



IN CONJUNCTION WITH

CITY OF
WOLVERHAMPTON
C O U N C I L

ASHMORE PARK

AND

PHOENIX NURSERY SCHOOLS
FEDERATION

HEALTH AND SAFETY
POLICY

Senior Leadership Team/Compliance Governor(s) Review Date	07.03.2019
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Signed on behalf of the Governing Board/Committee	
Policy to be Reviewed Date	14.03.2020

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Introduction

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are three parts to this Policy:-

1	Statement - Declaration of intent by the Chair of Governors/Headteacher
2	Organisation & Responsibilities - The management structure and defining roles and responsibilities within the Nursery
3	Arrangements - The systems necessary for implementing the Policy (including monitoring and management systems)

STATEMENT

Good health and safety management will be an integral part of the operation of the Federation, the Governing Board, Headteacher, employees, partners and all other people with whom we do business.

Each school will ensure compliance with the minimum legal standards/approved codes of practice, along with health and safety guidance provided by City of Wolverhampton Council (CWC) where relevant. Wherever possible and where statutory standards and requirements are not in place, the School will meet best practice standards.

It is furthermore the responsibility of the Federation/School(s) to ensure that:

- ◆ all plant, equipment and premises meet appropriate safety standards;
- ◆ appropriate health and safety information , instruction and/or training is in place for all staff;
- ◆ a high concern for health and safety among all employees is encouraged through regular health and safety briefings attended by employees, which includes H&S in the remit of an existing consultative process as a standing item on the agenda. Issues arising from these meetings would be discussed at the Finance and General Purposes Committee meeting each term. In addition any major issues are brought to the attention of Full Governing Board meetings as appropriate. Each school subscribes to CWCs Health and Safety Consultancy and purchases training as appropriate to support the discharge of health and safety responsibilities to employees, children and other service users.
- ◆ Information and advice is provided to maintain safe working practices.

The Federation will expect employees to show a proper personal concern for their own, pupil and others safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Where health and safety issues cannot be resolved at a local level, they will be escalated through the management structure as appropriate.

In times of absence health and safety responsibilities are delegated upwards.

- Health, Safety & Security
- Safeguarding, Child Protection

N.B. The Health and Safety Policy will be reviewed on an annual basis

ORGANISATION

Governing Board

The Ashmore Park and Phoenix Nursery Schools Federation is responsible for the following:

- a) the production of a Federation Health and Safety Policy, to be reviewed annually or as required;
- b) ensuring that the requirements of health and safety legislation are met, that CWC health and safety standards are met, where relevant, and to promote best practice
- c) ensuring that each schools' budget is managed on a risk priority basis, so that health, safety and welfare are maintained;
- d) ensuring that effective health and safety planning and target setting takes place within each Nursery school and that regular monitoring, audit and review of health and safety performance is undertaken;
- e) ensuring that the health and safety functions and duties of all staff are discharged in line with this policy;
- f) ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations;
- g) ensuring effective communication with the Headteacher, CWC, staff, parents and pupils in respect of health and safety matters. Health and Safety is a standard agenda item for staff meetings and Governing Board Meetings, and all findings are reported to the Headteacher;
- h) ensuring that the Governing Board and Headteacher recognise, and set out the roles of specialists (e.g. Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them;
- i) ensuring that adequate resources are made available to ensure effective health and safety management.

In practice, the Governing Board will delegate the functions necessary to discharge these responsibilities to the Headteacher and Senior Leadership Team (SLT) of each Nursery school; however, they will ensure that they have adequate monitoring of these functions in place.

Headteacher

Governors have placed responsibility on the Headteacher to achieve the objectives of the health and safety policy. The Headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control.

The Headteacher will:

- a) manage each School's budget on a risk priority basis, so that health, safety and welfare are maintained;
- b) provide an effective risk assessment process which:
 - ◆ eliminates accident potential as far as is reasonably practicable;
 - ◆ regularly reviews and updates risk assessment as appropriate, including post accident risk assessment;
 - ◆ conforms to statutory regulations, CWC codes of practice and guidance, and to best practice;
 - ◆ takes account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those who use another language;
 - ◆ pays particular attention with regard to pupils, service users, visitors and contractors who may be unaware of dangers and risks.
- c) ensure that accidents, incidents of aggression, near miss incidents and ill health conditions are investigated and reported according to CWCs procedure as well as legal requirements;
- d) carry out investigations of all incidents in order to identify any measures necessary to prevent recurrence;
- e) provide the information, instruction, training and supervision necessary to secure the health and safety of all persons under their control;
- f) ensure that all employees under their control know and accept their individual responsibilities regarding health and safety and related legislation and are adequately trained to carry out these responsibilities;
- g) ensure that all managers and supervisors act so as to adequately control risks to health and safety associated with work places and work activities under their control, in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999 and other relevant legislation;
- h) ensure that health and safety responsibilities are identified within job descriptions, as required;
- i) evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes;

- j) consult with the appropriate specialist support services and any employee's representatives so that any issue that may affect the health and safety of employees at work and users of CWC services can be effectively dealt with;
- k) arrange for health and safety representatives, who may be appointed under statutory regulations, to carry out their duties;
- l) ensure that CWC and Governors are informed of any breach of health and safety statutory requirements, CWC Policy, which cannot be effectively dealt with;
- m) ensure that premises are managed in line with health and safety requirements, that statutory inspections of plant and equipment are undertaken and that site inspections take place each term;
- n) implement Construction and Design Management (CDM) procedures to ensure that contractors operating at facilities under their control are provided with an induction to site and sufficient information to carry out their work without risk, in line with guidance provided by CWC;
- o) ensure that all welfare facilities are provided and maintained to an appropriate standard;
- p) ensure that this policy is communicated to all employees, Governors and others operating at either School site.

