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Welcome to the Safety Scene Autumn 2019...

and to our newest recruit Courtney Allan...

We are busier than ever at KAHSC Towers so Courtney has joined us as our Business Support Administrator dealing with our website rebrand, finance and providing much needed day to day business and administrative support.

Courtney has a background in business support and administration and is a very welcome addition to the team.

KAHSC Website Member?

In recent weeks your school will have received an email from us which includes a list of your current users on the KAHSC website.

As Data Controllers we have a responsibility to ensure that the data we hold is accurate and that any ex-employees or Governors are denied access to the potentially confidential information held on our website.

If you have not already done so, please ensure that your list is reviewed and returned to Laura at **laura.sim@kymallanhsc.co.uk** as soon as possible. If there are no changes, please could you let Laura know.

'Making Sense of Safeguarding' Conference

There have been a number of enquiries about whether we are running a 'Making Sense of Safeguarding' Conference in 2020.

We are able to confirm that the decision has been taken to delay our next Conference until Spring 2021 to coincide with our 10 year anniversary celebrations. Preparations will begin mid-2020 and as soon as we have a date arranged we will let you know.

f **We are now on Facebook. Visit our page 'Kym Allan Health and Safety Consultants KAHSC'**

KAHSC website updates

As many of you are aware we are in the process of making various updates to our website. In the coming months there will be additions made to the Visits module and an improved Accident reporting module will be released.

Future developments will include a rebrand of the site, updates to the Training and Calendar Records (TRAC) System and some new modules that we hope will enhance your experience of using the website and are useful in your day to day roles.

During the updates our 'Website people' are working hard to minimise disruption to our users but if you do experience any operational issues please let us know.

Star Performers

This issue we would like to say well done to **Burgh by Sands School, Thomlinson Junior School, Kirkby Thore School & Holme St Cuthbert School** who achieved very high scores in their County Council Health & Safety audit following a pre-county audit from KAHSC and **Dallam School** and **West Lakes Academy** who achieved very impressive scores in their recent audits carried out by us. Congratulations to all involved, it's great to see all of your hard work pay off.

Are your Policies and procedures up to date?

As you will already know, Ofsted carry out a check of your schools website before they even step foot on your premises. When they do this they are checking for a number of different things one of which is that those Policies and procedures that should be featured on your website are evident and that they are up to date. If the answer is 'no' to either or both of these questions then it may raise concerns about safeguarding in the school overall.

We understand that you are all under a great deal of pressure and that it is difficult to keep up with changes. If you are unsure about the status of your Policies and procedures and are using our models then we can update the following to the most recent version:

- Child Protection
- Whole School Behaviour
- Overarching Safeguarding Statement
- Code of Conduct for Staff & others
- Safe Recruitment, Selection & Vetting
- Data Protection
- Charging & Remissions
- Peer on Peer Abuse (where you have a separate Policy)

If would like to take up this service please send your Policies to **kym@kymallanhsc.co.uk**

In addition, if you are a Community or Voluntary Controlled School and are due an LA Health & Safety Audit, we can carry out a 'Pre-County Audit' to help you get prepared. If you are an Academy, Voluntary Aided or Foundation School and have not recently had a Health & Safety Audit from ourselves. Please contact our office to book this in or for further details.

Notice any Privacy issues around trips?

When nurseries, schools, colleges and other educational settings:

- collect personal data about pupils, staff, and volunteers to hand over to a third party, or
- agree to booking terms and conditions which include a third party's use of personal data, or
- use consent forms from a third party activity or service provider to collect and share personal data,

someone needs to check that the collection and sharing complies with the Data Protection Act (2018), and the educational setting's own Data Protection Policy and privacy notices.

Visit leaders don't need parental consent to share personal data with a third party as long as parents or carers know about it **before** it's shared (so they have a chance to object) and the information is really necessary to operate the contract with the provider (for example, staff and pupil food allergies to ensure food they provide is safe; individuals' weight for allocating ponies to riders, head/shoe size for sports safety equipment being provided; religion to ensure arrangements for prayer or fasting are properly planned etc.). It is not for the educational setting to explain the privacy arrangements of third parties - the law already requires organisations to publish privacy notices explaining them. Parents and carers can find out what a third party does with their children's data by looking at that organisation's Privacy Notice, which should be freely available on their website. Schools just need to point parents towards the information they need, preferably in writing and **before** parents explicitly sign their consent, explicitly agree their consent online, or implicitly consent by paying any money that is not refundable.

