

Inspecting E-safety - what Ofsted are looking for?

The Ofsted briefing paper (rev. Jan 2013), 'Inspecting e-Safety: Briefing for Section 5 Inspection' provides an outline of the safeguarding arrangements inspectors will expect to see in relation to safe use of the internet. Ofsted will be on the lookout for how the school protects and educates both staff and pupils in the use of technology and what measures are in place to intervene and support should a safeguarding issue arise. The framework makes this issue a top priority for schools.

Learning about e-safety is a vital life skill. Empowering children at an early age with the knowledge to safeguard themselves and their personal information is something that ought to be nurtured throughout school to see them into adult life.

Equally, it is important to empower parents, with the right information so that they can identify risky behaviour, or mitigate the possibility of risk. The new Ofsted handbook and guidance have made the expectations that need to be met very clear.



The following are sample questions that an inspector might ask when conducting an inspection:

- How do you ensure that all staff receive appropriate online safety training that is relevant and regularly up to date?
- Describe how your school educates children and young people to build knowledge, skills and capability when it comes to online safety? How do you assess its effectiveness?
- What mechanisms does the school have in place to support pupils and staff facing online safety issues?
- How does the school educate and support parents and whole school community with online safety?
- Does the school have e-safety policies and acceptable use policies in place? How does the school know that they are clear and understood and respected by all?

Facebook, twitter, Tumblr and other social network sites are here to stay along with other technology such as iPhones and Blackberry media. Whether we like it or not, there is no way of controlling the recommended age-limit on these systems. We must, therefore 'tool up' children from a young age with the skills to keep themselves safe on-line. Schools have an enormous responsibility and are continually fighting an uphill battle. There is a huge range of resources to call upon to prevent you from reinventing the wheel. Contact KAHSC for further information, training opportunities and support on this issue.

This briefing and other Safeguarding related Ofsted briefings (January 2013) can be found on the KAHSC website or direct from Ofsted.

No eating and drinking in labs or prep rooms - it's the law!

Following an article published in the CLEAPSS newsletter last year, they have received a large number of queries from lab technicians frustrated that colleagues do not take the warning of no eating and drinking seriously.

There are two pieces of legislation which cover this. The COSHH Regulations and The Management of Health and Safety at Work Regs which rules that it is vital to separate eating and drinking from 'dangerous areas' which include a school science laboratory and prep room.

CLEAPSS have produced guidance (G113) and a poster which can be displayed in the prep room or lab which includes extracts from relevant legislation. Both can be found on the KAHSC website or direct from CLEAPSS.



The KAHSC 'Making Sense of Safeguarding' conference - back by popular demand!

After last year's enormously successful 'Making Sense of Safeguarding' conference, KAHSC are inviting you to join us and our associates again this year on 25 April 2013 at the North Lakes Hotel, Penrith. Responding to feedback from last year's conference we have kept the format the same so that all workshops can be attended by all delegates.

Topics covered in this year's workshops are Child Protection - What's new? with Anne Sutherland, E-safety and Cyber Bullying with Jeff Haslam, Managing Conflict and Behaviour with Joanne Caffrey of Total Train and Wellbeing/Stress Management with our very own Penny Gosling. Each workshop is restricted to 25-30 participants so places for the day are limited. Book early to guarantee your place!

Avoiding infection from farm animals - "e-Bug" learning resources

Farm visits and visits from farm animals to your school or setting are an enjoyable and educational experience for children.

It is important however, that when organising such 'visits', the risks of infection from farm animals is considered. Of course this issue is not just limited to school organised visits - here in Cumbria many school-aged young people live on farms themselves so this website and educational resource are just as applicable to those young people.

Many farm animals are carriers of microbes and parasites which are harmless to them but pose a risk of bacterial infections such as E. Coli and Salmonella in humans. At particular risk are under-fives who are more vulnerable and more likely to develop serious illness if infected.

e-Bug.eu is an educational website from the Health Protection Agency (HPA) that helps to make learning about micro-organisms, their spread and prevention and treatment of infection, accessible to all students and includes an area specific to Farm Hygiene as well as many others. The free teaching resources include detailed lesson plans, student worksheets, PowerPoint presentations as well as online games and revision pages. **Visit www.e-bug.eu**



Life is a Rollercoaster!

A website developed to provide advice to 11-16 year olds

The Cumbria Partnership NHS Foundation Trust have been working alongside Carlisle Young Carer groups, the Foundation Trust's Drug, Alcohol and Sexual Health service (DASH), a number of youth groups and young people to develop a website making information about mental health and wellbeing accessible for 11-16 year olds.

