

John Clare Primary School

Health, Safety and Welfare Policy

Written Autumn 2007
Review Autumn 2009

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. We adhere to the 'Every Child Matters' directive and are committed to keeping every child safe and secure in school.
- 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 and Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 2.4 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.
- 2.5 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 2.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity. There is also a worry box in each classroom, where children can express concerns through writing, especially if it is a sensitive issue.

3 School meals

- 3.1 **Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) 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.**
- 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. Children are encouraged to bring fruit to eat at break time. A water cooler has been installed in the main corridor and children are encouraged to drink water throughout the day.**

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-organised 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 and sex discrimination.**
- 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 ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. 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. We ask children either to remove these during PE and games or to cover them with a plaster.**

5 Child protection

- 5.1 **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.

- 5.2 If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the child protection officer about their concerns.
- 5.3 The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such 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, whether employed in school or working as volunteers, to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse. We C.R.B check all adults employed in school and keep an up to date register of these checks.
- 5.5 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.

6 School security

- 6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 6.2 All staff members are required to wear an identification badge whilst on school premises.
- 6.3 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 an identification badge at all times whilst on the school premises.
- 6.4 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.5 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, s/he 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. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher does have any concerns about pupil safety,

they should draw them to the attention of the headteacher before the activity takes place.

- 7.2 We do not take any child off the school site without the prior permission of the parent.
- 7.3 If an accident does happen, resulting in an injury to a child, the teacher/teaching assistant will do all s/he can to aid the child concerned. First Aid boxes are kept in the corridor opposite three classrooms, mobile classroom, Medical/ PPA room. All teaching staff, Teaching Assistants and lunchtime staff are given basic First Aid training by the Local Authority when certificates expire.
Sue Good (Higher Level Teaching Assistant) is our named First Aid supervisor.
- 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 secretary will telephone for emergency assistance.
- 7.5 We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. All head injuries are recorded, logged and parents informed.
- 7.6 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. In such cases the school 'Use of Force' policy will be followed.

8 Fire and other emergency procedures

- 8.1 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.

9 Educational visits

- 9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Risk Assessments and school visit procedures are carried out in accordance with the Cambridgeshire 'Educational Visits' Handbook.

10 Seat belts and Car Safety

- 10.1 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.
- 10.2 If a child has to be transported by car, and are under the specified height, the school will provide correct booster seats for use by the children.

11 Medicines

- 11.1 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).
- 11.2 Where on the other hand children have long-term medical needs, such as asthma, 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.
- 11.3 Staff involved in administering the medication will receive training, usually from the school nurse.

12 Internet safety
(Please see separate e-Safety Policy)

13 Theft or other criminal acts

- 13.1 The teacher or headteacher will investigate any incidents of theft involving children.
- 13.2 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. They are also recorded in the LA accident book in line with guidelines set by the authority

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Services at the Town Hall and support the teacher in question if he or she wishes the matter to be reported to the police.

14 The health and welfare of staff

- 14.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our Continuing Professional Development (CPD) policy. 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.
- 14.2 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 Monitoring and review

- 15.1 **The governing body has a committee with responsibility for health and safety matters. It is this committee'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 Health and Safety Committee also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.**
- 15.2 **The Health and Safety Governors Committee, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.**
- 15.3 **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.**
- 15.4 **The headteacher reports to governors annually on health and safety issues.**
- 15.5 **This policy will be reviewed at any time at the request of the governors, or at least once every two years.**

Signed:

Date: