

Kintore Way Children's Centre

Health and Safety Policy and Arrangements

INTRODUCTION

The Centre recognises its responsibilities under the Health and Safety at Work Act, (1974) to ensure that arrangements are in place to secure, so far as is reasonably practicable, the health, safety and welfare of all children, staff and others using or visiting the premises or participating in Centre-authorized activities. Headteachers and teachers are generally acknowledged to have a duty of care to the children in their care, and this policy draws upon the guidance of the "Early Years Foundation Stage" (2007) and "Managing medicines in schools and early years settings" (2005). In order to achieve appropriate standards, all those involved with the Centre have responsibilities to discharge. Risk assessments, and measures to control those risks, are an important part of ensuring health and safety at work.

Roles and Responsibilities

The headteacher

The headteacher is responsible for ensuring that health and safety procedures within the Centre are adequate. Through written termly reports to the Governors, the headteacher will ensure that all necessary procedures are devised, implemented, monitored and reviewed.

The headteacher is responsible for the day to day running of the Centre and for putting the health and safety policy into effect. The head will:

- arrange for risk assessments to be carried out by a representative group of people covering anything with which a child may come into contact;
- identify aspects of the environment that need to be checked on a regular basis and maintain a record of when, and by whom these have been checked;
- ensure that the Centre's premises, equipment, furniture and the garden and fixed climbing equipment are safe each day. (This role will be delegated to the premises manager and to staff in classrooms. Any defect or hazard is to be reported to the head immediately and a note made on the risk assessment forms: the equipment concerned is either made safe or removed from service);
- ensure that termly fire drills are carried out;
- ensure that fire drill regulations are placed in prominent and appropriate

positions throughout the Centre;

- ensure that fire appliances are regularly maintained;
- consider health and safety issues when selecting contractors, and ensure that they follow safe working practices when on site;
- report defects to the authority's architects' department as soon as convenient to do so and if these are not rectified promptly, report to the Governing Body and to Southwark Children's Services;
- consult with staff on health and safety issues at a termly staff meeting;
- report termly on health and safety matters to the Governing Body;
- attend health and safety briefings and training arranged by the Local Authority;
- arrange regular training for all staff and governors on health and safety matters, and personal wellbeing;
- arrange and make provision for financing specific training for staff, to ensure the Centre has at least two qualified first aiders on site at any time, including qualification in pediatric first aid, and that all staff are trained in food hygiene and HIV awareness;
- ensure that there are safe arrangements for the storage of cleaning substances, medicines and objects which are considered dangerous if not used under supervised conditions;
- ensure the names of the first aiders are displayed in the main office and classrooms and that all staff know the location of first aid boxes, including one in the main office;
- ensure that all staff record accidents in class accident books and keep a central record of accidents requiring medical treatment;
- investigate accidents, make decisions about unsafe equipment and report to staff and governors;
- establish a system for ensuring agency staff and students have access to essential health and safety information;
- ensure that parents and visitors are reminded about the need for security measures in the Centre, and the need to prevent intruders.

Premises Officer

The premises officer has a particular responsibility for ensuring that the premises are safe, clean and warm before the staff, parents and children arrive each day.

The premises officer will:

- carry out a daily inspection of heating, lighting, flooring and plumbing and check for any breakages to windows, furniture and equipment, ensuring that the building is clean, the floors dry, and that the toilets have a sufficient supply of

- toilet paper and hand towels;
- check the garden for broken glass or other objects which would cause harm to the children, ensuring that all litter is removed from the site and that the hard surface is swept clear of sand;
 - ensure that there are no pest infestations on the site, rats, foxes, mice, ants or wasps;
 - ensure that all cleaning materials and dangerous equipment are securely locked in a cupboard;
 - arrange for maintenance and regular testing of equipment that might pose a hazard;
 - immediately report to the Bursar any serious defects which would cause harm to the children;
 - at the end of the day, to ensure that the building is secure, that all the windows and doors are locked and that the sand pit is covered, and the burglar alarm is set.

Finance and Premises Committee

This consists of the headteacher and governors, with the premises officer invited to meetings as appropriate. The committee is responsible for ensuring that a termly inspection and annual risk assessment of the premises and equipment are carried out. The staff member responsible for Health and Safety is a member of this committee and undertakes the inspection and risk assessment with the premises officer and will report termly to the Governing Body.