SLT – Senior Leadership Team (SLT)

The SLT will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the Headteacher or the Deputy Headteacher and they will:-

- a) ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge, and input is provided, as required;
- b) ensure that health and safety is considered in routine meetings with staff;
- c) identify any employee health and safety training needs and ensure that these are communicated to the Headteacher;
- d) ensure that any new staff receive specific health and safety induction training and record that this has been done;
- e) take immediate appropriate action in request of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety;

- f) ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the Headteacher;
- g) ensure that the Headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them;
- h) ensure that all defective equipment or plant is taken out of use or disabled or made safe until repaired or replaced;
- i) ensure that protective clothing or equipment is issued and used where necessary;
- j) ensure that all areas of work are maintained to a high standard of housekeeping;
- k) respond immediately to all hazards brought to their attention by employees;
- l) undertake appropriate health and safety courses.

Employees

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk.

Every employee has a legal duty to:

- a) take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- b) co-operate with their employer in allowing the employer to fulfil their health and safety obligations;
- c) correctly use work items or anything provided in the interests of health and safety;
- d) not interfere with or misuse anything provided for their health, safety or welfare;
- e) provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at each School must:

- a) Report any hazard or malfunction to the SLT. A member of the SLT/all staff must enter details of repair requests in the Site Manager's Communication book;
- b) Employees must use all normal lines of internal communication before contacting external enforcement agencies;

- c) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety;
- d) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations;
- e) Be sensibly and safely dressed for their particular working conditions;
- f) Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay;
- g) Be aware they should call for assistance if they wish to convey heavy or bulky files/resources around the building or wish to access heavy or bulky items contained in storage areas;
- h) Be aware that unless they have attended certified ladder training courses, please note that the School must be in receipt of certification, if not they can only utilise 'kick stools' to assist with display/work/storage etc. Areas requiring the use of any form of ladder (inc. step ladder) to access, should not be attempted by staff. Site Manager assistance must be sought. In exceptional circumstances when the above is not possible a risk assessment completed;
- i) Use all safety equipment and protective clothing provided;
- j) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety;
- k) Maintain tools and equipment in good condition, reporting all defects to a member of the SLT;
- l) Report to the SLT all accidents, incidents of aggression, work-related ill-health and near misses. IR1 forms are available in the Senior Administrator's Office or on the Cloudw, health and safety pages;
- m) Attend appropriate health and safety training courses,
- n) Have knowledge of all relevant processes, materials and substances they use;
- o) Understand all fire evacuation procedures and the positions of fire safety equipment;
- p) Understand the risk assessments in their areas and comply with the control measures arising from them.

ARRANGEMENTS

The following arrangements will be adopted to ensure that Governors and the Headteacher fulfil their responsibilities and provide the foundation for securing the health and safety of employees, pupils and all users of the site.

Setting Health and Safety Objectives

The Governors and Headteacher will specifically review progress of health and safety objectives at the Governing Board meeting each term. This may be included as part of the Headteacher's report to Governors. Where necessary health and safety improvements will be identified and included within the individual school's action plan.

Provision of an effective Health and Safety Plan

The Headteacher will produce a Health and Safety Action Plan as and when appropriate. The plan will be submitted to Governors for approval. The Nursery school in question will respond as appropriate, to training courses facilitated by the health and safety team to ensure relevant staff attend courses pertinent to their job role, and reviewed as part of the annual policy review process.

Provision of and effective Joint Consultative Process

The Finance and General Purposes committee responsible for Health and Safety will meet at least once per term. This committee will report to the Headteacher and Governors who will ensure that concerns are adopted within a clear action plan, with identified responsibilities and target dates for action.

Specialist advice and support

Specialist advice and support will be obtained from the CWC as required. The Nursery schools' have purchased a Health and Safety Consultancy service level agreement which provides support to each School in discharging its health and safety responsibilities to employees, pupils and other site users.

Establishing adequate health and safety communication channels

Communication channels will be established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- ◆ line management meetings and staff meetings at site;
- ◆ provision of information relating to safe systems of work and risk assessments;
- ◆ communication of advice from School Advisors and Educational Officers;
- ◆ communication of health and safety newsletters or information from the CWC;
- ◆ communication of CWC advice, guidance and policies;
- ◆ communication with relevant specialist advisors;
- ◆ health and safety induction as part of the Induction Programme and to subsequent new employees, students and volunteers.

Financial Resources

The Governors will review both Nursery school budgets to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety, and will ensure appropriate action is taken when required.

MONITORING

This Health and Safety Policy and its effectiveness, in terms of health and safety performance, will be reviewed by Governors on a regular basis, or as and when required.

Health and Safety Action Plan and Objectives

The Governing Board will ensure that all health and safety objectives and actions are carried out in a timely manner.

Accidents, Incidents and Near Misses

The Headteacher will ensure that accidents, incidents and near misses are reported and monitored in line with the Guidance and Procedures. Following incidents where a pupil is taken directly to hospital, taken home, is absent from School or when an incident occurs to staff, pupils, members of the public etc., which is caused by poor equipment design, failure of equipment, premises problems, poor supervision or failure to follow health and safety procedures, these will be brought to the attention of the Health and Safety Team for further advice. Appropriate remedial actions will be taken.

Third party monitoring and inspection

Each School will be subject to third party inspection and monitoring, as follows:

- Ofsted
- Health and Safety Audit - CWC

Actions arising from third party audits/inspections will be incorporated within the School's action plan with appropriate target dates for completion.

COSHH

The Headteacher will ensure that the DSO enters all hazardous substances bought onto the site by their employees, onto their hazardous substance inventory. Where subsequent COSHH assessments are produced the Headteacher will ensure that relevant staff read and understand what is stated within it and work with the substances within the required parameters.

