

Model Framework for a School Health & Safety Policy

EDU-MOD-01

Name of Document (CSG-HS-xx)			
Issue Date		Review Schedule	3 yearly (or sooner if there has been a significant change)
Approvers	Corporate Health and Safety Committee	Cross Reference Applicable Documentation	
Group	Corporate Services & Governance	Service	Human Resources/ Workforce Development
Target Audience	All staff employed by Gateshead Council	Compliance	

This document forms part of the Corporate Health and Safety procedural arrangements

Change Record			
Date	Controller	Version	Changes
1/09/21	D Kormilkina	3	In the new format; Expanded section for outdoor playground safety; hydrotherapy Additional corporate and Education Policies added

Occupational Health and Safety Policy and Guidance in Gateshead Council

Gateshead Council's Occupational Health and Safety policies/procedures consider current legislation, rules, regulations and best practice guidance from a range of professional and public bodies, including the following:

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1. Introduction

Each school is required to have a Health and Safety Policy in place. It is recommended that the school's Health and Safety Policy should be developed by the Governing Body in conjunction with the head teacher and members of the school leadership team.

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the Headteacher and the Senior Leadership Team (supported by the Governing Body).

What should you do with this Model Health and Safety Policy?

The Model Policy is designed as a model where schools may complete the relevant blank sections and adapt for their own use.

The policy has three parts;

Part 1 - The Health and Safety Policy Statement

Part 2 - Health & Safety Responsibilities for School staff

Part 3 - School Management Arrangements

2. Support

Please contact the following if additional information or support is required:

Email: CSGhealthandsafety@Gateshead.Gov.UK

Telephone: 0191 433 (ext)

Extensions: 2272 / 2270 / 2236 / 2237 /

Appendix 1 School H&S Model Policy

Part 1 – Policy Statement



The Drive Community Primary School Health & Safety Policy

The Health and Safety at Work Act 1974 (HSW Act 1974) places duties on employers to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and persons not employed but who may be affected by work activities, such as pupils and visitors.

This policy statement supplements the [Council's Corporate Health and Safety Policy](#) and procedures, as well as the [Children, Adults and Families Health and Safety Policy](#) and [Education Health and Safety Policy](#). (For Voluntary Aided Schools and Academies, change this section)

The aim of the school policy and statement of intent is to ensure that all reasonably practicable steps are taken to secure the health, safety and welfare of all persons using these premises and in particular:

- to provide adequate control of the health and safety risks arising out of our activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to review and revise this policy as necessary at regular intervals.

The governing body will review this policy statement if there is any significant change or at least annually and update, modify or amend it as it considers necessary.

Signed: Mrs S Duff (Chair of Governors)

Corporate Health & Safety
Team

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Issue 3, EDU-MOD-01

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Signed: Mrs R Farren (Head Teacher)

Date: 04/11/2024

Review date: 03/11/2025

Part 2: Health & Safety Responsibilities

The Governing Body has strategic responsibility for health and safety within all areas of the school's undertakings and ensuring that health and safety performance is monitored regularly and at least annually. In order to comply with regulatory controls, the governing body is responsible for ensuring that advice from competent advisers is available on health and safety matters.

The Head Teacher has responsibility for the day-to-day operation of health, safety and welfare policies and practices, as delegated by the governing body, within all areas of the school's undertakings. In addition the Head Teacher will ensure that health and safety policy and procedures are part of the day-to-day running of the school. In order to comply with regulatory controls, the Head Teacher is responsible for ensuring that advice from competent advisers is sought on health and safety matters where required.

Department Heads are responsible for ensuring that safe working conditions are maintained for all pupils, employees, visitors, members of the public and, where applicable, contractors. In order to comply with regulatory controls within their departments, department heads are also responsible for ensuring that advice from competent advisers is sought on health and safety matters where required.

Employees are responsible for their own health and safety, that of their colleagues and members of the public who may be affected by their work activities.

Further specific health and safety responsibilities are detailed below.