First Aiders

It is the duty of the designated, qualified first aiders to ensure that first aid provisions and treatment comply with existing statutory requirements. In the case of an accident requiring first aid, one of the first aiders is released from all other duties immediately.

The first aiders are also responsible for:

- restocking the first aid box each term, and for ensuring that first aid is taken on outings;
- keeping a record of children likely to require medication during Centre hours;
- ensuring that all treatment is recorded in class accident books;
- ensuring that all medicines, asthma pumps and eczema creams are clearly labeled with the child's name.

All staff

All staff must play their part to ensure that the Centre is a safe and healthy

place, and that they work in ways which are safe and without risk to themselves, other staff, children or parents. All staff have a duty to report unsafe practices and to report accidents to the children in their care. If a member of staff has an accident, they must inform their line manager, and complete form HS2.

Governors

Health and Safety is a responsibility of the Governor's Finance and Premises Committee, but all governors, through meetings and visits, have a part to play in monitoring policy and procedure.

ARRANGEMENTS

The School recognises its obligations to identify arrangements designed to make its safety policy effective. All staff should be aware of all requirements detailed in this document.

Fire Prevention

The headteacher must ensure that termly fire drills are carried out. The premises officer must record details of fire drills and inform the head teacher who will report to the governing body on the procedure. The headteacher must liaise with the premises officer to ensure that fire drill regulations are placed in prominent and appropriate positions throughout the Centre, and that fire appliances are regularly maintained.

All routes to fire escapes must be kept clear of furniture, equipment and rubbish at all times.

Illness and Accidents

Parents must be asked to provide an emergency contact number, and GP details, and to advise the Centre about any health problems affecting their child eg diabetes and asthma. In the event of a serious illness or accident occurring at the Centre, an ambulance will be called, and parents will be asked to meet their child at hospital.

All accidents must be reported and investigated.

Specific Issues and Hazards

There are specific health and safety issues related to working in a Children's Centre. Children learn best through play and through using real objects and that this must be encouraged at all times; it is important for children to be allowed to take risks in order to extend their abilities. It is the responsibility of staff to

assess these risks to ensure that children are not put into a situation that would cause them significant harm.

Risk Assessment

The school will undertake suitable and sufficient assessment of the risks to the health and safety of staff, pupils and visitors. A risk assessment should involve identifying the hazards present in any undertaking and then evaluating the extent of the risks involved.

The school will ensure that risk assessments are being implemented throughout the school and on out of school activities. This includes:

- an annual health and safety audit;
- a termly inspection;
- identification of hazards and risks on a daily basis;
- assessment of any substance or material brought onto the premises;
- assessment of any new activity or procedure.

Risk assessment forms may be completed by any trained member of staff, and passed to the appropriate person if further action is required. Completed forms are stored in a folder in the main office. Risk assessments must be reviewed at least annually, but in any event where there has been a significant change in policies/procedures/equipment, introduction of new staff/pupils and following report of accident/near miss.

Specific assessments will be made in the following cases:

Outings

Outings are an important part of the Centre's activities, but the issue of health and safety must be given priority.

- A risk assessment must be undertaken before an outing, and a copy of it given to the headteacher one week prior to the trip. Risk assessments for trips outside London need to be submitted to the Local Authority at least 2 weeks before the trip.
- Arrangements must be made to ensure that the staffing is appropriate in terms of the level of qualified supervision and the staff/pupil ratio. The agreed adult/pupil ratio for 3 to 5s is 1:2 (1:1 for children with SEN) and for 0 to 3s is 1:1.
- First aid and children's own medication must be brought, contact numbers for the parents of children on the outing, and a mobile phone. It is good practice to take emergency contact details for all adults (staff and helpers) attending outings.
- If coaches or mini-buses are used for outings, they must be fitted with seat

- belts, and staff must ensure that the belts are kept on throughout the journey.
- No child can leave the premises without permission from parents, and the senior worker in any room must be informed each time a member of staff takes a child out of the Centre, and the purpose of the visit recorded in the outings book.
 - No student or agency member of staff is allowed to take a child out if there is no regular member of staff in attendance.

Control of Substances Hazardous to Health (COSHH)

There are a variety of such substances in the Centre, including adhesives, paint, cleaning materials, sand, dust, and biological agents such as animal waste and bacteria. All staff have a responsibility to assess the risks involved to children and adults and to make arrangements to prevent or control exposure to these risks. Where appropriate, staff may need training in the handling of certain substances, and the storage and use of these substances is monitored regularly during health and safety inspections. Risk assessments are recorded in a folder in the office, with instructions on emergency procedures where necessary.

Display Screen Equipment

Computers and workstations must be set up for the comfort and safety of the staff that use them, to ensure that any risk of injury is minimised. Members of staff regularly working with display screen equipment are entitled to short breaks away from the workstation and to eyesight tests where necessary. Training is available to assess the risks and to ensure that all members of staff are made aware of, and protected from, the potential hazards involved. Annual DSE assessments will be carried out by a trained DSE assessor.

New and Expectant Mothers

The Centre recognises its responsibilities under the Management of Health and Safety at Work Regulations (1999) to consider the health and safety of all employees, taking special account of pregnant women, those with a child under 6 months old, and breastfeeding mothers. A risk assessment is conducted to ensure that working conditions do not pose any potential risk to all women of childbearing age, and to mothers and babies. Particular hazards include lifting heavy equipment, sitting on low chairs, managing children with challenging behaviour, the risk of infections and hazardous substances. If necessary, alternative hours of work or type of employment may be offered. If this is not possible, a pregnant employee may be suspended from work on full pay until the birth of the baby. Provision must also be made to enable mothers to continue breastfeeding their child in a clean and

calm environment.

Protection of Young Workers

Assessments will be undertaken to ensure that young persons are protected against any risks to their health and safety at work, that are due to their inexperience, immaturity and lack of awareness of risks. A young person is anyone who has not attained the age of 18.

Lone Working

Lone workers are defined as those who work by themselves without close or direct supervision, either employees who work separately from others in an establishment, or mobile workers who work away from a fixed base.

Individual work with children should not be undertaken in isolated areas or rooms where there is no external visual access. Where it is necessary to close doors, a colleague should be made aware of this and asked to remain vigilant.

Children who require any form of intimate care are entitled to privacy, dignity and safety. Children with ongoing health problems will be treated in accordance with any Medical Plan that has been agreed with the parent and the Health Authority and only by those who have been authorised to do so by the headteacher.

Home visits

There can be great value in staff making home visits to children and their families when they first start at nursery. Staff conducting home visits must always go in pairs, taking a mobile phone with them and leaving details at Reception of the address of the visit and their expected time of return to the Centre. If the environment of the visit appears at all threatening, staff are encouraged to leave the premises promptly, even if the purpose of the visit has not been accomplished.

Physical Contact

Young children regularly seek physical contact with their friends and adult carers. At Kintore Way, it is considered appropriate that adults should respond, but should not initiate such contact. Extra caution should be exercised where a child is known to have suffered previous abuse or neglect.

Any extreme attention-seeking or behaviour by children that makes staff feel uncomfortable should be reported to a line manager.

When children need to be restrained this must be done in such a way as to keep them safe from hurting themselves or others. Any such incidents and physical interventions will be recorded and reported to parents / carers.

Stress

New members of staff are allocated a mentor at the start of their induction period, to support them in the early stages of their work at the Centre. The performance management scheme enables each member of staff to discuss challenges in their working life and to ensure that provision is made for ongoing professional development. The Centre contributes to Worklife Support Ltd in order to promote the wellbeing of staff through worklife balance, positive management of change and individual counseling and advice.

HEALTH AND SAFETY AS PART OF THE CURRICULUM

The Centre has a duty to encourage children to learn about health and safety, and will include appropriate aspects in the curriculum planning - eg healthy eating, road safety. Children should also be encouraged to take responsibility for their personal hygiene.

The children will learn how to carry equipment safely, and the reason for certain rules - eg not running while inside the building. They will be encouraged to keep the Centre safe and to report breakages.

REPORTING AND REVIEWING

Members of staff, parents, governors or visitors should report any concern relating to health and safety. The report should be made to the headteacher or to the staff member responsible for Health and Safety. The Centre's policy and procedures should be reviewed regularly by governors and designated members of staff, but should also reflect new regulations or recommended practice as soon as is feasible.

AGREED STANDARD PROCEDURES

Listed below are the standard procedures, which, following consultation, the governors and staff have agreed on.