Fire

The Headteacher will ensure that the Site Manager completes all required tests as stated in the fire log book by reviewing the log book periodically. All fire drill details will be monitored by the Headteacher and appropriate remedial actions will be taken.

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1. Asbestos

The Asbestos Survey Report is carried out by CWC and a copy retained in the School's office. There was no asbestos identified in the Ashmore Park Nursery building following receipt of a complete Site Management Survey dated March 2013. An up to date survey was carried out by Riverside, an external contractor, on the Phoenix building in July 2016 and asbestos has been identified in one area.

School site staff and contractors are required to complete a registration form and use the Management of Asbestos Flow Chart to inform them what to do should they discover asbestos.

Contractors are required to sign the form within the asbestos file to confirm that they have viewed the survey before commencing work.

2. Communication

The Headteacher will be responsible for disseminating information on health and safety issues. Staff will be made aware of how they can access information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

The Health and Safety Law poster is displayed in the Senior Administrator's office.

Where appropriate, health and safety information can be located in the staffroom or in the filing cabinet in the Senior Administrator's office in order to keep the Nursery school community updated on the preventative and protective measures taken by the Nursery school. A copy of the Health & Safety Policy will be available in the same location. The Headteacher will ensure that all new employees know where to find copies of the policy.

3. Control of Contractors

The Headteacher is responsible for appointing the contractor and is responsible for ensuring that the contractor is competent and will not put any school staff, pupils or site users at risk. They must obtain method statements and risk assessments from the contractor in order to assess their ability to undertake work safely.

Contractors must be provided with information on any matter that may affect their health and safety while working in the Nursery school, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc.

All contractors must report to the School office before commencing work on site. Any equipment brought on site by external contractors must be fit for use and the appropriate form completed.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the Nursery e.g. hot work.

The Headteacher must also ensure that there are adequate arrangements for monitoring the safety performance of contractors while the work is in progress. There should be arrangements in place for taking action where the contractors fail to perform to the agreed standards.

The Site Manager is responsible for monitoring the safety performance of contractors while the work at Nursery is in progress. Should there be problems with the safety standards this should be reported to the Headteacher. All work is checked on completion.

4. Control of Substances Hazardous to Health

Each person in charge of an area will ensure that a regular risk assessment is carried out and specific safety rules are identified and applied. Any area using substances which fall within COSHH Regulations must take adequate precautions to prevent injury to health, in particular with regard to the safe handling and storage of the substances.

Prior to new substances being purchased a check will be made to see if there is a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained by the Senior Administrator to enable a COSHH assessment to be carried out by the Headteacher. The substance will also be added to the substance inventory.

Risk assessments are co-ordinated by the Headteacher who has responsibilities for health and safety.

5. Curriculum Health and Safety Policies

Statutory requirements as detailed in the Early Years Foundation Stage are adhered to and Curriculum Risk Assessments are undertaken and displayed in the relevant spaces.

6. Display Screen Equipment

Assessments will be undertaken for all employees who are required to use display screen equipment as a significant part of their work role and evaluation of the health risks associated with its use.

All workstations, chairs and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the Nursery school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

A free eyesight test is available, upon request, to employees required to use DSE as a significant part of their day:

- Prior to commencing work with computers
- At regular intervals as specified by the ophthalmologist
- Where a visual problem is experienced.

If necessary, a contribution towards a set of spectacles will be provided.

Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

7. Driving at Work

Please see Appendix 1 'Car and Insurance Policy Statement'.

The Senior Administrator will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance and MOT (if applicable). The Senior Administrator will require sight of these documents which will be recorded in a log in the Senior Administrator's office.

Any staff member not producing the appropriate documentation will not be permitted to drive on School business.

8. Educational Visits

The Educational Visits Coordinator (EVC) for the School is the Deputy Headteacher, however, the Headteacher is responsible for:

- Liaising with the employer, through the Health & Safety Advisor to ensure that educational visits meet the employer's requirements
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits undertaken by the School
- Undertakes the functions outlined in the DfE publication 'Health and Safety of Pupils on Educational Visits' and the Local Authority's (LA) guidance document 'Guidance for Off Site Visits and Adventure Activities & Evolve'
- The Risk Assessments for daily visits are completed by the Person in Charge and are authorised by the Headteacher before the visit takes place
- Risk Assessments for residential visits are completed by the EVC and must be approved by both the LA and Governing Board before the visit can take place. (As described in the Wolverhampton LA Guidelines)
- Ensuring all procedures identified in the 'Management of Off Site Visits' guidance are followed
- Written consent is required from Parents/Carers for all visits including neighbourhood walks.

During off site visits pupils may be subjected to various weather conditions. Spare clothes should be put in a carrier bag in case of personal accident or in case of water, mud play etc. soiled clothes will be dealt with sensitively and discreetly.

9. Electricity

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training.

The Headteacher will ensure that the statutory five yearly check of the fixed electrical installation is carried out, by a competent person, and that a record of this test is kept.

Electrical socket outlets must not be overloaded, and where it is necessary to use extension leads, these should be the fused and switched type to prevent overloading. Plugging an extension lead into another forming a 'daisy chain' effect is not permitted.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug, leads and outer castings are free from defects.

The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The Senior Administrator is responsible for maintaining an inventory of portable electrical equipment used in their area of control and for keeping this inventory up to date when new equipment is procured, and old equipment disposed of.

Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk, but at least every two years.

10. Emergency Management Plan

The definition of emergency for this plan is ‘an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences’.

The plan covers:

- ◆ Incidents on school journeys or visits
- ◆ A transport related accident involving pupils and/or members of staff
- ◆ Civil disturbances and terrorism
- ◆ Outbreaks of infectious illnesses
- ◆ The death of a member of the school community
- ◆ Incidents requiring evacuation of the school
- ◆ Adverse weather conditions
- ◆ ICT System failure.

