



Health, Safety and Welfare Policy

Written by The Staff of Durand

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Durand Primary School

Health, Safety and Welfare Policy

Introduction

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 Local Authority, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

The School Curriculum

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.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSE/SEAL lessons and as part of our Sex and Relationships Education programme. We reinforce all of these points in science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.

We believe that everyone 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.

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.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use SEAL sessions and circle time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity. Children with specific Welfare or Well-being issues can be referred in order to receive support via our ELSA (Emotional Literacy Support Assistant) interventions.

Staff are made aware of their responsibility to the children and where necessary risk assessments are drawn up for specific activities.

School Meals

Our school provides the opportunity for children to have a meal at lunchtimes. Some parents may be eligible to claim Free School Meals for their children. 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.

All Foundation Phase pupils are offered free milk each day. Our school promotes a healthy lifestyle. We ask parents to provide healthy snacks to be eaten in school. We allow access to water at all times.

School Uniform

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 would take a sensitive approach where the issue of regulations regarding uniform conflict with a child's religious or cultural beliefs, should the issue arise. We do not discriminate on grounds of race, creed or gender.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

With regard to the wearing of jewellery we only allow children to wear one pair of earring studs in pierced ears and/or a watch. However all jewellery, including earrings, must be removed for all PE and games activities.

Safeguarding and Child Protection

The named person with responsibility for child protection in our school is the headteacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person/s named above about their concerns.

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.

We require all adults employed in school to have Disclosure and Barring Service (DBS) checks in order to check that there is no evidence of offences involving children or abuse. This includes regular volunteers and contractors who will also need to have DBS clearance.

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.

School Security

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 security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

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 immediately. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher has any concerns about pupil safety, they should bring them to the attention of the Headteacher before that particular activity next takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep 3 first aid boxes, one in Nursery, one in the Foundation Phase area and one in Key Stage 2 area. The majority of staff at the school are trained in first aid and hold First Aid Certificates which are renewed on a three-yearly basis. Should any incident involving injury to a child take place a first aider will be called to assist. If necessary, the school administrator or another member of staff will telephone for emergency assistance and inform parents.

We record in the school First Aid book all incidents involving injury, and in all cases we inform parents either via written notification (First aid form) or telephone call. We inform all parents via telephone if a pupil sustains a head injury. 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.

Serious injuries are reported to Monmouthshire County Council Health and Safety Executive using the appropriate forms.

Injuries to staff are recorded in a separate accident book and are investigated as necessary. The headteacher will take action with other members of staff to minimise the reoccurrence of injury wherever possible.

The school has its own defibrillator. Staff are trained in its use.

The school has items of large outdoor play equipment for use during breaktimes. Pupils are informed and regularly reminded about the safe use of this large outdoor play equipment and should adhere to this at all times.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property or being disruptive. All teachers and support staff receive training in Team Teach. This is manual handling procedure allowing for the restraint of pupils, as a last resort, to prevent them from causing injury to others or themselves. If restraint has been required a written report will be made.

After-School Activities

All participants in any after school activities must have written parental permission to attend. An adult must meet child/children at the end of the session unless the school receives written permission from the parent that their child may return home on their own.

Staff responsible for a particular club may set a maximum number of pupils attending to meet safety regulations e.g. in a physical activity.

Educational Visits

The school takes its responsibilities very seriously for ensuring the safety of children whilst on school trips (see Off-Site Visits Policy).

A full risk assessment is carried out and the Headteacher who is the trained Educational Visits Coordinator assesses the risk assessment to ensure that appropriate measures are considered to ensure the health, safety and well-being of the pupils. This process also includes the ability of the educational leader for the day to take overall responsibility in the headteacher's absence, lead the educational activity and group which will also include other adults. A number of issues need to be assessed including the suitability of the activity to meet learning objectives, the benefit to pupils and the staff to pupil ratio.

Seat Belts

We only use coaches that have seat belts are provided. We enforce the wearing of seat belts at all times when on the bus.

Vehicles

The school has two car parks, one for staff and one for parents / visitors. Each car park is surrounded by a secure fence with a locked gate so pupils are unable to access these areas.

Deliveries are often made to the school during the school day. We encourage these deliveries to be made whilst pupils are in the school building. We try to ensure that all vehicles are secure and stationary whilst pupils are outside during breaktime or lunchtime. Should a vehicle come onto site along the delivery road during breaktime or lunchtime then staff move pupils to a safe distance away from the vehicle in question.

We keep all pupils at a very safe distance when the Grounds Maintenance team are in school cutting the grass.

Fire and other Emergency Procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held twice 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.

Medicines

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).

Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. We work with our School Health Nurse to provide a suitable care plan for these pupils.

Staff have received training which is regularly updated in the use of epipen and blood monitoring for diabetes. Training is provided by relevant professionals.

Internet Safety

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. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications or on external third party school approved websites.

Theft or other Criminal Acts

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 report the incident to the Local Authority.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive using the relevant serious incident forms, and support the teacher in question if he or she wishes the matter to be reported to the police.

The Health and Welfare of Staff

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, s/he should inform the headteacher without delay.

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.

Staff are advised to avoid working at height or when necessary 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 a slip is possible a clear yellow warning notice will be displayed.

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.

Staff are advised to take precaution when using and storing specific equipment that may cause injury.

Staff are advised to wipe up spills and to remove objects that may cause slips and trips. Where an incident or cleaning has taken place a yellow warning sign must be displayed and is available from the caretaker's shed.

Hazardous products, such as cleaning products comply with COSH code of practice and are stored in a locked cupboard.

Asbestos

The school holds the Local authority maintained Asbestos register which is kept in the administrator's office.

Maintenance, Testing and Monitoring

The school has a Service Level Agreement with Local Authority Property Services who oversee a full schedule of routine and annual testing and examination of the school property and equipment including testing for legionnaires and annual PAT testing, testing of fire extinguishers and the indoor PE equipment and outdoor games equipment.

Critical Incidents

A separate Critical Incidents Plan sets out the procedures and contacts for dealing with emergencies.

Monitoring and review

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.

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

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.

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

Headteacher:

Chair of Governors:

Date: