

Health, Safety and Welfare Policy

Reviewed Oct 2010

Reviewed Oct 2012

Reviewed Oct 2014

Reviewed Nov 2015

Reviewed Oct 2016

Reviewed Feb 2018

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are 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 and safety of all children and members of staff.

2 The school curriculum

- 2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science, outdoor learning, forest schools and DT curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.2 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 technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons/Forest School
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Computing lessons teach pupils about e safety. Children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.) Year 6 also do a 'STAR' programme with local police and Crucial Crew (a day with the emergency services)
- 2.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, Divali, and through the daily assembly.
- 2.5 Each child has the opportunity to discuss problems or issues of concern with their Teacher/Headteacher/Learning Mentor/Teaching assistant and the Children SAFE team. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Staff handle these concerns with sensitivity.

3 School meals

- 3.1 Our school provides the opportunity for KS2 children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. For reception and KS1 pupils these meals are free. 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.
- 3.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 3.3 Our school promotes a healthy lifestyle. We are a Healthy School (gold).

4 School uniform

- 4.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 4.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity.
- 4.3 It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 4.4 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. 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. 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 stock second hand uniform which is sold very cheaply.) We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.
- 4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears.

5 Child protection

- 5.1 There are **three named child protection leads in the school. They are Stephanie Gaskell, Karen Evans and Maria Pugh.**
- 5.2 If any member of staff suspects that a child may be the victim of abuse, neglect or bullying they should immediately inform the named person about their concerns and follow the school's procedures on note making (form in workroom)
- 5.3 The school's named child protection officers works closely with safeguarding and the Area Safeguarding children board (SCB) when investigating such

Health, Safety and Welfare Policy

incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

- 5.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of either themselves or the people they live with committing offences involving children or abuse. (DBS and annual staff suitability form)
- 5.5 Concerns and incidents are recorded electronically using the schools CPOMs system. This will include reports and documented procedures from outside agencies. Handwritten concerns from staff and paper documents are stored securely in a locked cabinet in the head teacher's office. The Learning Mentor keeps 'on-going' cases in a locked cabinet in the Learning Mentor room.

6 School security

- 6.1 The school site is a secure environment with coded or padlocked gate access, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 6.2 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear a visitor badge at all times whilst on the school premises. If visiting EYFS mobile phones must be left at the office (see also Child Protection policy)
- 6.3 Staff will question any adult to entering the building if the school visitor's badge does not identify them.
- 6.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must tell the person to report to the school office and 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, she will contact the police.

7 Safety of children

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. For certain activities a risk assessment must be completed.
- 7.2 We do not take any child off the school site without informing the parent/carer.
- 7.3 If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the main school office and the Foundation Stage unit. The following staff at the school have been trained in first aid: Jayne Codling, Maria Pugh and Sarah Wust, **Claire Ellis, Laura Aguayo and Sarah Pullinger** have been trained in paediatric first aid.
- 7.4 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 school office staff will telephone for emergency assistance.
- 7.5 We record all incidents involving major injury, head injuries receive a note to take home and we inform parents in these cases. Should a child be quite

Health, Safety and Welfare Policy

seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

8 **Seat belts**

8.1 We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. We use booster seats when transporting children by car. Only cars with appropriate insurance are used.

9 **Theft or other criminal acts**

9.1 The teacher or headteacher will investigate any incidents of theft involving children.

9.2 If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident

9.3 Should any incident involve physical violence against a teacher, we will report this to the LA, fill in appropriate documentation and support the teacher in question if he or she wishes the matter to be reported to the police.

SPILLAGES - BODY FLUIDS

**BODY FLUIDS – VOMIT, DIARRHOEA, URINE, SPUTUM
(if blood stained treat as for blood spills)**



GLOVES AND PLASTIC APRON MUST BE WORN!



PLACE SOILED CLOTHING IN PLASTIC BAG AND SEAL FOR RETURN TO HOME



**CLEAN AREA WITH FRESH SOLUTION OF DETERGENT AND HOT WATER
PREFERABLY USE PAPER TOWELS OR DISPOSABLE CLOTHS**



**THOROUGHLY CLEAN AREA AGAIN WITH A FRESH DETERGENT SOLUTION AND
ALLOW TO DRY**

CARPETS AND UPHOLSTERY CAN NOW BE SHAMPOOED IF REQUIRED



**DISCARD ALL DISPOSABLES IN A PLASTIC BAG AND SEAL PLACE IN YELLOW WASTE
BIN**



**THOROUGHLY CLEAN ALL EQUIPMENT USED WITH FRESH SOLUTION OF
DETERGENT AND WATER**



WASH HANDS THOROUGHLY

10 Emotional well being

11 Monitoring and review

- 11.1 The governing body has a named governor (Lisa Meredith) 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 processes and 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 procedures are in line with those of the LA.
- 11.2 Lisa Meredith carries out termly health and safety walks to ensure that the school is a safe environment. She also checks a random sample of risk assessments on a termly basis.
- 11.3 The headteacher implements the school 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. Health, safety and issues is an agenda item at most meetings.
- 11.4 The Headteacher/governor reports to governors termly on health and safety issues.
- 11.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed: S Gaskell