This plan which is located within the Senior Administrator’s office will be reviewed annually by the Crisis Management Team.

11. Fire

Please refer to the fire emergency evacuation plan and procedures located in the administration office.

The fire marshal for: Ashmore Park Nursery – Nicola Round
 Phoenix Nursery – Sandra Ross

12. First Aid, Accident/Incident Reporting, Hygiene/Infection Control, Administration of Medicines and Asthma

Each School has a duty as an employer to assess its requirements for first aid, and ensure that there is adequate provision to meet those requirements.

- All Early Years Educators are paediatric first aid trained
- Both Senior Administrators are First Aid at Work, Level 3 trained

First Aid Training – The Headteacher is responsible for ensuring that there is an adequate number of qualified Paediatric First Aiders/Appointed Persons. When needed all staff will be trained in the use and administration of Epipens.

Qualified Staff – Staff appointed to deal with first aid injuries. All Educators Paediatric First Aid trained. Dates staff were trained are available from the Senior Administrator.

Appointed Person – Headteacher.

The list of trained staff and a copy of all certificates is kept in the Senior Administrator’s office. A list of Paediatric trained staff is displayed in the reception area as required by the Early Years Foundation Stage statutory framework.

First Aid Provision – First Aid kits are available at the following locations:

ASHMORE PARK NURSERY	PHOENIX NURSERY
Kitchen	Kitchen
APPLE Room	Utility Room

It is the responsibility of the Senior Administrator to check the contents every term and ensure staff re-stock as necessary. The sink area in the Nursery is designated as the First Aid area for treatment, sickness and administration of First Aid or wherever is most appropriate.

Incident Reporting – Injuries deemed to be routine/minor can be dealt with by any member of staff with the Nursery accident book completed which is available in the Nursery. Appropriate documentation/notification is given to the parent at the end of the session. More significant injuries will be referred to a Paediatric First Aider/Appointed Person and the injury details recorded in the School Injury/Accident Record located in the Senior Administrator’s office.

Parents/carers will be contacted if any injury requires more action than that detailed on the injury report.

A member of staff will contact the parents if they have any concerns about the injury, or need to send a child home through illness.

All injuries recorded both in the Nursery accident book and on a School Accident Record should be completed by the person administering First Aid. It is recommended that the School Accident Record sheets should be kept for three years for all employees and until a child is 21 years and 4 months of age.

If the nature of the accident involves contacting the H&S Team an IR1 form will be completed and emailed to the LA. If the accident requires Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR) reporting, as well as an IR1 form the Health, Safety and Welfare Team will contact with the Health and Safety Executive. A copy of the RIDDOR report will be forwarded to the Nursery school for their records. Reporting of accidents will follow the council guidelines available on CloudW.

All accidents should be reported to the following members of staff: Headteacher and Senior Administrator.

Head Injuries – Accidents involving a pupil’s head can be problematic because the injury may not be evident (e.g. internal) and the effects only become noticeable after a period of time. All head injuries should be monitored closely and reported to parents at the end of the session. Children are also provided with an external symbol to wear to highlight there has been a head bump during the session. (Ashmore Park ‘Head Bump Sticker’ and at Phoenix Nursery a ‘Head Bump Wristband’) is allocated to the child.

It is the Nursery school’s policy for a member of staff to use their discretion in deciding whether a phone call to parents/carers is required. The accident should be recorded and, if it is felt appropriate, a call will be made to the parents/carers. This policy extends to all injuries that have come about in Nursery school or on a trip. Any serious head injury should always be referred for hospital treatment in accordance with the Emergency Arrangements.

Emergency Arrangements – Where the injury is an emergency, an ambulance will be called following which the parents/carers will be contacted. Where hospital treatment is required but it is not an emergency, then the Senior Administrator will contact the parents for them to take over the responsibility of the child.

In the event that the parents cannot be contacted, a member of staff will accompany the child to hospital and remain with them until the parents can be contacted. If this involves being taken to hospital in a car the School will ensure that the member of staff has the appropriate level of insurance in place. Details of the child must also be available if a member of staff is attending hospital with the pupil. This includes details of the pupil’s DOB, home address and GP.

In the absence of the Senior Administrator, Deputy Headteacher or Headteacher, a member of staff must always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected.

Hygiene/Infection Control – Hands must be washed before and after giving first aid. A single use disposable apron must be worn when treatment involves blood or other bodily fluids. Any soiled dressings etc. must be put in a plastic bag and disposed of carefully and safely. Any bodily fluids on the floor should have absorbent granules sprinkled on to them, then swept up with a designated dustpan and brush. This waste must be disposed of safely and cleanly. Body fluid spillages on hard surfaces should be cleaned up then sanitised. Exposed cuts and abrasions should always be covered. *(Please see Appendix 2 ‘Body Fluid Spillage Procedure’ for further guidance).*

Sharing Information – At the start of the academic year, the Senior Administrator will update the first aid notices in the staff room and reception office and provide all members of staff with a list of pupils who are known to have medical problems. This will be reviewed at each change of circumstances. The Senior Administrator’s office holds medical consent forms for out of school visits that are readily available to staff responsible for staff outings.

Administration of Medicines – When a child joins the Nursery School the parents are informed of procedures that must be followed if a child requires medication in session time. The Nursery does not encourage medication to be administered during session time unless it is absolutely necessary. Advice encourages parents to ask for medication from their GP which can be taken around the

school day. If this cannot be done and it is essential that a child has to have medicine in School, the following applies:

- If the medication forms part of a Health Care Plan, it must be outlined in that plan and risk assessed and signed off by the Headteacher
- Medication must be clearly labelled and kept in a locked cupboard accessible to staff but inaccessible to pupils
- Some medication may need to be kept at low temperatures and must therefore be kept in a lockable fridge located in the same designated area of the Nursery school
- Medication should be administered in the utility room or the Headteacher's office
- Parents/Carers must complete the medication form authorising the School to administer medicine. This can be obtained from the Senior Administrator's Office
- A medicine administration form must be completed by the member of staff responsible for administering the medicine each time medicine is given
- Medicines should not remain in School outside the school day.