If providing families with online links to important information which they will need to make properly informed decisions, care needs to be taken not to disadvantage families without easy access to the internet and information might need to be printed for them. If a meeting will be held with parents about trip arrangements, data protection and privacy must be on the agenda if only to check that everyone understands and that there are no concerns.

Don't forget to check what third parties say about how they will use images of children. Asking parents to **opt out** of their child's image being used instead of **opt in** within any contract, waiver, disclaimer or consent form makes the consent given invalid because it wasn't "freely given". Want to know more about what is and isn't valid consent? Visit **www.ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/consent/what-is-valid-consent/**

Free tree packs for schools

The Woodland Trust are giving away free tree packs to schools and community groups for planting in areas accessible to the public. The trees should be planted either on the school grounds, land that the school have regular access to or an area that is publicly accessible.

Before completing your application you need the six figure grid reference of the land that you are planning to us and select the tree pack that you would like from range available.

There are 2 delivery periods per year, in March and November. Applications are currently being taken for delivery in March 2020.

To apply visit the Woodland Trust website **www.woodlandtrust.org.uk/plant-trees/schools-and-communities/.** Also available are resources such as a planning tool, planting advice and interactive quizzes so you can make the planning a classroom activity.

Mental Health & Wellbeing in Schools Training

The first 3 'Mental Health and Wellbeing in Schools' training events for schools took place in October run by Dave McPartlan (**davemcpartlanedsolutions@ gmail.com**). Carlisle, Kendal and Cockermouth hosted twilight training sessions for schools looking to implement a whole school mental health strategies. Schools from the primary and secondary sector came together to learn about and discuss a model

for mental health whole school development. The training gave time for delegates to explore the model, audit tool and action plan template, before looking at ways in which they could implement them back in their home schools.

Dave, who is studying for a PhD focussed on school mental health at the University of Cumbria, also introduced the Facebook page "Cumbria Schools Mental Health

Support Hub". The Support Hub is about building a Cumbria wide network of schools and practitioners, who over time can work together to develop good practice and mutual school support within the Education sector.

If you weren't able to attend the courses in October, further dates have been arranged for February 2020. Contact us for further details.

Teaching Resources from 'Time to Change'

Time to Change is a growing social movement working to change the way we all think and act about mental health problems. Their work has already reached millions of people. Despite the progress being made, many people still don't believe mental health problems are likely to affect them or people they know.

The group have developed a range of resources aiming to make younger generations more open about mental health problems than others before them.

The resources are available to download from **www.time-to-change.org.uk/get-involved/schools**

time to change

let's end mental health discrimination

And for your staff...

TES have launched a new product which aims to help Senior Leaders to identify areas for attention as well as highlight strengths in school.

The product consists of short surveys of up to 10 questions at a time allowing staff to give

anonymous feedback to let you know what support they feel they need.

Based on the results of the surveys, you can develop an action plan to improve staff engagement, wellbeing and retention. Each subsequent survey will allow
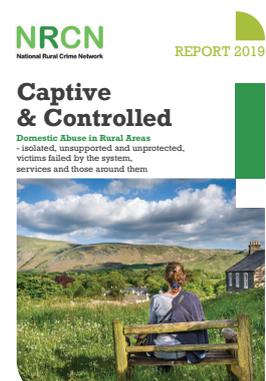
you to track the effectiveness of the actions that you have put in place.

More information can be found **www.tes.com/for-schools/ international/empower/staff-pulse**

Domestic Abuse in Rural Areas

The National Rural Crime Network have published a report looking at the little thought about story of Domestic Abuse in Rural Areas. The report titled 'Captive and Controlled' looks at how abuse in rural settings differs form that in urban ones, how little that abuse is understood and how these victims are lost to support, policing and criminal justice systems.

The full report is available to download from the KAHSC website.

NRCN
National Rural Crime Network
REPORT 2019

Captive & Controlled
Domestic Abuse in Rural Areas
- isolated, unsupported and unprotected, victims failed by the system, services and those around them

Date for the diary

**Safer Internet Day -
11th February 2020**

This year's theme is 'Together for a better internet'.

Coordinated in the UK by the UK Safer Internet Centre, the day sees hundreds of organisations get involved to help promote the safe, responsible and positive use of digital technology for children and young people and is a great opportunity to spark a conversation to create a better internet for the future.

