Uxendon Manor Primary School

Policy on Health, Safety and Welfare

1 Introduction

1.1 Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

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 board of governors, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and staff.

2 Healthy schools initiative

2.1 Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative and many years later we still fully support the aims of this initiative, and we have ‘Healthy Schools’ status. 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, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

3 The school curriculum

3.1 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. For example, in the EYFS curriculum, the 'People who help us' unit deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about 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 PSHCE lessons, and we reinforce 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.

3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. This is built upon further when we participate in the annual 'Big Tidy' when we collect litter around our school and local community. 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 welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through acts of collective worship.

3.6 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. These concerns are handled with sensitivity.

4 School meals

4.1 Our school provides the opportunity for children to have a meal at lunchtimes. We charge parents for the lunches except those that are entitled to 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 national requirements. Children in the Infants are entitled a free school meal every day and to a piece of fruit at morning break time.

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.

4.3 Our school promotes a healthy lifestyle. The children in the Juniors may bring in a piece of fruit which they can eat during their mid-morning break.

5 School uniform

5.1 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 agree the requirements for school uniform with parents and carers, and we review these requirements regularly.

5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.

5.3 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.

5.4 We ask parents and carers to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and carers and request that they make sure their child leaves home with the proper uniform on. 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 and carers not to send their child to school with 'extreme'

hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. Exceptions are ear-ring studs in pierced ears, watches and any essential religious items. We ask children either to remove these during PE and games, or to cover them/tape them down with masking tape.

6 Child protection

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

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 and note them in their 'Green Book'.

6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services and other relevant agencies. 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 vetted by the police (DBS check), in order to check that there is no evidence of offences involving children or abuse.

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 will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

6.6 For more information, please see the school's 'Safeguarding Policy'.

7 School security

7.1 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, 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 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, he 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 leaders will always be vigilant for hazards concerning equipment or

activities related to their area of responsibility. If a teacher or curriculum leader has any concerns about pupil safety, s/he should bring them to the attention of the headteacher before that particular activity next takes place.

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

8.3 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. Children will be sent/taken to the 'Medical Room' which is supervised by a trained member of staff from 8:30 to 4:30 each day. We keep a first aid box and equipment in the 'Medical Room'. The staff at the school who have been trained in first aid are listed in the medical room.

8.4 Should any incident involving injury to a child take place, one of the welfare assistants /members of staff with the appropriate first aid training will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

8.5 We record in the school log book all incidents involving injury, and, in all cases, we inform parents or carers – children take home an orange form with the relevant details. 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.

8.6 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 others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. Staff have been trained in this area, several have had advanced training.

8.7 Regular risk assessments of the premises are undertaken by the Premises Caretaker.

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.

10 Educational visits

10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips and we have a designated Educational Visits Co-ordinator (EVC).See also our policy for Educational Visits.

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).

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.

13 Internet safety (see also the E Safety policy)

13.1 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 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.

13.2 Due to the coronavirus pandemic and the increase in remote learning, protocols have been issued to children, staff and parents regarding the safe and acceptable use of remote learning platforms. This will be kept under close review.

14 Theft or other criminal acts

14.1 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 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 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 the LA's protocol on school and the police.

16 Monitoring and review

16.1 The governing body has two named governors with responsibility for health and safety matters. It is this governors' 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 governors 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.

16.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, 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 at any time on request from the governors, or at least annually.

To be approved by the Board of Governors of Uxendon Manor Primary School – January 2022. To be reviewed – January 2023