



Community First Academy Trust

Health, Safety and Welfare Policy

Community First Academy Trust
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ADOPTED AT THE MEETING OF THE LOCAL ACADEMY BOARD

CHAIR OF BOARD: Mr M Farrell

Date: September 2018

Planned Review Date: September 2020

Reporting injuries and accidents

Certain injuries to a member of staff or a child must be recorded and reported (see attached HSE education information sheet Incident reporting in schools).

At Platt Bridge Community School, the site managers (Peter Stott and Alan Fishwick) have day to day responsibility for ensuring this Health and Safety policy is put into practice and the Head of School and the Trust Central Team alongside the Facilities and Operations Assistant are responsible for ensuring health and safety procedures are followed.

CFAT Directors are responsible for ensuring all agreed policies are fully embedded within school practice.

Parental consent to off – site activities

Although written consent from parents is not required for the majority of off-site activities organised by the school (with exception of nursery children). At Platt Bridge we believe it is best practice to gain the written consent of all parents. Parents must always be informed about a planned activity taking place off site and be given the opportunity to withdraw their child if they wish to do so.

The school curriculum

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. We encourage a range of visitors into school to teach children about aspects of personal safety, e.g. the police and the fire service. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE and SRE lessons and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. The school has achieved the Eco- Schools Green Flag Award.

Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

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.

Each class has the opportunity to discuss problems or issues of concern with their teacher or Pastoral Lead. These concerns are handled with sensitivity and in accordance with the school's safeguarding policy.

School meals

All Reception and KS1 children receive a free school meal. KS2 children are able to bring a packed lunch or take up a school meal option. The meals at Platt Bridge meet the school food standards as set out on the School Food Plan website.

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. Parents are encouraged to send a healthy packed lunch in to school for their child. Our Pastoral Leads work closely with parents to ensure that each child's dietary requirements are met.

Children are discouraged from bringing sweets in to school. We provide information sessions for parents on the provision of healthy packed lunches.

Healthy school's initiative

This school fully supports The Healthy Schools Initiative and has been successful in achieving the National Healthy School Standard. 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 teaching and holistic provision for childcare;
- 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 a clear understanding of what they need to do to improve their work and their next steps in learning.

All pupils in Foundation Stage and Key Stage 1 receive one free piece of fruit each day and all pupils have the opportunity to purchase a healthy snack each day.

School uniform

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.

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.

It is the responsibility of the Head of School 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. We provide school uniform for children as required.

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 correct 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, we do all we 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.

On grounds of health and safety, we do not allow children to wear jewellery (except a watch) in our school. If children have their ears pierced during term time we ask parents to cover the studs to ensure the safety of their child.

Child protection (see Safeguarding Policy)

The Designated Safeguarding Lead (DSL) in our school is the Deputy Headteacher, who liaises with a named Director and Local Academy Board Governor. We will follow the procedures for child protection drawn up by WSCB. Our policy is updated at least annually.

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 DSL about their concerns.

When investigating incidents or concerns, the DSL works closely with social services, and with the WSCB. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

We require all adults employed in school to hold a current DBS certificate.

All visitors and contractors are also asked to provide evidence of a DBS check. All volunteers are subject to a DBS check.

A Single Central Record is held on the school server.

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.

All staff receive regular training on Safeguarding and Child Protection by a qualified trainer. Formal training is renewed at least every three years and all newly appointed staff receive training during their induction period.

School security

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, LA officers and other consultants).

An effective Fire and Intruder Alarm are in operation and maintained regularly by the designated company. Panic buttons are also installed on the premises.

The building is fitted with a secure Fob Access System and a register is held of all fobs that are issued to staff / visitors.

A CCTV system has been installed both inside and outside the school. This is monitored by Central Watch outside normal school hours.

Security and Emergency lighting has been installed and is checked regularly.

All gates onto the field, playground and allotment areas are kept locked during the school day and checked each evening by the Site Manager.

Electronic Shutters are closed each evening and during holidays to protect the building. If staff or children are on site non-term time shutters will be opened to ensure access in case of a fire or other emergency.

We require all visitors to the site to sign in on the Inventory System in the reception area, and to wear an identification badge on an appropriate visitor lanyard at all times whilst on the school premises.

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

No child is allowed out of school during the day unless a known adult arrives to collect them. Parents who wish to collect their child or bring them in to school other than the normal start and finish times must report to the Reception Desk where the pupil will be signed in/out.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head of School immediately. The Head of School will warn any intruder that they must leave the school site straight away. If the Head of School has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

Pupils who wish to cycle to school may park their bicycle in the designated cycle racks on the playground and are encouraged to use a suitable lock. Cycle racks are also located outside the school for visitors to the site. Locks are available on free loan from the Reception Desk for all visitors and pupils.

The Site Manager, Caretaker, Head of School and Keysec security services are designated key holders and are responsible for security of the building.