The "Life is a Rollercoaster" website, www.cumbriapartnership.nhs.uk/rollercoaster.htm, is designed for young people in Cumbria, but can be used by anyone who would like to know more about how to deal with a range of physical and emotional issues they may be facing, from feeling stressed or angry, to being bullied, dealing with sexual health, drugs and alcohol, managing diabetes and asthma or having low self-esteem. The site is accessible to all and tells visitors who their local school nurse is and who they can get further help and advice from.

In Court:

Council charged after teenager engulfed in fireball on school camping trip

A 15 year-old girl from a school in East Ham was caught in a flashover when methylated spirits were poured into a cooking stove. Her clothing and head scarf were engulfed by flames and she suffered severe burns to her body with permanent scarring. The incident took place on a 3 day D of E Silver Award camping trip led by a Council employed expedition leader along with two teachers and a school administrator.

The court heard the group was enjoying the second night at the camp. One of the girls wanted to cook some more food but thought the stove was going out. She picked up a five-litre container of methylated spirits and poured some into the stove causing the instant flashover.

The HSE Inspector said "The incident was avoidable and the failure to take simple safety measures has led to a young girl being unnecessarily scarred for life... Any fuel needed for the trip should have been taken in containers incorporating a safety cut-off valve and kept away from ignition sources. There also should have been a better procedure to follow when filling or refilling the stove."

Newham Borough Council was found guilty of breaching the Health and Safety at Work Act 1974 and was fined £15,000 and £17,246 in costs.

Local authority prosecuted after disabled child nearly drowns

A 9 year old boy with severe learning and physical disabilities from Harlow Fields School had to be pulled from the water and resuscitated during a swimming session. He was taken to hospital where he had to stay for over 24 hours. Investigation into the incident found that Essex County Council had failed to provide schools with adequate guidance on how to safely run their swimming pools, also, that supervision of the boy and the rest of his class was inadequate.

The council pleaded guilty to breaching the Health and Safety Act 1974 and was fined £20,000 and ordered to pay costs of £10,110.

School fined after pupil hurt in design & technology lesson

An 11 year-old pupil from Solihull suffered serious hand injuries whilst using a bench sanding machine during a D&T lesson. His hand became trapped between the rotating face of a sanding disc and the machine's table edge. Specialist surgery was needed to repair tendon damage to his fingers.

HSE investigation found that although guarding was in place, it was inappropriate for use by a young person and the gap was big enough to trap a child's hand. An inspector added that "health and safety management for design and technology was not of the expected standard. Guidance was out of date, risk assessments were generic and concerns raised in a 2010 audit had not been addressed".

The court heard that the school had carried out a generic risk assessment for the machine that highlighted entrapment as a potential hazard. However, it failed to seek advice and had made no attempt to adapt the machine for safe use by its students.

The school had failed to ensure pupil's safety, and was fined £3,500, paying costs of £5,000.



Myth: Pupils at a Secondary School were asked not to push a fellow pupil's wheelchair as they had had no training. The pupil was in a wheelchair due to a sprained ankle.

Busted: There is no Health and Safety law that prevents students from pushing wheelchairs. The school may have legitimate concerns for student welfare - if this is the case the School should address these concerns with the students so that they may be able to help their fellow students.

Myth: School fete organisers were left looking for polystyrene packing pieces for their lucky dips as they were not allowed to use shredded paper or tissue paper due to Health and Safety laws.

Busted: There are no Health and Safety laws which prevent the use of shredded paper in lucky dips. The Myth Buster Challenge panel found it difficult to imagine what 'risks' may be associated with this.

Myth: A letter was sent to parents of children at a primary school stating that for Health and Safety reasons the children would no longer be allowed to play football on the infant playground at break and lunchtimes due to restricted space and children being hit in the face by the ball. Another school banned "dangerous footballs" - only foam balls are allowed.

Busted: There is no legislation which bans children from playing with footballs. The schools need to take a proportionate approach to manage these activities while the children are in the care of the school.

The Myth Buster Challenge panel can be contacted at www.hse.gov.uk/contact/myth-busting.htm

Scarlet Fever - Health Protection Agency advice

Following an outbreak (two or more cases) of scarlet fever in a Cumbria School recently, the HPA issued the following advice:

- Stop wet play in nursery / reception i.e. water, playdough (discard used), sand, until the outbreak is declared over.
- Clean toys etc. as much as possible.
- Ensure wash-hand basins have a supply of liquid soap (instead of bar soap) and disposable paper towels.
- Encourage hand washing and good respiratory hygiene.
- Ensure that drinking water fountains are properly cleaned and sanitised at the end of each day.
- Ensure children or staff with symptoms of a sore throat, tonsillitis or scarlet fever stay off school and are advised to see a GP. Anyone excluded from work or school can return after completing 24 hours of an antibiotics course.