Asthma – Staff will administer blue reliever for asthma but are not allowed to give the preventative steroid inhalers (brown or orange).

- The Senior Administrator will ensure all consent forms are completed, inhalers labelled and stored in an accessible place.

13. Legionella

The School employs the services of external contractors who provide the School with assessments and monthly monitoring.

The Site Manager will ensure that the system is flushed at the appropriate intervals and this will be recorded.

14. Lone Working

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hour's activities - cleaning, maintenance, etc.

Lone working is undesirable but in some circumstances it cannot be avoided.

Suitable risk assessments of working practices will be carried out to determine the level of risk for each member of staff lone working.

Lone working is not acceptable in any circumstances where employees or contractors are using chainsaws, working at height or operating machinery at remote locations.

Employees must ensure before working alone that:

- The risk has been assessed
- Your location and expected time(s) on site are known by your manager
- You carry a mobile phone
- You have access to first aid equipment
- In areas of poor or uncertain mobile phone reception you carry a whistle or alternative form of communication.

A procedure for calling-in to your line manager or other agreed contact must be arranged before leaving the School. Please see the 'Lone Working Policy' for further information.

Office Procedures – Where staff are lone working in offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder they must NOT put themselves at personal risk. Where appropriate ensure their own security and contact the police or raise the alarm. DO NOT approach the intruder unless safe to do so but avoid confrontation.

15. Manual Handling

The need for manual handling must be avoided wherever practicable through changes in work processes or the introduction of mechanisation. Where this is not possible, a risk assessment must be carried out.

The Headteacher will arrange for risk assessments to be undertaken for activities that involve significant manual handling. In this context, manual handling includes lifting, carrying, pushing, pulling and holding.

The risk assessment will identify factors that could result in injury, such as heavy or unstable loads, the need to lift from the floor or above shoulder height, the need to twist, stretch or stoop while manual handling.

Action will be taken to eliminate factors that could cause injury. Where possible manual handling activities will be avoided or reduced by providing mechanical aids such as trolleys, and re-designing work operations.

The Headteacher is responsible for ensuring risk assessments are carried out by a competent person and will implement any significant findings. They will inform all relevant staff of the assessment and its findings, staff undertaking manual handling tasks will also receive training in safe handling techniques. The risk assessment will be reviewed annually or when there is a change in the work process or equipment.

16. New and Expectant Mothers

This covers new or expectant mothers. These are employees who are pregnant, who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The Federated Governing Board is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed once the Headteacher has been made aware that an employee is an expectant mother.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference.

There are facilities within the School for pregnant staff members, those who have given birth with the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

17. Noise & Vibration

The Nursery school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection will be provided if required. The School will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the School to ensure that the noise and vibration levels are as low as possible.

18. Risk Assessments

Each Nursery school will seek to ensure that no employee, pupil, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the Nursery has a legal responsibility.

The Headteacher is responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to carry out the assessments. Risk assessments must only be carried out by trained, competent staff. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary. Risk assessments are reviewed annually by the Senior Leadership Team and Link Governor and any new hazards introduced throughout the year will be communicated to all staff. Risk assessments are shared with staff as part of the consultation process and are available to view in the Senior Administrator's office.

19. Shared User of the School

Shared users of the site will be provided with all necessary information with regards to their health and safety. Other users of the School will in return provide the School with relevant documentation.

20. Site Inspections

All staff are responsible for ensuring that the environment is safe for the children and identifying and reporting any potential hazards so that appropriate actions can be taken.

21. Temporary Workers

Health and safety information is given as part of the standard induction procedures.

22. Training

The Headteacher will ensure that relevant health and safety information will be provided, induction training will be provided for all new employees, students and volunteers by following the Induction Checklist on their first day of work.

School staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner this includes specific job-related health and safety training.

The Headteacher will ensure that details of health and safety training are kept on personnel files.

23. Violence

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported through the CWC incident reporting procedure. Each incident is investigated by the Headteacher to prevent a recurrence of a similar incident.

The Headteacher must assess every activity that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

24. Wellbeing and Stress

Each School will follow the management standards for work related stress by the following means:

- The Headteacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with her
- All staff have 'One to One' meetings with the Headteacher annually
- Regular team meetings are held where staff are encouraged to voice their opinions and raise any concerns they may have
- Staff absence is monitored and the Headteacher holds 'back to work' interviews.

25. Work Equipment

The Nursery school has a duty to ensure that there are arrangements in place to comply with the Provision and Use of Work Equipment (PUWER). These regulations are far-reaching and cover any equipment or articles used at work, from a chair to a stepladder. Managers will ensure that work equipment used by staff reporting to them is suitable for the purpose and in good working order. Where applicable, managers will ensure that equipment is used in accordance with the manufacturer's or supplier's instructions and where necessary receive sufficient instruction and training in the safe use of equipment.

The Headteacher is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order and where applicable conforms to relevant British or EU standards, with records of maintenance being kept.

Staff are responsible for:

- Working in accordance with safety procedures
- Not tampering with any safety equipment provided
- Reporting any faulty equipment to their manager and clearly identifying the equipment as being out of service.

26. Working at Height

Work at height is defined as a place where a person could be injured if they were to fall from it, even if it is at or below ground level. This includes access to and egress from the place of work, except by means of a permanent staircase.

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment, properly inspected and maintained. Each School will do all that they reasonably can to prevent anyone falling or put measures in place to minimise the distance and consequence of a fall.