Part 3: School Health & Safety Management Arrangements

The [Corporate Health & Safety Handbook](#) and [Education Health & safety Handbook](#) both contain various documented standards, forms and guidance materials, many of which are applicable to the school.

The school commits to following the procedures detailed below to ensure that the risk to employees, pupils and members of the public are reduced as far as reasonably practicable.

*Remove / or add fields as required below

Administration and management of medicines

Adopted standard(s)	EDU-HS-01: Administration and Management of Health Needs in Schools
Specific school arrangements	A specific policy for the school has been developed using the EDU-HS-01 form and is located in the main school office.
	Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs P Ellis / First Aiders are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed.

Asbestos

Adopted standard(s)	LCS-HS-15 Asbestos Corporate Asbestos Management Plan ASB60: Asbestos Management Site Guide
Specific school arrangements	The site specific asbestos management plan for the school has been prepared by Gateshead LA who is the named Responsible Person.
	The site specific management plan is located in the main school office.
	Mrs P Ellis / Mr B Fox are responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs P Ellis / Mr B Fox are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Consultation and Communication with Employees

Adopted standard(s)	<u>LCS-HS-08: Communicating the Health & Safety Message</u> <u>LCS-HS-10: Employee Consultation</u>
Specific school arrangements	Health & Safety information is communicated to employees via the Head Teacher and Local Authority
	Employee Representative(s) is Mrs R Farren, Head Teacher.
	<p>The above mentioned Safety Representative(s) will:</p> <ul style="list-style-type: none"> • Attend meetings of safety committees • Liaise with the Head Teacher on health and safety matters. • Investigate accidents and potential hazards within the workplace • Investigate complaints made by an employee they represent relating to health, safety and welfare at work • Carry out inspections of the workplace • Represent employees they were appointed to represent in consultations <p>The above duties will be carried out in accordance with the Safety Representative and Safety Committee Regulations 1977</p>
	Mrs R Farren / Mrs P Ellis are responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren / Mrs P Ellis / Mr B Fox are responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

COVID-19

Adopted procedures(s)	<u>CSG-RA-15 Vulnerable Employee Risk Assessment</u> <u>HSB 09 COVID-19 Specific Fire Risk Assessment Review</u> <u>HSB11 COVID 19 Investigation Form</u> <u>HSB 12 Contractor and Visitor Questionnaire and Guidance</u> <u>HSB 14 Face Coverings in Schools</u>
Specific school arrangements	The Head Teacher is responsible for ensuring confirmed PCR positive cases of COVID-19 are reported to the relevant authorities
	Mrs R Farren / Mrs P Ellis is responsible for ensuring confirmed PCR positive cases of COVID-19 are reported to the H&S team on an HSB11 COVID-19 investigation form (for employees/volunteers/apprentices).

	Mrs R Farren is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren is responsible for monitoring and reviewing school COVID-19 arrangements and the school's COVID-19 risk assessment

Disability Support

Adopted standard(s)	<u>LCS-HS-56 Disability at Work</u>
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Display Screen Equipment

Adopted standard(s)	<u>LCS-HS-21: Display Screen Equipment:</u>
Specific school arrangements	Regular DSE Users have been identified as Mrs R Farren / Mrs G Spark / Mrs P Ellis / Mrs AM Conroy
	DSE workstation assessments have been completed by the following trained DSE assessor(s)
	Mrs P Ellis has responsibility for ensuring any actions required are implemented.
	Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Educational Visits

Adopted standard(s)	<u>EDU-HS-03: Educational Visits and Learning Outside the Classroom</u> <u>EDU-HS-04 Emergency Management During Educational Visits</u>
Specific school arrangements	The school's Educational Visits Coordinator(s) is: Mrs P Ellis
	Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

	Mrs P Ellis / Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed
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Electrical Safety

Adopted standard(s)	<u>LCS-HS-23: Electrical Safety</u>
Specific school arrangements	Mr B Fox is responsible person for preparing and maintaining an accurate up-to-date electrical maintenance register for portable appliances used.
	Mrs P Ellis / Mr B Fox is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs P Ellis / Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Emergency Management Plan