Factsheets on this and the more common communicable diseases are available to download from the KAHSC website.



Are your window restrictors robust enough?

Following the death of a patient who fell from a second floor hospital window, the Department of Health has issued an alert requesting that all who manage sites where vulnerable people may be present, inspect the window restrictors installed around their buildings to ensure that they are adequate to protect individuals from falling.



The window restrictors installed may be inadequate to prevent a determined force to open a window beyond the 100mm restriction.

KAHSC associate, Cardea Solutions works hand in hand with schools and nurseries providing award-winning safety products under four brand divisions including Window Security Solutions and Fingershield Safety (UK)

Their website www.fingershield.co.uk shows the full range of products and services available.



Model Policies & Safety Series

Charging & Remissions Policy

G35 - Fire Safety

G38a - Control of Substances Hazardous to Health (COSHH)

supported by model risk assessments

G41 - Managing Performances in Schools

G43 - Young People at Work

G45 - Intimate Care & Toileting - supported by model school procedures

Health & Safety myths shouldn't stop school trips and activities

The Royal Society for the Prevention of Accidents (RoSPA) is encouraging teachers to embrace outdoor activities after discovering that more accidents take place in schools than on trips.

Injuries from leisure activities show that children are far more likely to get hurt playing football or rugby at school than going on a school hiking trip.



Revealed in a new RoSPA guide: 'Planning and Leading Visits and Adventurous Activities - Guidance for Schools and Colleges', statistics show that accidental deaths are very rare on school trips - with one child dying each year, on average, in the UK. These figures are set against the 7-10million days of activity that the government estimates take place outside UK classrooms annually.

The guide, which is targeted at head teachers, school staff, governors, trustees, parents and other interested groups, aims to put safety concerns into perspective and to offer no nonsense, practical advice to those who work with five to 18 year olds and who intend to oversee activities outside the school - whether they are sporting activities, cultural activities, field trips, or outdoor adventures. The publication includes sections on: the legal context; school policies; planning; outdoor and adventurous activities, and trips abroad.

David Rushton, RoSPA's Head of Education and Leisure, said: "We believe that children and young people benefit so much from visiting new places and being challenged to try out new and exciting activities. It helps them to learn about safety and risk through experience. Yet there is a perception among some people that the risks and 'red tape' outweigh the benefits. This is simply not the case. The focus for schools and colleges should be on how real risks are to be managed - and not on trivial, hypothetical risks, or on burdensome paperwork."

A copy of the guide is available to download from the KAHSC website or by visiting www.rospace.com/schoolandcollegesafety/teachingsafely/info/school-visits-guide.pdf

Online Visits Module Live.. and Users Loving It!

With Phase One of web development now over the hard work has begun on bringing our clients Phase Two, the visits staff management system. Phase One has been a huge success and a number of schools are now in full swing with inputting trip information and uploading supporting documents such as itineraries and risk assessments. User feedback has been fantastic with most finding the process very simple and straightforward. "Not having to copy everything in triplicate and distribute it saves me so much time" said one user. Within a month we had our first recovery issue. A school accidentally deleted a visit when they meant to print it. The information was fully recoverable from our secure back-up server. The day trip was saved!

Coming soon in Phase Two is the development of staff profiles which schools and settings can use to demonstrate the competence of staff who lead or accompany visits. The system will have the facility to upload scanned qualification certificates and experience logbooks for that purpose. Any qualification expiry dates will link to a calendar which will fire off an email to the Educational Visits Coordinator 2 months before the qualification expires to notify them of that.

The best thing about our system is that it is fully developed by KAHSC which means that we can continue to make changes to it very easily to meet the exact needs of the end user - something which we couldn't have done if we had bought an off-the-shelf package.

The User Guide is available to download from the website now and every client able to use the system was invited by email to be 'switched on' back in Nov 2012. The system is very easy to use but training on its use is available free of charge by contacting penny.gosling@kymallanhsc.co.uk



"Know It All" Really?... Do you?

In line with Ofsted's e-safety inspection criteria, one issue schools may wish to pay particular attention to is the increase in 'sexting'.

Sexting or SGII (Self-generated indecent images) is the sending and receiving of personal sexual images or conversations to another party, usually via mobile phone messaging or instant messaging. In a survey, a shocking 40% of Key Stage 3 and 4 students did not consider topless images as inappropriate and said they knew friends who carried out sexting.

On Childnet International's "Know It All" website, www.childnet.com/kia/secondary/toolkit-advanced/picture-this.aspx you can find a teaching resource when tackling this sensitive issue.