Laptops and other valuable items are securely locked away at the end of each day.

It is the responsibility of the Class Teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises. The same applies to office staff and other room supervisors.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leads will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or subject lead has any concerns about pupil safety, s/he should bring them to the attention of the Head of School before that particular activity next takes place.

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

At the end of the day, class teachers dismiss and ensure safe hand over to Parents/Carers or authorised adult. All pupils leave through their classroom door onto the playground. Older children know that if they are being collected and the adult has not arrived they must return to school. The class teacher will take any children who have not been collected at the end of the day to the school office so that parents can be contacted.

All parents allocate a password to their child in Nursery and Reception which is requested if an unknown adult arrives to collect them.

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 and contact a qualified first aider. A First Aider or Senior Leader examines more serious injuries. A full list of all First Aiders is displayed in the Sick Bay Area in school. The locked First Aid stock cupboard is also located in this area.

Should a more serious injury occur, then a member of the office staff will telephone for emergency assistance.

First Aid boxes are located throughout the school and on the playground. The contents of these boxes are checked regularly.

We record all accidents by completing the official Incident / Accident forms following an injury or serious incident, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt (which includes all head injuries) 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.

The Local Authority's Health and Safety Officer is also informed of serious incidents/accidents.

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 prejudicing the maintenance of good order or discipline of the school. At Platt Bridge we follow the advice for school on the use of reasonable force (DfE July 2013). If restraint has been required, a written record will be made.

Fire and other emergency procedures

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.

All staff are trained in 'Fire Awareness'.

The statutory Fire Risk Assessment is carried out by a local authority Fire officer and the subsequent report is presented to the Directors/LGB.

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Educational Visits).

Seat belts

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.

Medicines

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). If this is not possible then only prescribed medicine i.e. Antibiotics that need to be given 4 times a day should be brought into school with written consent from the parent/carer.

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. Staff involved in administering the medication will receive training, usually from the school nurse and a medical risk reduction plan, written with the SENCO will be put in place.

Records will be kept of all medication received and administered by the school. All medication must be stored in the school office/locked First Aid cupboard/staffroom fridge with the exception of inhalers which are kept securely by the individual pupil in class.

Internet safety

(See also the ICT, ICT Security Policy and Internet and Acceptable Use Policy)

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 child-friendly search engines. Impero software is installed on all computers that will monitor all usage and report to the Head of School any incidents of inappropriate use.

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.

Theft or other criminal acts

The teacher or Head of School will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head of School will inform the police and record the incident in the incident book.

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.

Children are asked not to bring anything of value to school and individual staff are responsible for any items they bring to work.

The school insurance policy does not include cover for theft of school items (i.e. laptops) from a member of staff's own vehicle.

The health and welfare of staff

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 Head of School without delay. Staff may access our Employee Assistance programme for a range of help, advice and support. All staff are members of the Simply Health scheme, which supports their general health and well-being.

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 appropriate action which may involve contacting the Police.

Contagious or infectious diseases should be reported to the Head of School immediately so that any vulnerable pupil or adult (i.e. pregnancy) may be informed as soon as possible in order to seek medical advice.

General Health and Safety issues

The school site is a 'No Smoking' site and signs are displayed both inside and outside the building.

Cleaning, maintenance work and repair activities will not, whenever possible, be carried out in the presence of pupils. All walkways, paths and corridors etc., will remain clean and unobstructed to provide a safe means of access.

All staff have been informed not to stand on chairs or tables when putting up displays or reaching high shelves and wheeled trolleys should be used when moving heavy items.

All portable electrical equipment will be tested by the nominated registered company periodically. All staff should inspect electrical equipment before and after use and report any concerns immediately to the Site Manager. No unauthorised equipment is to be brought into school.

Caretakers and cleaners to store all substances in a safe manner and out of the reach of children. Staff must not use or bring unauthorised chemicals into school.

All staff will carry out appropriate risk assessments of their classroom each day and any activities they are to undertake.

Any concerns regarding supervision ratios should be reported to the Head of School immediately.

The School Cook must be familiar with the school's Health and Safety Policy in relation to their own work activities and ensure all their staff work in accordance with this document and the codes and practice and guidance issued by Dolce.

Members of cleaning staff must be familiar with the school's Health and Safety Policy in relation to their own work activities and comply in accordance with this document and the codes and practice and guidance issued by CFAT Facilities.

Monitoring and review

The Directors/LGB has a named person with responsibility for health and safety matters. It is the nominated person's responsibility to keep the LGB 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 Directors and LGB, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Head of School 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 Head of School also reports to Directors/LGB regularly on health and safety issues.

This policy will be reviewed at any time on request from the Directors/LGB, or at least once every two years.

Annex attached: Incident reporting in schools (accidents, diseases and dangerous occurrences)

Signed:

Date: