



## **Health & Safety and Wellbeing Policy**

Date: April 2025

## **Introduction**

Paramount Safeguarding Ltd. provides high quality safeguarding consultancy, training, reflection/supervision sessions and therapeutic interventions to individuals and organisations such as schools, alternative education providers and charity organisations.

Services and therapeutic interventions are predominantly delivered on school/education sites within the Local Authority and therefore the health & safety policies and procedures of those school/education settings must be adhered to, as well as policies and procedures of the Local Authority. Paramount Safeguarding Ltd. recognises the responsibility to take care of our staff, colleagues, pupils and others within the school/education settings. Disregard or failure to comply with healthy & safety procedures will be reported to the Headteacher of the school and to the Local Authority. The working environment should be a safe, secure and pleasant working environment for everyone.

## **Staff**

Director	Kyri Mingay
DSL	Kyri Mingay
Specialist Safeguarding Consultant	Kyri Mingay
Therapeutic Practitioner	Kyri Mingay
Freelance Therapeutic Practitioners	

## **Statutory Law and Guidance**

This policy is informed by the following statutory laws and guidance:

Healthy & Safety at Work Act 1974  
Management of Health & Safety at Work Regulations 1999  
Employment Rights Act 1996  
Protection from Harassment Act 1997  
Equality Act 2010

## **Safety and Security within School/Education Settings**

- Staff must sign in at the school reception and show ID and DBS if requested.
- Staff must wear the visitor badge at all times while working within the school setting.
- Staff must read the visitor information when arriving at the school.
- Staff should sign out and return the visitor badge when leaving the school site.
- Staff should be vigilant and pro-active in ensuring all doors, gates, etc are securely closed as appropriate and report any issues or concerns to the school.
- Staff should direct any visitors without a visitor badge to the school reception.
- Staff should report anything suspicious to the Headteacher or member of the Senior Leadership Team immediately.
- Staff should report any potential or identified hazards or risks to the Headteacher or member of the Senior Leadership Team immediately.

## **Safety and Wellbeing of Children and Young People**

Paramount Safeguarding Ltd. has a responsibility to ensure that services and therapeutic interventions are delivered in a safe, secure, visible and quiet space. This is stipulated in the service agreement signed by the school/education setting.

Paramount Safeguarding Ltd. has a responsibility to ensure that all therapeutic intervention and activities are safe and appropriate for the children involved. This is discussed with relevant staff in the schools/education settings. If any activities are not felt to be appropriate, these will be adjusted to meet the child's needs.

Safeguarding of children and young people is paramount (please see Safeguarding Policy) and the needs and wellbeing of the children/young people are a priority. Any concerns will be reported to the DSL in the school setting/organisation. If DSL or member of the safeguarding team is not available, then the concern will be reported directly to the Local Authority MASH (Multi-Agency Safeguarding Hub) Team.

Any allegations against staff are taken very seriously and advice will be sought from the LADO (see Safeguarding policy).

Staff will be vigilant for any hazards regarding the space, equipment etc or any potential risks and will bring these to the attention of the Headteacher or member of the Senior Leadership Team immediately.

Staff will not take any child off school site unless prior agreement has been made with the school and consent is received by the parent/carer.

If an accident occurs and the child or young person sustains an injury, a member of school staff will be alerted and first aid requested or ambulance depending on the nature of the injury. All accidents must be logged in the school accident log book and parent/carer must be informed.

There are rare occasions where positive handling (reasonable force or restraint) of a child/young person needs to be used, in order to prevent them from causing injury to themselves or to others, or from damaging property. In this case, school staff will be called upon, and this is usually a member of staff who has received relevant positive handling training. If this is not possible and a staff member of Paramount Safeguarding Ltd. is required to use positive handling, then only minimal force will be used as necessary to keep the child/young person or others safe. A written report will be submitted to the school and parent/carer will be informed by the school.

## **Fire and Emergency Procedures**

All staff must read the fire and evacuation procedures of the school/education setting and follow these if the situation arises.

If staff are on school site during a fire drill, then they must participate with all other staff.

Staff must also adhere to other emergency or lockdown procedures of the school/education setting.

## **Safety and Wellbeing of Staff**

Paramount Safeguarding Ltd. takes the safety and wellbeing of all staff very seriously and has a responsibility to ensure the working environment is safe, secure and pleasant.

Safeguarding Ltd. must be informed of any risks relating to the environment and/or the children and young people the practitioner will be working with, to ensure there is an informed risk assessment. This will consider whether it is safe enough for the practitioner to work with the child/young person, whether the intervention is appropriate for the child/young person and whether the intervention can go ahead. The information is provided by the school by completing the referral form with as much detail as possible. The practitioner will then discuss with the school and come to a decision.

Violence, threatening behaviour or abuse towards our staff, either from adults or children, is not tolerated. If any such incident occurs, the Headteacher of the school setting and the Local Authority will be informed, and the incident reported to the police where necessary. Services and therapeutic interventions will cease if such an incident occurs.

If a practitioner suspects that a theft has taken place, the Headteacher will be informed, and this will be reported to the police if necessary.

All staff will work with dignity and respect and will cooperate with colleagues and children/young people to ensure good working relationships.

Paramount Safeguarding Ltd. recognises that the nature of the work can sometimes be difficult, sensitive and stressful.

Stress is not an illness but if sustained over a period of time, it can cause mental and/or physical illness. Stressors inside (excessive work pressures) and outside (unexpected or traumatic events, such as illness, bereavement, family breakdown or financial worries) the workplace can cause stress. Triggers of stress and the capacity to deal with stress varies from person to person.

Any staff member feeling under pressure or stressed should bring this to the Director's attention, who will talk this through and provide support. Support, supervision and reflective space are offered to practitioners delivering therapeutic interventions.

## **Review and Monitoring**

This policy is reviewed on a regular basis and is updated as and when necessary. Any new information and/or updates would be circulated to all staff.