Adopted standard(s)	<u>EDU-HS-10 Emergency management plan</u> <u>EDU-HS-14 Unavoidable school closures</u>
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren / Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Fire

Adopted standard(s)	<u>CGS-HS-01 – Evacuation Chairs</u> <u>LCS-HS-17: Carriage and Storage of Fuel</u> <u>LCS-HS-24: Preparing a PEEP</u> <u>LCS-HS-25 Fire Safety</u> <u>LCS-HS-110 Temporary Use of Portable LPG Heaters</u>
Specific school arrangements	Mrs P Ellis / Mr B Fox is responsible for regularly reviewing the fire risk assessment

	Mr B Fox is responsible for keeping the fire log book regularly updated
	Mrs P Ellis / Mr B Fox are responsible for preparation and review of Fire Emergency Procedure

First Aid

Adopted standard(s)	<u>EDU-HS-05: First Aid Provision in Schools</u>
Specific school arrangements	The first aid box(es) is/are kept at the Head Teachers Office and in the Staff Room
	The appointed person(s)/first aider(s) is/are Mrs P Baker, Ms S Brand, Ms I Dunn, Mrs L Grant, Mrs M Hall, Mrs E Jackson, Ms E Johnson.
	Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	<p>First Aid Provision procedures are as follows:</p> <ul style="list-style-type: none"> • The use of hygienic first aid practices by all staff • Provision of a fully stocked first aid box which are regularly checked by the trained first aid officer • Summoning of an ambulance where necessary by a responsible adult. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital <ul style="list-style-type: none"> • All accidents/incidents and cases of work-related ill health are to be recorded in the Incident book in the School Office. <p>Any major accidents resulting in major injury or caused through defect in the building/grounds are recorded using HS20 Incident Reporting form located on Gateshead Council's Intranet, a copy is also sent to the Local Authority.</p>

Gas Safety

Adopted standard(s)	<u>LCS-HS-28 Gas Safety</u>
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Hazardous Substances

Adopted standard(s)	<u>LCS-HS-19 Control of Substances Hazardous to Health</u>
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Specific school arrangements	Mr B Fox will be responsible for identifying all substances which need a COSHH assessment and maintaining an inventory.
	Mrs B Fox will be responsible for ensuring that all actions identified in the assessments are implemented.
	Mr B Fox is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Incident Reporting & Investigation

Adopted standard(s)	<u>LCS-HS-58: Incident Reporting and Investigation Procedure</u>
Specific school arrangements	All minor pupil accidents are recorded in school incident book. The book is kept by Teachers / Teaching Assistants and are located in each classroom.
	Mrs P Ellis is responsible for reporting relevant accidents, near misses, diseases and dangerous occurrences to the Council's Health & Safety Team in accordance with LCS-HS-58 using HS20 incident form.
	Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Infection Control

Adopted standard(s)	<u>EDU-HS-06: Infection Control in Schools and Childcare Settings</u> <u>LCS-HS-93 Control of Infections at Work</u> <u>LCS-HS-103 The Disposal of Clinical Waste</u>
	N/A

Lone Working

Adopted standard(s)	<u>LCS-HS-31 Lone Working</u>
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Specific school arrangements	The following employees are considered to be lone workers: Mr B Fox, Mrs P Ellis, Mrs R Farren, Mrs K Cuthbertson, Mrs AM Conroy, Mrs G Spark.
	<p>Lone workers have been briefed on the following procedure to adopt when working alone:</p> <ul style="list-style-type: none"> • Avoid lone working wherever possible by arranging to work in pairs or as a group • Sign in and off the site • Carry either a mobile phone or school telephone at all times when lone working • Let someone know you are coming into work, how long you expect to be and when you are leaving • Let someone know you are attending home visits, how long you expect to be and the address you will be attending • Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.

