

WEST BRETTON J&I SCHOOL

HEALTH, SAFETY AND WELFARE POLICY

Overview

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.

Objectives

1. To establish excellent and effective procedures for keeping children safe, healthy and active.
2. To put into place safe procedures and contingency plans for the health and safety of learners.
3. To ensure that staff are trained and carry out their health and safety responsibilities effectively.
4. To ensure that there is a quick and effective response to any incident.
5. To ensure that any probable sources of danger are identified and that appropriate action is taken.
6. To ensure that appropriately trained members of staff provide first-aid in case of accident.
7. To ensure that there are sufficient members of staff, trained as first aiders.
8. To ensure that the school makes effective use of appropriate outside agencies to advise and support on health and safety matters.
9. To use the curriculum and extra-curricular activities to promote children's healthy growth and physical development.

The school curriculum

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 Wakefield Council's Road Safety Team and the Fire Service make regular visits to speak to children. Through these means we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, how to handle equipment safely and the benefits of healthy lifestyles. Handling materials and equipment safely is also covered in design technology. Children in Key Stage 2 will use equipment such as a glue gun and craft knives and other Design Technology tools as part of their learning. This will be supervised.

We teach children respect for their bodies, and how to look after themselves and we reinforce these points in Cook It, where children learn about healthy eating and hygiene. Play, physical education, sport, games and extra-curricular activities also promote children's physical growth and development and encourage them to be active and healthy.

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 Policy and the Sex and Relationship Education Policy).

Our school promotes the moral, spiritual, cultural and emotional growth and welfare of the children through the RE curriculum, and through the daily act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher and the designated Teaching Assistant who has had counselling training. Teachers use circle time, assemblies, school council, P4C and a feelings jar to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

School meals

Our school provides a free school meal for all children from Upper Foundation Stage to Year 2 if requested. Children in KS2 are also given the opportunity to purchase a meal at lunchtimes. If parents are in receipt of income support, 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.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch and drinking water, and we supervise them during this time.

Our school promotes a healthy lifestyle and achieved healthy school status in 2005. As sweets can damage children's teeth, we do not allow sweets to be eaten in school; however, we encourage children to bring healthy snacks and we are participants in the school fruit and vegetable scheme. This entitles every child in reception, years 1 and 2 to a free piece of fruit or vegetable each day. We encourage every child to bring a water bottle and drink water in the course of the school day. Milk is provided for all children up to term 4 of their 5th birthday and free school meal children. After this parents have the opportunity to purchase milk for their children.

School uniform

It is our school policy that all children wear the school uniform when attending school, or when participating in most school-organised events. We believe that if children look smart, they work smart and act smart.

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.

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.

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. We encourage all children to wear appropriate dark footwear with flat heels because of safety issues associated with wedge or high heels.

The only jewellery allowed in school is small ear-ring studs for pierced ears and watches. No other jewellery is allowed. Ear-rings should be removed for P.E/ Physical activities. If a child is unable to remove their own ear-rings then we request that they aren't worn on P.E days. We request that children who have their ears pierced have this done at the start of the Summer holiday as this allows children's ears to heal so that their ear-rings can be removed for P.E in September. We ask children to remove watches during PE and games and children with long hair are expected to tie it back during lessons. Children are obliged to wear a swimming cap when attending swimming lessons and boys can not wear loose swim wear.

Child protection

Clear guidelines for Child Protection issues are found in the Child Protection Policy.

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.

We require all adults employed in school and regular volunteers to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse. Students are requested to bring copies of their criminal checks before beginning placements at the school if appropriate.

School security

We will do all we can to ensure the school is a safe environment for all who work or learn here.

All external doors are locked at the start of the day and after each break. The playground gate is locked at 9.05am and the main car park gates are also locked at this time.

Secure fencing has been installed around the field to ensure that children are safe.

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. Teachers will question any unfamiliar adult who enters their classroom not wearing a school visitor's badge.

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 office staff immediately. The intruder will be warned that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, staff will contact the police. If children are outside and there are suspicions that a stranger is on site, a whistle will be blown three times signalling that all children must make their way immediately to the school hall. Teachers will then check that all children in their classes are accounted for. Staff and children are aware of this procedure and there are annual practices.

Hazardous cleaning products are locked in a secure room and are the responsibility of the caretaker.

The school has an Emergency and Business Continuity Response plan detailing appropriate responses to a range of incidents. Staff are expected to refresh themselves on the contents of this document every term. A copy of this plan is displayed in the school office.

All fire alarm boxes are tested on a weekly basis by the caretaker. The school has regular fire safety practises. Portable electrical appliances are tested annually.

Safety of children

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 headteacher before the activity takes place.

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

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 in the Early Years Foundation Stage. Most staff have had some form of first aid training.

Should any incident involving injury to a child take place, one of the members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving injury in the school logbook, and we inform parents where appropriate. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. It is the school's policy to complete a 'bumped head' letter when a child has sustained a head injury. Children who suffer from asthma are expected to leave an inhaler on the school premises. It is the parents' responsibility to check that the inhalers are kept in good working order and have not exceeded their expiry date.

Parents are expected to keep school informed of any medical conditions including head lice. It is the school's policy to inform parents if there are cases of head lice in school and school is proactive in recommending effective treatment for this condition. If head lice are seen in your child's hair, school will contact parents immediately and ask that they treat their child that day in order that we can prevent the spread of head lice.

Where clarification is required, school will refer to NHS guidance and, where appropriate, pass this information onto parents.

The governors have approved the school's medicine policy. In line with national guidance, medicines will not be administered by staff unless prescribed by the doctor to be administered 4 times a day. However parents are welcome to visit school by prior arrangement to administer medicine to their own children.

In line with the above it is not the school's practice (with the exception of inhalers/ prescription medicines) to store medicines on its premises.

Health care plans are produced for any child with a special medical condition. This process involves discussion between staff, the child's parents and the school nurse. A copy of each plan will be left in a designated area in the school office. All staff will be trained to deal with the symptom of these conditions and a record will be kept of any training. Children with particular medical needs will keep their medication in the office/classroom.

Suntan cream: at times of the year when it is necessary, parents should make sure that their child/children have either a once-a-day suntan cream applied or are given sun tan cream which they can apply themselves during the school day, to ensure that that their child/children are protected from sunburn when outdoors.

Trips and risk assessments

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 also ensure each child has their own seat.

All trips should be approved by the school's chair of governors before they go ahead. The Educational Visits co-ordinator will ensure that trip leaders are aware of school's procedures. In line with LA guidance, all trips involving

sites with water and/or outdoor pursuits will be referred to the health and safety officer for consent before they take place.

Trip leaders are responsible for producing risk assessments prior to each trip. These assessments should be read and signed by all helpers before being filed in the school office. Trip leaders have overall responsibility for the safety and well being of staff and pupils for the duration of the trip.

Risk assessments are carried out annually on the school building. This process involves all staff and pupils and the findings are communicated to the governors via the resources committee. The caretaker undergoes daily health and safety checks of the premises and informs the headteacher if anything is found that is a danger to others.

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 record the incident.

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.

Monitoring and review

The governing body has a named governor with responsibility for health and safety matters. It is the headteacher'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 headteacher also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

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 and safety is an item on the weekly staff meeting agenda.

The headteacher reports to governors half termly on health and safety issues. The resources committee discuss health and safety issues in detail as part of their remit.