For more information visit **www.saferinternet.org/safer-internet-day/2020**

New blog and Online Safety posters from UK Safer Internet Centre

The UK Safer Internet Centre has published a new blog about teaching online safety in schools. The blog written for newly qualified teachers aims to help them feel comfortable handling online safety in the classroom. Visit **www.saferinternet.org.uk/blog/online-safety-nqts-%E2%80%93-ultimate-starter-pack** to access the blog.
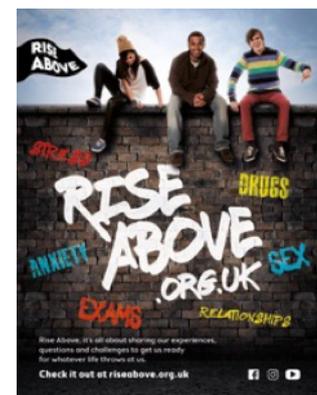
Also, new from the UK Safer Internet Centre is a range of free classroom posters promoting online safety. The posters cover various ages ranges 3-6, 6-10 and 11 and over. The posters are available to download from the UK Safer Internet Centre or KAHSC websites.

Teaching resources for Secondary Schools

Childnet has published new resources to help secondary schools tackle the issue of online sexual harassment among young people aged 13 to 17. Online sexual harassment is unwanted sexual conduct on any digital platform and it is recognised as a form of sexual violence. The teaching resources include lesson plans, films, posters a peer-led workshop plan and an assembly presentation. Resources are available from **www.childnet.com/resources/step-up-speak-up/teaching-toolkit**

Also, Rise Above is a Public Health England resource that supports teachers in delivering PSHE lessons to engage young people on a variety of risk behaviours – including body image, image in the digital world, online stress, bullying and cyberbullying, forming positive relationships and fear of missing out. The resource consists of lesson plans and ready-to-use PowerPoints co-created with teachers, and video content developed with 11 to 16-year-olds.

Visit **www.campaignresources.phe.gov.uk/schools/topics/rise-above/overview** for further details.

Teaching about cybercrime

The National Crime Agency (NCA) have published two free lesson plans which cover the causes and effects of cybercrime, and how to avoid it. The lesson plans come in response to an increasing number of young people engaging in acts of cybercrime, often having been encouraged to do so by criminals in hacking forums or via online gaming.

The lessons which are aimed at Key Stage 3 pupils are available to download from the PSHE Association website **www.pshe-association.org.uk/curriculum-and-resources/resources/exploring-cybercrime-ks3-lesson-plans-national**

Keeping Children Safe in Education: Statutory guidance translations

The London Grid for Learning (LGfL) has published translations of Part 1 of Keep Children Safe in Education for all school staff in England.

The guidance is now available in Arabic, Bengali, Cantonese, Gujarati, Mandarin, Polish, Portuguese, Punjabi, Spanish, Urdu and Somali and downloadable from **www.lgfl.net/digisafe/kcsietranslate**

Preparing to implement new Relationships, RSE & Health Education

With 10 months left to implement the content of The Relationships Education, Relationships and Sex Education and Health Education Regulations 2019 the PSHE Association are working hard to produce training and resources

to make schools ready for the changes.

The latest resources published include lesson plans and activities, programmes of study and advice for supporting parental

engagement. Further resources are also planned for throughout the academic year. All resources are available to download from the PSHE Association website **www.pshe-association.org.uk/ curriculum-and-resources**

5 step guide to Legionella Management

The Safety and Health Practitioner (SHP) magazine recently published a 5 step guide to legionella risk management for education estates managers. In brief, these steps are:

1. Management, Communication and Training – a responsible person who has sufficient authority, knowledge and competence must be appointed and a Written Scheme of Control prepared.

2. Independent Advice - where specific competence does not exist in school, external expert advice should be sought.

3. Risk Assessments – this should be carried out by a member of the Legionella Control Association (a list of members can be found on the HSE website).

The findings of a risk assessment will underpin the written scheme of control.

4. Written Scheme of Control – this should be prepared following your risk assessment and detail roles, responsibilities, training and operational control processes for water risk systems.

5. Audit – this should be carried out periodically to review the effectiveness of the management arrangements and control measures in place.

A number of HSE guidance documents relating to managing the risks from Legionella can be found on the KAHSC website.

Fatal Locker Incident

A 9 year old boy was fatally injured when a unit of lockers in a school swimming pool changing room fell on top of him. The boy was attending an after school swimming club at a local high school with his family at the time.

Following the incident the HSE has highlighted its advice

regarding the safe installation of furniture and equipment such as shelving, display boards, cupboards and lockers. Schools are encouraged to review their arrangements to ensure that such items remain stable and assess the likelihood of misuse (such as climbing). Arrangements should

also be checked when rooms are refurbished, if new equipment is installed or where furniture or equipment is moved.

