alcohol Consumption and its Relationship to Other Outcomes and Behaviour
HM Government (2012) The Government's Alcohol Strategy
DfE (2012) Screening, Searching and Confiscation: Advice for head teachers, staff and governing bodies
Welsh Assembly Government (2008) Working Together to Reduce Harm: The substance misuse strategy for Wales 2008-2018
NICE (2007) School-based Interventions on Alcohol. PH7
NICE (2007) Interventions to Reduce Substance Misuse among Vulnerable Young People. PH4

Associated Forms:

ES Form: 02   - Application for the Use of Personal Technology
ES Form: 14A -Admissions Impact Risk Assessment and Risk Mitigation Record.