There is a simple hierarchy for managing and selecting equipment for work at height:

1. Avoid work at height whenever possible
2. Use work equipment or other measures to prevent falls where working at height cannot be avoided
3. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur
4. Before working on any roof, the roofing material is identified so that safe access and a safe work place can be provided, for example by the use of crawling boards, crawling ladders, hand rails or toe-boards. Access will be restricted and notices warning of overhead work displayed at ground level when appropriate. Harnesses will be available and used whenever necessary
5. Where the work presents any potential risk of fire or exposure to flammable materials, fire extinguishers will be provided and employees trained in their use.

27. Young and Inexperienced Workers

A 'young person' is defined as anyone who is under 18 years old.

The Nursery will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. This will include young people who are participating in work experience.

Risk assessments on the School setting will be carried out by the course providers prior to placements commencing. A 'Student/Volunteer Policy Declaration Form' is used and completed for every new student/volunteer.

CAR AND INSURANCE POLICY STATEMENT

Please note any member of staff who uses their own car for purposes of work is obliged to have business insurance.

Purposes of work are defined as any work related travel other than commuting to and from your place of work and includes the following, however is not specific to this list:

- Travel to courses
- Travel to public transport
- Travel to other schools for work purposes
- Travel to offsite meetings

This requirement is for staffs' own protection; your insurance company may not validate a claim if you are involved in an accident when you are using your vehicle for a work purpose and you do not have the appropriate business insurance.

The basic level business insurance is often no additional charge or a small additional premium. It is worth speaking to your insurance company to explain that you work in a school and therefore the 'business use' is very limited.

The School is obliged to hold details of your business insurance, therefore please provide the following:

- A copy of your driving licence
- Insurance documents
- MOT certificate

Please note we will not process any vehicle related travel claims if we do not hold a copy of your business insurance on our records.

Documentation should be presented to the Senior Administrator at the School for verification and recording purposes.

BODY FLUID SPILLAGE PROCEDURE

Introduction

Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. The main risk is infection following hand to mouth/nose/eye contact, and there is also a risk of infection via broken skin (cuts or scratches). It is therefore vital to protect both yourself and others from the risk of cross infection. In order to minimize the risk of transmission of infection both staff and pupils should practice good personal hygiene and be aware of the procedure for dealing with body spillages. This document is to be used in conjunction with Public Health England: Guidance on infection control in schools and other childcare settings (September 2014).

The body fluid disposal kits are located in the area where children are changed. Staff are advised to cordon off and clean the area in accordance with the procedure below.

Body Fluid Spillage Clean-Up Procedure

1. Cordon off the area where the spillage has occurred until clean-up is completed.
2. Ensure cuts and abrasions on any areas of the skin are covered with a waterproof dressing.
3. Put on disposable gloves and apron.
4. If the spill contains broken glass or sharp instruments, safely dispose of them using a disposable scoop (or cardboard), without touching directly with your gloved hands. Discard safely (ideally into a sharps container).
5. Place absorbent paper towels over the affected area and allow the spill to absorb.
6. Wipe up the spill using paper towels and then place in a bin liner (re-usable cloths and mops should not be used). In general, waste contaminated with body fluids can be disposed of in the normal waste stream if, it is produced in small quantities – i.e. less than 7kg (approx. 1 bin bag) in one collection period and it is not infectious (after risk assessment). If items cannot be cleaned and decontaminated, they may need to be discarded safely. Heavily fouled soft furnishings may need bagging for disposal as clinical waste.
7. The area must now be cleaned with disinfectant following the manufacturers instructions. Spillages will require different management depending on the body fluid(s) involved and it is important to use the appropriate procedure. The flow chart produced by the Health Protection Agency (HPA) attached contains details for management of specific body spills.
8. The area should be ventilated and left to dry.
9. Any reusable equipment used as part of the clean-up operation (e.g. scoop) need to be appropriately disinfected according to the manufacturer's instructions.
10. Anyone involved in cleaning up the spillage must wash their hands thoroughly.

Please note that:

