



**SOUTH HOLDERNESS TECHNOLOGY COLLEGE
HEALTH & SAFETY POLICY
STATEMENT OF INTENT (STUDENTS)
(PART IV)
2016**

1. In accordance with the Health and Safety at Work etc. Act 1974 and all other relevant Statutes, Regulations and Orders including the Section 157 of the Education Act 2002 and The Education (Independent Schools Standards) England) Regulations 2003, The South Holderness Technology College acknowledges its responsibility and will provide and maintain, so far as it is reasonably practicable, training programmes that are in an environment that provides a healthy, safe, secure and supportive environment and commits to the protection of a vulnerable student of any age.
2. In practice, this will mean the SHTC will:
 - a) Promote awareness and identification of potentially vulnerable college students, and nominate a designated safeguarding person and deputy with the necessary training and qualifications to establish links to external safeguarding agencies.
 - b) Ensuring that all college students are given adequate training on Emergency Evacuation.
 - c) Ensure that all employees are given adequate information/training on how to comply with legislation in regards to the supervision necessary with college students to maintain a healthy, safe, secure and supportive working environment
 - d) Ensure that the employer maintains buildings, environments, plant and machinery at a legally required level of safety.
 - e) Monitor the workplace to ensure conditions in which safe work practices can be carried out, and equipment can be operated safely.
 - f) Ensure that all Managers/Heads of departments are aware of their responsibility for implementing the college health and safety policy in regards to students, with special consideration to the supervision of young persons in the workplace and due regard to any vulnerable student.

Organisational responsibilities

Headteacher

Overall responsibility for ensuring that The South Holderness Technology College sub-contractors and students have been trained in line with all relevant safety legislation including the Safeguarding Children and Safer Recruitment in Education (in force 1 January 2007), Health And Safety Standards (HASS).

Site Manager & Safeguarding Manager

The Site Manager & Safeguarding Manager has responsibility for ensuring that this policy is being implemented uniformly on an ongoing basis throughout all of the SHTC activities. The Site Manager & Safeguarding Manager have the responsibility to investigate all accidents, incidents involving the safeguarding of any students and assist in any follow up action.

Basic Principles

- a) If no specific advice, policies or guidelines for a specific situation exist, or if you are unsure consult a senior manager.
- b) If you need to take a particular course of action in an unplanned circumstance, which may vary from policies or does not allow time for advice to be sought, record these actions with a Senior Manager.
- c) If at any time you are concerned that an action or comment by yourself may be misinterpreted or that a child behaves or makes a comment in a way that causes you concern in this respect, log your concerns immediately with the appropriate senior member of staff.

Staff Responsibilities

- a) All staff have responsibilities to ensure the Safeguarding of children; work and behave safely and responsibly at all times to fulfil your duty of care and not abuse in any way your position of trust.
- b) Respond to any concerns about a child's wellbeing that you may have or are brought to your attention in line with the school and ERSCB CP policy.
- c) Respond in the same way to concerns that involve the behaviour of other adults in the college by following the college procedures for 'Whistle Blowing' as outlined in the school policy and LA policy.
- d) Review your own practice and follow college policies and procedures and seek advice when unsure.

Understand that it is professionally and morally unacceptable for staff NOT to carry out these responsibilities.

College Responsibilities

In order for staff to carry out these responsibilities the college will ensure that:

- a) All new and existing staff receive adequate CP and related induction and continuing training as laid down in the college CP and other related policies.
- b) All staff are made aware and regularly reminded of the college procedures for reporting concerns and related safe college policies.
- c) Staff concerns and opinions will be sought and taken into account in the regular review of related policies and procedures.

- d) All staff are aware of the college & LA 'Whistle Blowing' procedures by which adults can voice their concerns, made in good faith, without fear of repercussion.
- e) Provide a safe working environment for staff and provide guidance about safe working practices.
- f) Ensure that the Duty of Care to staff is carried out.

The Inclusion Services Department has full regard for the Health and Safety of students and staff. It follows the school Health and Safety Policy. Risk assessments are carried out prior to any SEND student taking part in any activity. The school has a detailed Emergency Evacuation Policy which explains how Disabled students will be evacuated in the case of a fire.

The SENCO and Inclusion Services Department liaise regularly with the Local Authority Integrated Sensory Support Service, designated Physiotherapists and Occupational Therapists as well as other outside agencies to ensure the safety of all SEND students. The three services mentioned above complete a detailed access audit annually to ensure the premises is safe for SEND students particularly those students with a physical/sensory disability.