Management of contractors

Adopted standard(s)	<u>LCS-HS-20 Control of Visitors / Contractors on Site</u> <u>LCS-HS-89: Assessment, Engagement and Management of Contractors</u>
Specific school arrangements	Mrs P Ellis / Mr B Fox is responsible for assessing contractor health and safety competency prior to appointment.
	Mrs P Ellis / Mr B Fox has responsibility for ensuring suitable management arrangements are in place whilst contractors are carrying out work on site.
	Most contracted work is carried out via the Local Authority which places them responsible for the health and safety and suitability of management arrangements, however if this is not the case then the School Business Manager and Head Teacher will then be responsible.

Manual handling

Adopted standard(s)	<u>LCS-HS-32: Manual Handling</u> <u>LCS-HS-91 Moving and handling of service users and pupils</u>
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	Mr B Fox has had suitable manual handling training in his role which includes heavy lifting and moving of equipment / furniture.
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Notices to be displayed in the Workplace

Adopted standard(s)	<u>LCS-HS-35 Notices to be Displayed in the Workplace</u>
Specific school arrangements	Health and Safety Law Poster – “What You Should Know” is located in the main staff room.
	First Aid Notices are located throughout school and in every classroom.
	Fire Action Notices are located are located throughout school and in every classroom
	Liability Certificate is located in the main staff room.
	Health & Safety Policy Statement is located in the main staff room.
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren / Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Outdoor Play Equipment

Adopted standard(s)	<u>EDU-HS-07 Outdoor Playground Safety</u>
Specific school arrangements	Gateshead Council have been appointed to thoroughly inspect play equipment on an annual basis, in accordance with BS 1176
	Gateshead Council have been appointed to carry out termly inspections in accordance with BS 1176 (<i>for timber play equipment</i>)
	Mr B Fox has been fully trained and has been appointed to perform monthly rot testing of timber play equipment
	Mr B Fox undertakes daily or pre-use visual checks of play equipment and play areas.
	Mr B Fox / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Risk Assessment

Adopted standard(s)	<u>LCS-HS-40: Risk Assessment</u>
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	<u>LCS-HS-33 New and Expectant Mothers</u> <u>LCS-HS-46 Young Persons at Work</u>
Specific school arrangements	Mrs R Farren / Mrs P Ellis are responsible for carrying out risk assessments and their review
	The findings of the risk assessment will be reported to Mrs R Farren (Head Teacher) and Health and Safety.
	Risk assessments will be approved by Health and Safety and Mrs R Farren.
	Mrs R Farren / Mrs P Ellis has responsibility for ensuring any actions required are implemented
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren / Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

PPE

Adopted standard(s)	<u>LCS-HS-37 Personal Protective Equipment</u>
	Mrs R Farren is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Prevention of Slips and Trips / Gritting

Adopted standard(s)	<u>LCS-HS-38 Prevention of Slips and Trips</u> <u>EDU-HS-11 School Gritting Policy and Plan</u>
Specific school arrangements	School gritting plan is completed by Mr B Fox and grit is located on school premises. Mr B Fox keeps log of school grit required.
	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren / Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Protecting Health During Hot Weather Conditions

Adopted standard(s)	<u>EDU-HS-08 Protecting Health During Hot Weather Conditions In schools</u>
Specific school arrangements	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.
	Mrs R Farren / Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Security/ Violence at work

Adopted standard(s)	<u>EDU-HS-12: Security</u> <u>EDU-HS-15 Warning and Banning Persons from School Premises</u> <u>LCS-HS-26 Management of Violence and Aggression towards Employees Policy</u> <u>LCS-HS-79: Violence at Work (Guidance)</u>
Specific school arrangements	<p>The following procedure is adopted for briefing visitors on the school's emergency evacuation procedures:</p> <ul style="list-style-type: none"> • All students given an induction which includes emergency evacuation procedures • Visitors are always accompanied by a member of staff or are briefed on entrance • Emergency evacuation plans are in every classroom/cloakroom area • Emergency evacuation plans are also on the reverse of visitor badges
	Access to the school is controlled by automatic door and CCTV access.