'Picture This' includes lesson plans and a 25 minute play script - using drama to enlighten pupils as to the consequences of creating and sending indecent images.



What statutory documents must my school have in place?

The Department of Education (DfE) has reviewed its list of statutory policies and documents which governing bodies and proprietors of independent schools are required to hold (Oct 2012).

While governing bodies are required to hold each of the listed documents, the drafting of school policies can be delegated to any member of school staff. The revised document also now allows for some statutory policies to be 'Approved' by others in the school e.g. Head teacher or Committee of the Governing Body. In fact, only 4 out of the 28 now require full Governing Body approval. Schools are also free to review many of the statutory policies in line with their own timetable.

In the reviewed list there are 3 new pieces of documentation required:

1. Governors written statement of behaviour principles - (Model currently being prepared by KAHSC).
2. Complaints procedure statement - a statement setting out the procedures for dealing with complaints against the school
3. Statement of procedures for dealing with allegations of abuse against staff

The previously named Performance Management policy has been renamed 'Teacher Appraisal Policy'.

The full list of statutory policies and documents, along with model policies and procedures for the majority of the statutory documents are available to download from the KAHSC website.

New Courses Available to book NOW.

Check out the information below to find one that suits your training needs.

Enquire or book a place by contacting Julie on **01228 210152** or email **julie.smithson@kymallanhsc.co.uk**

NEW - Fire Safety Training for Schools and other settings – Trainer Bill Murray, Fire Safety Advisor

Basic Staff Fire Safety Training (2 – 2 ½ hours) *Coming Autumn 2013*

Fire Warden Training (3 – 3 ½ hours)

NEW - Conflict Management and Physical Intervention – Trainer Joanne Caffrey, Total Train

Conflict Management/De Escalation Training – BTEC Approved Competence Course (6 hour)

School Physical Intervention Training – BTEC Approved Competence Course (6 hour)

Awareness course (3 hour)

This will equip other staff in the school with skills to support the 'competent' person without interfering with or aggravating the strategies being employed.

Further details of these and other courses are available from the KAHSC website, or alternatively you can call us on 01228 210152 or e mail us at Julie.smithson@kymallanhsc.co.uk.



PROFESSIONAL BUSINESS SUPPORT FOR YOUR SCHOOL

Looking for the best products at the best prices in:

- Procurement Services - Guaranteed Savings for your school
- IT and Computer Hardware, Software, Maintenance and Support
- Reprographics - find the right machine at the right price
- Network and Data Cabling
- Let our experienced staff provide you with advice, guidance and support

Visit us at www.system-it.co.uk or call Adrienne Gibson on 07584 211 360 or 01228 516555 or email her at Adrienne.gibson@system-it.co.uk to find out what we can do for you.



MINIBUS ASSESSMENTS DUE? BUDGETS SLASHED?

Call Mike Thomson (Dip.D.I.)

With over fifteen years experience in School Minibus Assessments and Training countywide, get yours from as little as £30 per assessment.

To discuss your needs please call 07876 136131 or email mgtthedale@aol.com

CCAS

Cumbria Clerking Advisory Service

Are you experiencing difficulty recruiting a clerk to your governing body?

How effective is your governing body? Would an evaluative "health check" be beneficial?

If the answer is "Yes" to any of these questions then Cumbria Clerking Advisory Service is the service for you.

Contact: Mrs Sue Glendinning ☎01228 812424 ☎07887426958 ✉ccas@o2.co.uk www.cumbriaclerkingadvisoryservice.weebly.com

Fingershield™ Safety (UK)

Be safe in our knowledge

Prevent Finger-Trapping Accidents

Contact Fingershield for a Free Door Safety Risk Assessment Survey on Freephone: **0800 980 9444** or visit www.fingershield.co.uk for more information.

E-mail: info@fingershield.co.uk

Fingershield Safety (UK) is a trading division of Cardea Solutions Ltd



Health and Safety Consultants Ltd

Kym Allan Health & Safety Consultants Ltd

3-4 Citadel Row, Carlisle, Cumbria, CA3 8SQ

Tel: **01228 210152**

Fax: **01228 210153**

Email: kym@kymallanhsc.co.uk

Website: www.kymallanhsc.co.uk

Arbor-Tec tree care

We are one of the fastest growing Arboricultural companies in Cumbria. We undertake all aspects of tree surgery and arboricultural work - from large commercial site clearance projects to garden tree pruning for domestic clients - all at competitive rates.

Tel **017687 80789** or **07919 386737**

email: info@arbortectreecare.co.uk web: www.arbortectreecare.co.uk