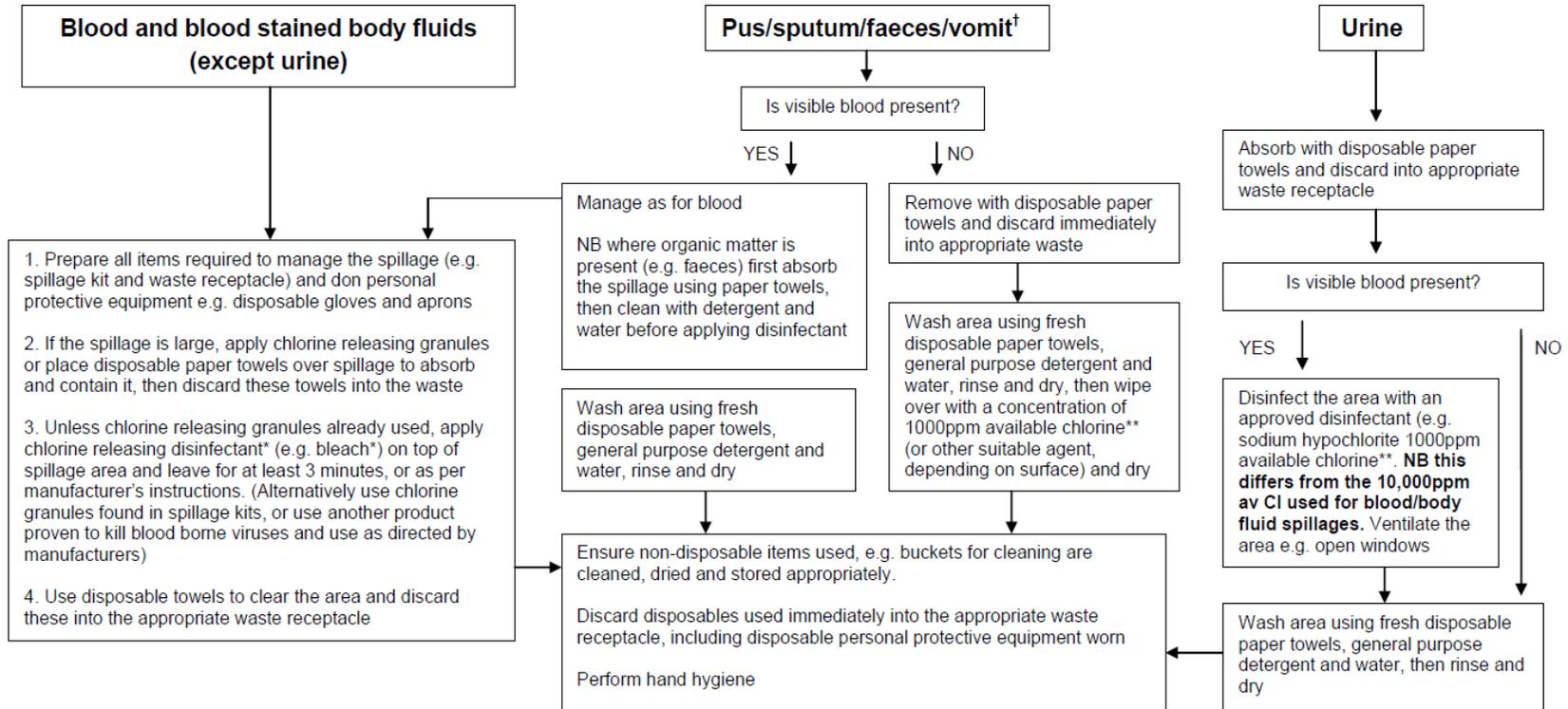
- The bin liner that has had the soiled paper towels in it needs to be double bagged and put in an outside bin.
- Any article of clothing that has been contaminated with the spill should be wiped clean and then put in a plastic bag and tied up for the parents to take home .
Gloves to be taken off inside out so that any contamination is contained within them.



Management of blood and other body fluid spillages

Training should be undertaken by those required to manage spillages

Soft furnishings/carpets may be damaged by chlorine releasing agents such as the disinfectant noted below. At these times, water and detergent (or steam cleaning or hot washing where possible) can be used to clean the spillage thoroughly. Every attempt must be made to air the room to allow drying before the furnishing is reused.



* Use disinfectant concentration of 10,000ppm of available chlorine (av Cl). If using bleach, this is usually a 1 in 10 dilution with water of good quality household bleach, or follow manufacturer's instructions if using different product

**If using bleach, 1000ppm available chlorine is usually a 1 in 100 dilution with water of good quality household bleach. Follow manufacturer's instructions if using different product

†If body fluid is suspected to be of an infectious nature, disinfect area after washing the area (e.g. in the event of a diarrhoea and vomiting outbreak).

NB Alcohol solutions should **not** be used to decontaminate spillages. Reusable cloths and mops should **not** be used when dealing with spillages

MANAGING CHALLENGING BEHAVIOUR

PHYSICAL INTERVENTION AND RESTRAINT OF PUPILS WITH CHALLENGING BEHAVIOUR

BACKGROUND

The Education Act 1997(section 4) clarified the position about the use of physical force by teachers and others, authorised by the Headteacher of a school, to control or restrain pupils. The addition of Section 550A to the Education Act 1996 clarifies the position and came into force in September 1998 and applies to all schools.

Section 550A

This allows teachers or other “authorised staff”, who have control or charge of pupils, to use such force as is reasonable in all circumstances to prevent a pupil from doing, or continuing to do, any of the following:

- committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- injuring themselves or others;
- causing damage to property, whether belonging to themselves or others;
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere.

This provision applies when a teacher or other authorised person is on the premises and also when he or she has lawful control or charge of the pupil(s) concerned elsewhere, e.g. on an authorised out of school activity or trip.

Circular 10/98

This circular was intended to clarify the meaning of Section 550A by:

- giving examples of when physical intervention may be appropriate and factors to be considered when deciding to intervene;
- discussing the issue of “reasonable force”;
- advising that all schools should have a policy on the use of restraint, in line with any model policy issued by the LEA;
- advising that schools should record incidents of use of force to control or restrain pupils and tell parents of all such incidents;
- advising that all schools have a system for considering complaints from pupils or parents concerning the use of force.

The School is committed to ensuring that all staff and adults with responsibility for children’s safety and welfare will deal professionally with all incidents involving aggressive or reckless behaviour, and only use physical intervention as a last resort in line with DfE and LA advice. If used at all it will be in the context of a respectful, supportive relationships with children. We will always aim to ensure minimal risk of injury to children and staff.

WHEN TO USE PHYSICAL RESTRAINT

Before using physical intervention staff should, wherever practicable, tell the pupil what will happen, if they do not stop misbehaving. Staff should continue to try to communicate calmly with the child throughout any incident, making it clear that physical intervention will stop as soon as it ceases to be necessary.

Where there is no urgent risk, staff should consider carefully whether and when physical intervention is the right response. All staff should have a well-developed range of strategies and techniques for defusing potentially difficult situations, before the need to use physical intervention is reached. The age and level of understanding of the child is particularly relevant in all circumstances.

Whether used in a planned or unplanned way, physical restraint should only be considered when other, non-physical, strategies have failed and there is significant evidence of actual or probable:

- violence directed towards others;
- violence which is self- directed (self-injury);
- dangerous disregard for the safety of their own person;
- dangerous disregard for safety of others;
- serious damage to property;
- behaviour that compromises good order and discipline.

