

Health, Safety and Welfare Policy

Shortstown Primary School and Preschool

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 LEA, takes responsibility for protecting the health and safety of all children and members of staff.
- 1.2. Shortstown Primary school follows the health and safety regulations laid down by Bedfordshire scheme and Bedford Borough 'Duty of Care' recommendations.

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.
- 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.
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- 2.4 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.
- 2.5 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.

3. School meals

- 3.1 The Primary school provides Free school dinners to all children in YR, Y1 and Y2. The Keystage 2 children have the opportunity to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. Caterlink are our caterers.
- 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 and encourage healthy snacks and packed lunches.

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 and sex discrimination.
- 4.3 It is the responsibility of the head teacher 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

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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. (see Uniform Policy)

- 4.5** On grounds of health and safety we do not allow children to wear jewellery in our school as the school cannot accept responsibility for any items. The children will be asked to remove the jewellery and place it in their draw, to be taken home at the end of the day. The exception to this rule is ear-ring studs in pierced ears. All children must remove these for PE and games and place them in their draw.
- 4.6** There are no uniform requirements in the preschool. However we do recommend the children attend in old clothes to enable them to fully participate in all of the activities, both indoors and outdoors.

5. Child protection

- 5.1** The head teacher is responsible for child protection in the school.
- 5.2** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns. Chronological sheets are used to record any concerns about the child.(see Safeguarding policy)
- 5.3** The school's named child protection officer works closely with social care 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 employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

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** 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.
- 6.3** Teachers will not allow any adult to enter their classroom 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 inform the head teacher immediately. The head teacher will warn any intruder that they must leave the school site straight away. If the head teacher 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. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the head teacher or member of the Senior Leadership team, before the activity takes place.
- 7.2** **Written consent from parents is not required for pupils to take part in the majority of offsite activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a child's education at school. Parents will be told where their child will be at all times and of any extra safety measures required. Parents will be given the opportunity to opt out of visits and trips, in this case the child will be provided with alternative teaching, on site.**

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- 7.3** Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. *(DFE: Health and safety: advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies February 2014)*
- 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 Hygiene room and Boys top changing room in the main school and in the preschool. Staff lists for first aiders are displayed in school.
- 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 a serious injury occurs the school secretary will telephone for emergency assistance. We contact the parents through the emergency telephone number that we keep on the school files.
- 7.5** We record all incidents involving injury in the school and Preschool logbook, and a copy is sent home informing the parents.
- 7.6** The first aider or person monitoring the child, will make the decision about informing the parents by phone, following treatment. This may be necessary if bleeding continues, there is irregular swelling or bruising, if the child's demeanour alters, there are concerns around possible facial injuries, the child continues to feel pain.
- 7.7** Head Bumps –
- A trained first aider will assess the severity and cause of the bump.
 - The school logbook will be completed and a copy provided for the parents.
 - The child will receive a sticker to inform any adult a head bump has occurred to ensure the child is monitored during the day. Any changes to the injury or child's demeanour will be reported to the parents immediately.
 - Where swelling, bruising or a change in the child's demeanour is detected, a call will be made to the parents to report the incident and allow them to carry out their own assessment.
 - The child will be handed over to the parent / carer with an explanation of the incident and follow up advice if necessary.
- 7.8** RIDDOR processes will be followed
- 7.9** The Bedfordshire Health and Safety policy is followed for more serious injuries, OFSTED will be informed of any serious accident (see OFSTED guidance in H&S policy), injury or death.(see separate Health and Safety policy)
- 7.10** Children who are ill at school will be monitored and supported to stay in school until it is felt they would be better at home. In the case of children being sick, the parents will be contacted for collection. A 24 hour absence following sickness and diarrhoea is expected in the Primary school and 48 hours in the preschool.
- 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.
- 9. Theft or other criminal acts**
- 9.1.** The teacher or head teacher will investigate any incidents of theft involving children.
- 9.2** If there are serious incidents of theft from the school site, the head teacher will inform the police and record the incident in the incident book.
- 9.3** 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 he or she wishes the matter to be reported to the police.

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9.4 Parents exhibiting verbally aggressive behaviour towards children or staff will not be tolerated. The incident will be reported to the Head Teacher and Governing body, and decisions will be taken about future communication with the individual. (see complaints policy)

10. Duty of Care for employees

10.1 The main responsibility under the Health and Safety at Work etc Act (HSWA) 1974 rests with employers -Head Teacher and Governors, who have to take reasonable care for the health and safety of their employees and others on their premises. The Employers will organise, control, monitor and review how health and safety measures are managed.

10.2 They will assess risks, record their assessments of risks and inform employees of safety procedures. References will be made to the Bedford Borough 'A duty of care, a guide for schools, June 2015'. The school Health and Safety policy will identify specifics around this area. This is reviewed annually and shared with staff.

10.3 The duty on employers includes taking reasonable care for both the physical and mental health of their employees. This means that employers should assess the risks to teachers of excessive workload, pupil behaviour and the conduct of other staff.

10.4 All employees have a duty under the Act to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work. Thus, teachers have a duty to take reasonable care of both their own and their pupils' health and safety at school Teachers should comply with the school and local authority guidance on health and safety issues and make sure they are familiar with any such guidance. They should act with reasonable care at all times and apply good sense to everything they do, including not taking any unnecessary risk or doing anything that is potentially dangerous.

10.5 It is unlawful to interfere with, or misuse, either intentionally or recklessly, anything which has been provided for the purposes of health and safety. Any issues should be reported via the maintenance schedule on 'common' or directly to the Head Teacher.

11 Monitoring and review

11.1 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 processes and procedures with regard to health and safety matters. The governor in question also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

11.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

11.3 The head teacher 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.

11.4 The head teacher reports to governors annually 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.