FIRST AID GUIDELINES

- All staff and children's accidents must be recorded in the appropriate accident book: all children's accidents in a class accident book, and a copy given to the parent or carer. If the accident is deemed to be serious, for example an injury to the head or the child is particularly upset, the parent will be phoned straight away, given advice from the first aider, and allowed the choice to collect the child or leave the child to be monitored at the Centre. Serious children's

accidents which may require medical treatment are recorded on an accident form HS3/HS2 kept in the main office. Adult accidents are recorded in the yellow accident book - kept on top of the first aid cabinet in main office. Serious accidents to staff must be recorded on forms HS1/HS2. Accident records should be signed and dated, and must indicate the nature of the injury, the location of the accident, who witnessed it and what action was taken, or treatment given.

- Disposable gloves should be used at all times when dealing with body fluids. Staff must take responsibility for their own protection, this includes immunisation. If a child has vomited, the area should be covered with antiseptic powder and enclosed using available furniture until it is possible for it to be thoroughly cleaned.
- All staff should be aware of how to deal with situations that may arise eg asthma attack, epileptic fits.
- When dealing with an injury the child should be kept calm and reassured. The child should be removed from the class if appropriate, as the other children may cause them to become distressed.
- If a child is unwilling or unable to move, it is advisable to give treatment on the spot. Other children should be removed as much as possible.
- If a wound is bleeding it can be covered with melolin and micropore.
- Bathe cuts in cool water. Use sterile, non-stick material to bathe open wounds. If the wound is deep or very dirty, the parent should be encouraged to seek medical advice. Cleaning materials that have been in contact with blood should be disposed of in a yellow bin.
- Do not remove any foreign object from anywhere on the body. Call the parent and recommend that they seek medical advice
- Staff should seek the advice of one of the qualified first aiders on site if necessary, and they definitely need to be consulted if a decision needs to be made to call an ambulance. A member of staff in the office can be asked to make such a call, at the same time informing the parent.
- If an accident is serious enough to require medical attention, the appropriate HS form should be completed.

MEDICINES

At Kintore Way, the guidance on Managing Medicines in Schools and Early Years Settings is followed (DfES March 2005). Staff in the Centre will only administer **prescribed medicines**. If a child has been prescribed antibiotics for a short-term illness, s/he should be kept at home for the first 48 hours. Wherever possible, parents should be encouraged to administer medicines before and after the child's

attendance at the Centre. If it would be detrimental not to give the medicine to the child during the day, it may be brought to the Centre, and managed as follows:

- Medicines are stored at the appropriate temperature in their original containers, clearly labeled with the child's name and prescribed dose, and inaccessible to children.
- Staff giving medicines should check the expiry date and the prescriber's instructions.
- The parent needs to sign a consent form (kept in "photocopying originals".)
- When the medication is administered, the member of staff completes the child's individual Medicine Record sheet (also in photocopying originals). These records are filed in an agreed place in each room.

INFORMATION, INSTRUCTION AND TRAINING

It is realised that newly appointed employees could be particularly vulnerable to any risk and relevant health and safety matters are drawn to their attention at an early stage. The employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment. All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

Noticeboards

A safety notice board or a section of the notice board must display the following:

- Copy of the Employers Liability Policy document.
- Health and Safety Law poster.
- Names and contact numbers for the Health & Safety Committee Members.
- Names of Trained First Aiders.
- Minutes of the Safety Committee Meetings.
- Inspection reports.

DISPLAYS AND DECORATIONS

Decorations must not be placed near temporary gas heaters or suspended from light fittings.

SMOKING

There is a no smoking policy in the Centre, and smoking is only permitted outside the building or off the school site.

RISK ASSESSMENT ON THE USE OF MOVABLE CLIMBING EQUIPMENT

There are both fixed and movable climbing equipment in Centre. The movable equipment consists of A frames, planks and ladders as well as plastic "hidey holes". This equipment can be rearranged in a variety of ways to support learning in Centre and is a vital part of our curriculum. Because of possible dangers related to the assembly of movable equipment, procedures are in place to minimise any possible danger. There is a low risk involved with the use of this equipment if the following procedures are followed:

i) The equipment is suitable for its purpose: new equipment is purchased from specialist suppliers and will conform to European Standards BS EN1176. Existing equipment is deemed suitable for purpose as it is of a high quality and was purchased from specialist educational suppliers, for use by the intended age group.

ii) The equipment is well maintained and has an annual inspection and a current safety certificate. Each day when it is assembled staff inspect for defects. If any defect is apparent, the equipment is removed from service until the defect is repaired.

iii) The equipment is assembled by trained staff: Nursery trained teachers and nursery nurses assemble equipment according to health and safety as well as curriculum needs. This, for instance, takes into account the actual structure of the equipment, its proximity to other equipment and weather conditions as well as the curriculum basis for the assembly of the equipment.

iv) The equipment is appropriately sited. There are areas of tarmac as well as areas of safety surface (Impact Absorbing Surface) in the Centre garden. The safety surface has a critical fall height of 1.5 m. When the movable equipment is sited on the safety surface it can be used to its full height, providing the surface extends at least 1.75m beyond the base. If it is sited on the tarmac area there is a height restriction to a maximum of 0.6m.

NB no "safe" surface is available that will prevent head injury or fracture when a child falls from a height greater than 1m. Such injuries are associated with the angle or nature of the impact.

v) Weather conditions are taken into account. Staff will decide whether or not the weather conditions are suitable for the use of movable equipment. If the surfaces are wet, for instance, they must be wiped dry before use.

vi) The children are instructed in the safe use of play equipment, and appropriate

footwear should be worn.

vii) Equipment structure varies throughout the Centre year according to curriculum needs and in relation to the ages of the children in Centre. Different age groups within the Centre are segregated offering age appropriate opportunities and allowing younger children to develop climbing skills gradually.

vii) The children are supervised by qualified staff when using climbing equipment. The minimum level of supervision is 4 members of staff, placed appropriately around the garden, with one member near the climbing equipment, and/or other equipment that has been identified as high risk.

Supervision

Staff will try at all times to be aware of what is happening in the area where they are working. Children must always be supported by staff when they are in the outdoor area, teaching and NNEB students cannot supervise any area on their own. Staff need to be dispersed over the whole outside area and even when working with a group of children must remain aware of the area as a whole. Any necessary conversation between members of staff must be kept as brief as possible. Outside there must be four members of staff working alongside and supervising the children unless other members of staff have been made aware that someone has been called away, they can then cover for a short time with three people. Classrooms must not be left without staff supervision. (Toilets and home corner/block room are part of the classroom and staff may be out of the main classroom for very brief periods if addressing children's needs in these areas) Safety at the beginning and end of sessions is paramount. An adult stands at the door to greet children on arrival, and on departure children remain seated in their story group until they are collected by an adult recognized as being responsible for that child.

Manual Handling

Lifting heavy play equipment is part of our job, therefore regular training must be arranged on the safe handling of such equipment. Staff must use their judgment when deciding whether they can safely lift a piece of equipment alone or need to ask for help from a colleague, and should then follow these basic handling procedures:

- Use the lift to move items between floors;
- Consider and plan the lifting operation and whether the process can be made easier with assistance from another person;

- Ensure the correct body posture and correct use of available handles etc i.e.
 - Place the feet apart
 - Bend the knees
 - Keep the back straight
 - Shoulders level and ahead
 - Keep the arms within the area of the head
 - Use a 'hook' grip where possible
- Ensure that the load is securely gripped
- Raise the load smoothly
- Keep the load as close to the body or handling aid as possible
- Avoid twisting, bending or stooping and ensure your vision is not obstructed
- Place the load carefully

Wet Floors

Floor cloths or mops must be available near to water trays or any activity involving water or other slippery substances such as finger paint or wet clay. Children should be strongly encouraged to mop up spillages as they occur and at the end of an activity. Although this will require a great deal of adult time and direction, staff must use their discretion in deciding when an appropriate moment occurs in their work with the class, to assist the children who have wet the floor. Floors used as main thoroughfares should not be left if wet but dried immediately. Staff must be constantly alert to the state of the floor.

Sand

Staff must ensure that dust-pans and brushes are available close to the sand play, both inside and outside. Children should be strongly encouraged to sweep up spillages as they occur and at the end of an activity. As with water, this will take staff away from other duties in order to assist the children, BUT sand should never be left on floors due to the slippery surface it creates, which could result in serious injury.

While playing with sand, young children can get sand in their eyes, and this must be treated seriously. The staff member involved will attempt to wash out the sand. If this treatment is not satisfactory and the child remains distressed, parents must be called immediately. Serious sand in the eye accidents must be recorded in the accident book and parents informed when they collect their child.

Every attempt must be made to prevent sand going into children's hair. Hats must be worn in the sand pit. Children should be encouraged to wash their hands after playing in the sand pit.

Woodwork

All staff must introduce new children to the correct use of woodwork tools and must constantly reinforce these rules with the other children. The tools are to be used for the correct purpose and in the correct manner. They must only be used at the woodwork bench. Staff must consult with each other about the children they consider to need constant supervision and this must become a priority.

Hygiene

Many children need to be taught how to use the toilet, boys should put the seat up if they stand. Children may need to be taught how to wash their hands properly - most children need to be reminded to wash their hands after going to the toilet. Classrooms, toilets and equipment are to be checked on a daily basis and kept in a clean and hygienic condition.

Disposable gloves are available for staff when cleaning and for dealing with body fluids.

Cooking and Food Hygiene

Children must be supervised closely when using kitchen equipment for cooking activities and taught the correct use of the equipment.

There is low risk to health if the following guidelines are followed in relation to food hygiene

- All ingredients and all cooked food must be bought in good condition and stored properly, at the correct temperature and in clean conditions.
- No food must be eaten after its use by date.
- Children and adults who cook are to wear special cooking aprons and have loose hair tied back.
- Children and adults who cook must roll sleeves up and wash hands thoroughly, before and after cooking, and if used to cover the mouth when coughing or sneezing.
- Jewellery carries bacteria and adults must ensure that no jewellery (or other articles) can drop into the food mixture. Wedding rings can be wiped clean and do not represent a health hazard. Ornamental rings should be removed, but can be covered with a blue sticking plaster during cooking if the staff member prefers.

- Any wound must be covered with a blue sticking plaster.
- The cooking area, tables and utensils must be clean. Staff must ensure that cleaning agents are rinsed from utensils and surfaces.
- After cooking, all utensils must be thoroughly washed.
- If eggs are used in a recipe, the ingredients must be thoroughly cooked before eating. Free range eggs should be used if possible due to the higher quality of their feed.
- Children should wash their hands after handling eggs, and should not put mixture containing raw eggs near their mouths.
- Utensils should be used for mixing and hands washed frequently if necessary.
- When food has been prepared and cooked hygienically there is low risk associated with sharing food with the class.
- All staff responsible for preparing or serving food must pass the Food Hygiene Certificate.

Drinks

Bacteria are found in many foods, and dairy products are particularly prone to bacterial growth. There is low risk if milk is stored correctly (in a refrigerator at between 1-4 degrees centigrade). If milk is refrigerated on arrival and served from the refrigerator it is safe for children until its use by date.

If milk is not refrigerated during the day it may develop a level of bacterial growth which is unacceptable for young children. Milk that has not been refrigerated must not be consumed by children the following day.

Water is available for children to drink if they are thirsty.

Marble run

Marbles could present a choking hazard to toddlers. They should be closely supervised if toddlers are present and the marbles stored safely.

Injuries inflicted on staff by children

At all times, conflict situations likely to result in such injuries should be avoided.

Consultation with colleagues on how to handle such situations is essential.

All such injuries, no matter how minor, must be reported and treated seriously.

(Accident book is in the main office)

GUIDELINES FOR SUNNY WEATHER

Sunburn is dangerous to young children. In order to minimize any possible danger and to allow all children to play outside without concern, the following measures are

recommended during sunny weather.

- children should wear a top or T shirt that covers shoulders and tops of arms.
- "foreign legion" type sun hats may be worn, to protect the head and back of the neck.
- a high factor sun screen may be applied to exposed skin before children come to the Centre.
- children may bring sun screen in a labeled bottle and will be helped by staff to apply it if necessary during the day.

For details of exclusion times for certain infections, please refer to the "Guidelines for the control of infection and communicable disease in nurseries and early years settings" (kept in medicine file).

Signed
Headteacher

Date2009

Signed
Chair of Governors

Date2009

Signed
Chair of Policy and Personnel Committee

Date2009

Review Date2012