1. SHTC will not tolerate harassment and bullying in any form with learners on 'in College' programmes or incidents involving 'work based Students' and will take firm and decisive action to protect the interests of its Students whenever incidents are identified.

2. **Definition of Bullying**

What is bullying - bullying is treating some-one differently because of who they are, not because of anything they have done. It is the persecution of an individual by another person or group of people. Bullying is the wilful, conscious desire to hurt, threaten or frighten someone else. Bullying involves dominance of one person by another, or group of others.

3. The following are common examples of bullying, but not a complete list:

- Intimidation/threatening behaviour
- Any form of physical abuse e.g. punching, kicking
- Verbal abuse – shouting at, insulting, "putting down"
- Psychological abuse – isolating an individual, preventing them from becoming part of a group or involved in certain activities
- Anonymous letters or spreading rumours that are designed to upset
- Demanding money
- Demanding coursework to copy against a person's will
- Stealing, hiding or damaging belongings e.g. books, clothing, bags
- Teasing people about their physical appearance
- Intimidating or threatening email or text messages
- Special Educational Needs and Disabilities is also a possible factor in bullying

4. **Definition of Harassment**

What is harassment? - Harassment may be defined as any conduct that is unwanted by the recipient, or any conduct which affects the dignity of any individual, or group of individuals including cases where recipient is not offended or not present. Harassment may be repetitive, or an isolated occurrence against one or more individuals.

- **Physical Harassment includes** unwanted contact (e.g. unnecessary touching), assault or gestures, intimidation or aggressive behaviour.
- **Verbal Harassment includes** unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter which is based on a person's sex or race or which refers to a person's age, disability, sexuality, religion or personal appearance.
- **Non-verbal Harassment includes** offensive literature or pictures, graffiti and computer imagery, isolation or non-cooperation and exclusion from social activities.

Harassment may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual(s):

5. **Disability Harassment**

- threats, physical or verbal abuse against a person or group because of their disability
- jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their disability
- provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- display or circulation of offensive material (emails and texting)
- stereotyping

6. **Racial Harassment**

- threats, physical or verbal abuse against a person or group because of colour or ethnicity
- discrimination on the grounds of race, colour or ethnicity
- jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their colour, race or ethnicity
- provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- display or circulation of offensive material (including emails, texting and 'sexting')
- stereotyping

7. **Religious Harassment**

- threats, physical or verbal abuse against a person or group because of their religion or belief
- jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of religion or belief
- provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- display or circulation of offensive material (including emails, texting and 'sexting')
- stereotyping

8. Gender Harassment

- Threats, physical or verbal abuse against a person or group because of their gender or gender re-assignment.
- discrimination on the grounds of gender
- jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their sexual orientation
- verbal or physical sexual advances which are coercive or unwelcome, whether they are intended to offend or not

- the use of stereotypes to demean either sex or derogatory or discriminatory statements referring to either sex
- display or circulation of sexually suggestive or offensive material, e.g. pin-ups (including emails, texting and 'sexting')
- provocative behaviour, such as the wearing of badges, clothing or insignia which may offend

9. Sexual Orientation Harassment

- Threats, physical or verbal abuse against a person or group because of their sexual orientation.
- jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their sexual orientation
- provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- display or circulation of offensive material (including emails, texting and 'sexting')
- stereotyping

10. Age Harassment

- threats, physical or verbal abuse against a person or group on the grounds of age
- jokes, mockery, unwarranted remarks, graffiti or innuendo which offends people on the grounds of their age
- provocative behaviour, such as the wearing of badges, clothing or insignia which may offend
- display or circulation of offensive material (including emails, texting and 'sexting')
- stereotyping

Some forms of harassment are illegal, and incidents which result in violations Of the Health and Safety at Work Act 1974.

What do I do if I am bullying someone?

- Discuss it with your Tutor, assessor or another member of staff of the SHTC. They will be able to assist you to find the help you need and will welcome the opportunity to help you to improve the way you and others behave towards each other in the College or workplace.

11. **Accident/Incident reporting**

The employer is made aware of conforming to the Health and Safety at Work etc. Act 1974.

RIDDOR 2013 means the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, which came into force on 1 April 2013, will be followed when required for all incidents/accidents and that all sub-contractors are made aware of their obligations under this Regulation.