Examples of such situations include:

- attacking a member of staff or another child;
- fighting;
- engaged in, or on the verge of committing, deliberate damage or vandalism to property;
- causing, or at risk of causing, injury or damage by accident through rough play or the misuse of dangerous materials or objects;
- running inside the building in such a way as may cause injury to themselves or others.

OUR PRACTICE RE: A SPECIFIC INCIDENT

Staff intervening with children will seek assistance from other members of staff at as early a stage as possible since single-handed intervention increases the risks of injury to other parties and does not provide a witness.

All staff who become aware that another member of staff is intervening physically with a child will have a responsibility to provide a presence, and to offer support and assistance should this be required.

Before intervening in a non-emergency, consideration will be given to whether or not other staff are available to assist.

When possible, staff who have not been involved in the initial confrontation leading up to any incident may be in better position to intervene or restrain the child if this proves necessary. A child's behaviour may be adversely affected by the presence of an audience.

Whenever possible, the audience will be removed, or if this is not possible, the child will be removed from the audience. The child and member(s) of staff will withdraw to a quiet, but not completely

private, place (e.g. two members of staff should be present or a door left open so that others are aware of the situation).

Staff will be aware of the need to tell the child being restrained, in a calm and gentle manner that the reason for the intervention is to keep the child and others safe. Staff will explain that as soon as the child calms down, he/she will be released.

PHYSICAL INTERVENTION/RESTRAINT APPROACHES WHICH CAN BE REGARDED AS REASONABLE IN APPROPRIATE CIRCUMSTANCES

The following approaches are regarded as reasonable in appropriate circumstances:-

- Holding for security and reduce anxiety where there is potential risk, even if the child is not yet out of control;
(This is best used when the child is anxious or confused. Its purpose is to defuse or prevent escalation. Staff should take care that their actions should in no way be capable of being interpreted by the child as aggression);
- Physically interposing between children;
- Blocking a child's path;
- Leading a child by the hand or arm;
- Shepherding a pupil away by placing a hand in the centre of the back;
- In extreme cases using restrictive holds.

In exceptional circumstances, where there is an immediate risk or injury, a member of staff may need to take any necessary action that is consistent with the concept of 'reasonable force': for example, to prevent a young child running off a pavement onto a busy road, or to prevent a child hitting someone, or throwing something.

UNACCEPTABLE STRATEGIES

- hold a child round the neck or in any other way which may restrict breathing;
- hold a child face down on the floor as this too may restrict breathing;
- slap, punch, or kick a pupil;
- twist or force limbs against a joint;
- trip up a pupil;
- drag along by the hair;
- pull or push the child in a violent, sudden or unexpected manner;
- drag the child by an arm or leg;
- intentionally touch any sexually sensitive areas of the body.

THE AIMS OF PHYSICAL INTERVENTION

Wherever physical restraint is used the main aims should be to:

- lower the child's level of arousal, by giving verbal reassurance, removing the trigger for the incident as far as possible;
- cause the minimum level of restriction to the child, consistent with preventing injury, to the child or others, and/or serious damage to property;
- use a form of restraint which is suited to the child and the environment and is therefore least likely to cause injury;
- prevent any other children becoming engaged in the incident, or its control;

- work with other responsible adults whenever possible, with one adult taking the lead;
- not move the child whilst restraint is still required, unless not doing so may cause greater physical danger;
- cease the physical restraint at the earliest possible moment.

RECORDING INCIDENTS OF PHYSICAL INTERVENTION

All incidents of serious physical intervention should be recorded, dated and signed by all adults who were involved or witnessed the incident. Immediately following the incident, the Headteacher should be told and this should be followed by a written report as soon as possible using the proforma Appendix 3a.

REPORTING TO PARENTS/CARERS

All serious incidents where physical restraint was required should be reported to parents, and they should be given the opportunity to discuss their concerns.

AUTHORISED STAFF

The Act allows teachers at a school to use reasonable force to control or restrain children. It also allows others, who have been authorised by the Headteacher to have control or charge of the children. In this school this includes Early Years Educators, Early Years Practitioners and Midday Supervisors/carers.

WHAT IS REASONABLE FORCE

As there is no legal definition of “reasonable force”, two relevant points must be considered:

- The use of force can only be regarded as reasonable if the circumstances of the particular incident warrant it. The use of any degree of force is unlawful if the particular circumstances do not warrant the use of physical force. Therefore physical force cannot be justified to prevent a child from committing a trivial misdemeanour or in a situation that could be resolved without the use of force.
- The degree of force used must be in proportion to the circumstances of the incident and the seriousness of the behaviour or the consequences it is intended to prevent. Any force should always be the minimum needed to achieve the desired result.

PARENTAL COMPLAINTS PROCEDURE

The school Complaints Procedure is clearly laid out in its documentation and parents should be advised to follow the recommendations included.

If a complaint is made about a particular incident the School will record and investigate this and a full report will be made to the Governing Board of the School at its next meeting.

Should the complaint and the result of the investigation lead to a disciplinary hearing the disciplinary panel or in the case of a criminal prosecution the court, will decide whether the use and degree of force was reasonable, given all the circumstances.

REPORTING TO GOVERNORS

Governors will be informed of any physical intervention as part of the termly Headteacher’s report.

ASHMORE PARK NURSERY AND PHOENIX NURSERY FEDERATION

INCIDENT REPORT SHEET

Name of Reportee:

Name of Child: Date/Time of Incident:

Location of Incident:

Names of Witnesses:

Reason for using Physical Intervention:

What provoked the incident and how did it progress:

What was said by all parties involved:

Steps taken to diffuse the situation:

What was the level of intervention used and for how long:

What was the child's response:

What was the outcome of the incident:

Details of any injury suffered/damage to property:

Signature of reportee: _____ **Date:** _____

Reporting to Parents:

- How, telephone/in person
- Who present
- Who spoke to parents
- When, date/time