An HSE classroom checklist looking at the most common areas to consider is available to download from the KAHSC website.

Product Recalls

Comfysall Children's Backpack
Issue: Various elements of this backpack are faulty leading to the risk of choking, strangulation and suffocation. The product does not comply with the Toy Safety Directive and relevant European standard EN71-1.

Models affected: The backpack is pink fabric with blue spots, yellow straps and a soft white rabbit head and feet. The product was sold online – particularly Amazon.
Bar code: X000Q7S273

What to do: There hasn't been any advice published by the manufacturer. We would recommend to stop using the backpack immediately and contact the vendor for further guidance.

Cooke & Lewis Freestanding Slimline Dishwasher (Sold by B&Q)
Issue: Water vapour from use may access power supply components and degrade them causing excessive heat and potential fire.

Models affected: Model number: CLDW451W-C Batch number: 5052931055623

What to do: If you have an affected product stop using it immediately and unplug. Call the UK Helpline 0300 303 4482 and B&Q will arrange for the dishwasher to be repaired.

Philips Efficia DFM100 Defibrillator
Issue: Due to software or hardware issues the device may fail to start or deliver defibrillation therapy. The issues may result in a delay in therapy being delivered to a patient.

Models affected: Efficia DFM100 Model number: 866199

What to do: Philips have advised that this device is still safe to use as the issues are not affecting all devices. If you have a device with the above model number, ensure that staff are aware of the issues and that a backup defibrillator is available. If you identify a device with is demonstrating the issues contact Philips Customer Care on 0870 532 9741 to request repair of the unit.

'Phishing' attacks aimed at schools

PHISHING ALERT!
SPAM - SCAM - MALWARE - SPYWARE

The Cyber and Digital Crime Unit (CDCU) of Cumbria Police are aware of recent Phishing attacks aimed at schools, either directed at specific staff members or generic admin accounts.

These e-mail attacks attempt to trick the recipients into doing the wrong thing, such as clicking on a link that would either download malicious software, direct them to a dodgy website, making payments or getting them to enter sensitive information (usernames and passwords).

The suspects can mask their email address and use information about the school it is targeting to make the emails more persuasive and realistic.

The CDCU want to raise awareness of the threat these emails can pose and the impact on Schools and their networks. The following link to the National Cyber Security Centre offers advice on what to look out for and how to protect yourselves and your organisation: **www.ncsc. gov.uk/guidance/phishing**

Any other queries you can also email the CDCU at **cyber@cumbria.police.uk**

Deck the halls but do it safely

So long as people are sensible there is no reason why your halls can't be decked with the spirit of Christmas. Accidents caused by working at height are one of the main causes of occupational injury and death. Those managing activities of this nature should consider whether working at height can be avoided, and if not, ensure that the work is correctly planned, managed and the equipment is suitable and fit for use.

To avoid a festive trip to A&E here are some dos and don'ts...

Do:

- use a sturdy, well maintained stepladder – not your desk or wheelie chair;
- wear footwear with a good grip – smooth or wet soles and high heels are not suitable for working at height;
- ensure cables/reels are fully extended;
- ensure that your tree is stable and decorations are hung securely.

Don't:

- try to hang decorations on your own – have someone assist you or at least have someone in the vicinity;
- over reach – when working on stepladders you should always have 3 points of contact to maintain balance;
- hang decorations over/across ceilings on escape routes;
- use real candles as part of your displays.

For further guidance please download the 'Seasonal Decorations Safety Guidance' from our website.

Preparing for the winter weather

The severe winter weather can seriously disrupt the workings of educational establishments which is why it is vitally important that Senior Leadership plan ahead. The main things to consider are:

- Which entrances should take priority for clearing and have parents and others been informed of routes?
- Is it possible to close off those routes not considered a priority?
- Are suitable mats installed to keep internal floors dry?
- Is external lighting sufficient and properly maintained?
- Are all pipes properly lagged to prevent freezing and bursting?
- Does your heating system have a 'frost control' or low setting?
- Are external objects such as bins secured to prevent them from becoming 'flying hazards'?
- Who is responsible for checking the premises during periods of closure?

KAHSC Safety Series G31 can help you get prepared for the oncoming winter weather. This is available to download from our website.

Merry Christmas

And finally...all of the team at Kym Allan Safeguarding, Health & Safety Consultants Ltd. would like to wish our customers, colleagues & friends a Merry Christmas & a happy, healthy 2020

Happy New Year