Thrussington C. of E. Primary School.

As an academy at November, 2012.

Health, Safety and Welfare Policy

(To be read in conjunction with policies for Child Protection, Healthy Schools, Safeguarding, Off-Site Visits and Communications.)

1 Introduction

1.1 Our school is committed to doing all that we can to ensure that the children in our care are healthy, safe and enjoy emotional well-being. We also have a fundamental duty of care to the adults who work in and visit our school.

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

1.3 As well as our important statutory responsibilities towards children and staff, we believe that children learn, and staff work most effectively when they are healthy, safe, secure and happy; therefore striving to ensure these conditions supports our primary purpose: learning.

2 Aims and objectives

2.1 This school has fully supported the aims of the national Healthy Schools initiative, and we have achieved 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 and staff, and our aims include:

- ensuring that our school premises are safe and secure and that we comply with all health and safety regulations;
- giving health issues high priority in our planning, procedures and relationships;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living and staying safe;
- providing opportunities for children to take responsibility for their behaviour, and for their own physical and emotional well-being and that of others;
- making sure that the learning and working environment is stimulating and conducive to the physical and emotional well-being of children and adults alike;
- making sure that we have effective policies on sex and relationships education and drugs education;
- providing sufficient opportunities in the curriculum for physical exercise and development;
- promoting healthy eating;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- working closely with parents/carers and external agencies to provide the best possible care, guidance and support for our children.

3 The school curriculum

3.1 We teach 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. For example, in the geography curriculum in Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the emergency services. Through this topic, we teach children about the danger of fire and other hazards, and how to avoid accidents. Likewise, through the science curriculum, we teach children about such things as 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 personal, social and health education (PSHE) lessons, and we reinforce these points in science lessons, where children learn about nutrition, healthy lifestyles 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 and pollution. 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 and emotional welfare and growth of children through the PSHE and religious education curriculum, through special events, such as harvest festivals, and through circle time, assemblies and acts of collective worship.

3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers seek to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

4 School meals

4.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents or carers are in receipt of Income Support, Job Seeker's Allowance, support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), they are entitled to and 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 Education (Nutritional Standards and Requirements for School Food) Regulations 2008. Children under five, and those whose parents or carers receive the above benefits, are entitled to free milk each school day. The school subscribes to the National Fruit Scheme.

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. We are able to provide guidance to parents and carers on healthy lunchboxes and encourage healthy packed lunches.

4.3 Our school promotes a healthy lifestyle so that parents and children can make informed choices.

5 School uniform

5.1 It is our policy that all children wear the school uniform when attending school. We believe that being easily identifiable through the uniform, both on and off the school premises, including travelling to school and on school trips, helps to keep children safe. (See School Uniform Policy)

5.2 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears within the normal healing period only.. 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, with a named member of staff to act as deputy.who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the governing body. (See Child Protection and Safeguarding Policies)

6.2 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 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, and with the Area Child Protection Committee (ACPC). 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 their application and employment vetted by the police, through a Criminal Records Bureau (CRB) check, in order to check that there is no evidence of offences involving children or abuse. This also applies to all adults having significant contact with children in school, including governors,volunteers and visitors.

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 and carers, while they may be upset or concerned about such an investigation, 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 take all reasonable steps 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, architects and other consultants).

7.2 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.

7.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher, or senior teacher, 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.

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, she should bring them to the attention of the Headteacher before that particular activity next takes place.

8.2 Risk assessments are carried out for every area of the curriculum and normal activities involving pupils in school. We also carry out specific risk assessments for one-off activities or for visits and outings off the school site.

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

8.4 If an accident does happen, and it results in an injury to a child, the teacher will do all she can to aid the child concerned. We keep a first aid box in the main school office and portable First Aid kits are taken on any visit. All staff have been trained in first aid.

8.5 Should any incident involving injury to a child take place, a member of staff will be called to assist. If necessary, emergency assistance will be requested and parents/carers will be kept informed as soon as possible.

8.6 We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change.

8.7 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 themselves or to others. In such cases, only the minimum force necessary may be used, and guidance on using physical restraint in schools will be followed. Any action taken must be only to restrain the pupil. We never use physical restraint or other kinds of physical contact as a punishment. 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 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. Fire equipmentis tested regularly by an authorised person.

10 Educational visits

10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. Required adult to pupil ratios are always adhered to. (See also the policy for Off-Site Visits). Risk assessments for school trips are always carried out by the member of staff responsible for organising the trip and no trip will take place without the Headteacher's approval. All residential visits are passed to the Local Authoroity's Outside Activities Coordinator for advice and approval.

11 Seat belts

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.

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 or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Where this is not possible, the Headteacher, or nominated member of staff, will administer medication according to the directions given, in writing, by the parent/carer . The school records each course of action and passes a copy to the parent/carer that day. In the event of any uncertainty, the school will not adnminister medication and will inform parents/carers as soon as possible.

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 or carers 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 Communications policy)

13.1 We regularly use the internet in school, because it has many educational benefits and supports pupils' learning. 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 and carers 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.

14 Theft or other criminal acts

14.1 The Headteacher, or other teachers, will investigate any incidents of theft involving children. If there are serious incidents of theft on 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 entitlement to professional development, which we address in our 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.

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 guidance from the police.

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 designated member of staff for health and safety, and carries out regular joint health and safety checks. The governor will also liaise 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 and health and safety surveys, 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 annually or at any time, on request from the governing body.

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