

SYWELL CEVA PRIMARY SCHOOL

Policy on Health, Safety and Welfare

1 Introduction

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

2 Healthy schools initiative

2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school continues to support the aims of this initiative, and we will strive to follow the principles of the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

3 The school curriculum

3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. Through topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time/PSHE lessons to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.
- 3.7 Staff are made aware of their responsibility to the children and where necessary risk assessments are drawn up for specific activities and signed off by the Headteacher.

4 School meals

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Universal Credit in prescribed circumstances, Income Support, Income Based Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) or the guarantee element of State Pension Credit they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school except on special occasions.
- 4.4 All Reception and Key Stage 1 children are entitled to universal free school meals (UFSM) from September 2014.

5 School uniform

- 5.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.
- 5.3 It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced.
- 5.4 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

6 Child protection

- 6.1 The named person with responsibility for child protection in our school is the Headteacher, Miss Byrne (Senior Teacher) is the deputy child protection person. They both liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- 6.2 If any teacher suspects that a child in their class may be unhappy, vulnerable or at risk, they should follow the safeguarding policy, but should immediately inform the person named in 6.1 about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 6.4 We require all adults employed in school to have a DBS check including regular volunteers and contractors who will also need to have DBS clearance. See the schools safeguarding policy/file.
- 6.5 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

7 School security

- 7.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review health and safety and security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).
- 7.2 We require all adult visitors to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 7.3 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police.
- 7.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

8 Safety of children

- 8.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, they should bring them to the attention of the Headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep a first aid box in the school office/hall kitchen as well as having a medical bag on the playground during breaktimes/lunch. All staff who have been trained in first aid are listed in the school office.
- 8.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the office staff will telephone for emergency assistance and will inform parents.
- 8.5 We record in the school accident folder all incidents involving injury, and, in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency

telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

- 8.6 Serious injuries, diseases and dangerous occurrences are recorded and reported to the LA who will involve the Health and Safety Executive and other professionals as necessary.
- 8.7 Injuries to staff are recorded in a separate accident report book and are investigated as necessary. The Headteacher will take action with other members of staff to minimise the reoccurrence of injury wherever possible.
- 8.8 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

9 Fire and other emergency procedures

- 9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. Out of hours users are familiar with our emergency procedures.

10 Educational visits

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. See Educational Visits Policy.

11 Transport

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. In all instances where children access educational visits by transport, parental permission will be sought.

12 Medicines

- 12.1 Most pupils will at some time have a condition requiring medication. For many, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, parents will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). See Medical Procedures Policy.
- 12.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 12.3 Staff involved in administering the medication will receive training, usually from the school nurse.

13 Internet safety

(see also the Computing Policy and e-Safety Policy)

- 13.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

14 Theft or other criminal acts

- 14.1 The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.
- 14.2 Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive, and support the teacher in question if s/he wishes the matter to be reported to the police.

15 The health and welfare of staff

- 15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the Headteacher without delay.
- 15.2 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police.
- 15.3 Staff are advised to avoid working at height (e.g. when putting up a display). When necessary they are to use step ladders rather than climbing on a chair or table. They are reminded routinely to take responsibility as far as is possible for their own safety and to manage risks carefully. In instances where slip is possible a clear yellow warning notice will be displayed.
- 15.4 Staff are advised to avoid lifting or moving very heavy objects but where necessary to ensure there are two people. A trolley is available for staff to use.
- 15.5 Staff are advised to avoid Lone Working. Where this is not possible staff are encouraged to follow the procedure outlined in the Lone Working Policy.
- 15.6 Staff are advised to take precaution when using and storing specific equipment that may cause injury e.g. the shredder and the laminator etc.
- 15.7 Staff are advised to wipe up spills and to remove objects that may cause slips or trips. Where an incident or cleaning has taken place a yellow warning sign must be displayed and is available from the caretaking cupboard, which must be kept locked.
- 15.8 Hazardous products, such as cleaning products comply with COSHH code of practice and are stored in a locked cupboard.
- 15.9 **Maintenance, Testing and Monitoring.**
The school has a full schedule of routine and annual testing and examination of the school property and equipment including testing for legionnaires and PAT testing every two years, testing of fire extinguishers and the indoor PE and outdoor games equipment. A Fire Risk Assessment is carried out regularly and whenever significant changes occur.

15.9a Asbestos
The school maintains the Asbestos register which is kept in the School Office and the site supervisor is responsible for this.

15.9b Critical Incidents – Health and Safety Emergencies
A separate policy, the Emergency and Continuity Plan sets out the procedures and contacts for dealing with emergencies. A Critical Incident Management team comprising senior teacher and governors form the CIMT, this team includes the Health and Safety Governor and the Chair of Governors. Critical Incident contact numbers are also displayed in the Administration office.

16 Monitoring and review

16.1 The governing body has a named governor with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

16.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

16.3 The Headteacher implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Headteacher also reports to governors annually on health and safety issues.

16.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.

This policy will be reviewed annually.

Approved for Issue.

Chair of Governors _____ Date _____