Safe Vehicular Access and Egress at Schools

Adopted standard(s)	<u>EDU-HS-09 Safe Vehicular Access and Egress at Schools</u>
Specific school arrangements	<p>Vehicles are not allowed on site during the following times 09.00 – 4.30pm when the main gates of school are closed.</p> <p>The following physical measures are put in place to segregate vehicles and pedestrians:</p> <ul style="list-style-type: none"> • Pedestrians can only access school via the main electronic gate which is monitored in the office via CCTV.

	<ul style="list-style-type: none"> Vehicles can only access the school via the main gate then a member of staff will open the gate but will stay out at all times accompanying any vehicle until left.
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Statutory Maintenance and Testing/ Management of Premises

Adopted standard(s)	EDU-HS-13: Statutory Maintenance and Testing Within Schools LCS-HS-90: Management of Premises
Specific school arrangements	<p>Gateshead Local Authority is responsible for periodically monitoring the maintenance, inspection, examination or testing by the contractor.</p> <p>A School Statutory Maintenance and Testing Schedule (Appendix 1 of EDU-HS-13) has been prepared and is kept updated by Mrs P Ellis / Mr B Fox. The schedule is located in the main school office.</p> <p>Mrs P Ellis / Mr B Fox is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Mrs P Ellis / Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

Stress

Adopted standard(s)	LCS-HS-41: Stress
Specific school arrangements	We follow the adopted Local Authority Standard procedures fully

Training

Adopted standard(s)	LCS-HS-09 Health & Safety Training EDU-01 School H&S Training Matrix
Specific school arrangements	<p>Mrs R Farren is responsible for preparing and updating the training plan.</p> <p>Training will be identified, arranged and monitored by Mrs R Farren</p> <p>Training records are kept at The Drive Primary School by Mrs R Farren</p> <p>Induction training will be provided for all employees by Mrs P Ellis</p>

Waste

Adopted standard(s)	<u>LCS-HS-30 Hazardous Waste Disposal</u> <u>LCS HS-103 The disposal of Clinical Waste -</u>
Specific school arrangements	Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work at Height

Adopted standard(s)	<u>LCS-HS-43 Work at height</u> <u>LCS-HS-68 Ladders</u> <u>LCS-HS-86 Stepladders</u>
Specific school arrangements	Ladder/ stepladder checklists are completed monthly and located within the main school office. Mr B Fox is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place. Mr B Fox is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed

Work Equipment/ Lifting Equipment

Adopted standard(s)	<u>LCS-HS-39: Provision and Use of Work Equipment</u> <u>LCS-HS-72: Lifting Operations and Lifting Equipment</u>
Specific school arrangements	The school possesses the following items of lifting equipment: N/A Lifting equipment is subject to 6 monthly or annual thorough examinations which are undertaken by Mr B Fox. Mr B Fox is responsible for ensuring existing and new items of work equipment are considered as part of a risk assessment.

Workplace Inspections

Adopted standard(s)	LCS-HS-60 Workplace Inspections LCS-HS-61 Safety Tours LCS-HS-63 Health & Safety Audits
Specific school arrangements	<p>School carries out H&S Workplace inspection using the form EDU-03 at the following frequency: Termly</p> <p>School carries out safety tours using the form EDU-06 at the following frequency: Half Termly.</p> <p>School carries out self-audit using the form EDU-05 at least every <i>three years</i>, which is then submitted to Corporate Health & Safety Team</p> <p>Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>

Workplace Safety and Welfare

Adopted standard(s)	LCS-HS-45 Workplace Safety and Welfare
	<p>Mrs R Farren / Mrs P Ellis is responsible for ensuring that all relevant staff are aware of the policy and appropriate school specific arrangements are in place.</p> <p>Mrs R Farren / Mrs P Ellis is responsible for carrying out periodic monitoring to ensure arrangements in the policy are being followed</p>