



YSGOL GYNRADD ROGIET PRIMARY SCHOOL

POLICY FOR HEALTH, SAFETY AND WELFARE

April 2016

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 happy 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.

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, in Foundation Phase with a unit of work, 'People who help us.' Through this topic we teach children about the danger of fire, and how to avoid accidents. 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 PSE and SRE 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. 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 Education Policy and the Sex and Relationships Education Policy.)

The school has E-Safety and Digital Literacy policies and procedures that are introduced to the pupils throughout their time in school to promote safe and responsible use of technology. This is enhanced by visits from external providers and Gwent Police. See separate policies.

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.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use strategies such as circle time 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 the opportunity for children to buy 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 Welsh Government's 'Healthy eating in maintained schools: statutory guidance.' 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.

Our school promotes a healthy lifestyle. We encourage children to eat only fruit at playtimes. We run a very popular Fruit Tuck Shop where pupils can buy fruit and vegetables. Other healthy snacks may be available from time to time.

School uniform

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We agree the requirements for school uniform with parents and these are reviewed.

We would ensure a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs, should the issue arise. Furthermore, we show due regard to issues of equal opportunity and sex discrimination. 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 basic 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 request parents their support in this matter. 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 discourage children attending 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.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is one pair of earring studs in pierced ears and/or a watch. All jewellery, including earrings must be removed for all PE activities. Earrings must not just be 'taped' over.

Child Protection/Safeguarding

There is a named person responsible for child protection in the school – the Head Teacher. If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the head teacher about their concerns. The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) and Local Safeguarding Board when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records, or the Disclosure Barring Service (formerly Criminal Record Bureau Check), in order to ensure that there is no evidence of offences involving children or abuse.

Full details can be found in the school's Child Protection/Safeguarding Policy.

School security

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.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area.

Teachers will not allow any adult to enter their classroom if they are unsure of their identification.

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, she/he will contact the police.

All classrooms have panic alarms fitted by the Interactive Whiteboards/Touch screen boards and these can be sounded in an emergency. The alarm is raised on an indicator board in the main school office. An alarm is also situated in the Head Teachers office.

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 head teacher 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 she/he can to aid the child concerned. We keep a first aid box in the Medical Room. The majority of staff hold First aid certificates and these are renewed on a three-yearly basis. Should any serious incident involving injury to a child take place, Miss Laura Barker (NNEB) will be called to assist. If necessary, the school secretary and head teacher will telephone for emergency assistance and inform parents.

We record all incidents involving injury in the medical logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

Serious injuries are reported to Monmouthshire County Council Health and Safety Executive through the appropriate injury forms.

All teachers, support and ancillary staff receive bi-annual Safeguarding Level 1 Training. The Head Teacher, Deputy Head Teacher and school Special Needs Coordinator receive bi-annual Level 2 training. The governing body has made it mandatory that all governors attend Level 1 Safeguarding training.

All teachers and support staff receive training in 'Team Teach' which is renewed regularly. This is a manual handling procedure to restrain pupils correctly so that they do not cause harm to themselves or others if aggressive. Any restraint hold is only used if absolutely necessary.

Seat belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts and remain seated at all times when the bus is moving.

Theft or other criminal acts

The teacher or head teacher will investigate any incidents of theft involving children. 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.

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.

Car park/vehicles

Parked cars of authorised personnel enter and leave the premises before and after any pupils are legally on site. No pupils have reason to be in the car park area during school hours and thus there is no potential hazard for them should visitors arrive at school in vehicles. Parking is permitted in designated areas and all parents are informed via newsletters that parking in non-designated areas is not permitted at any time. The school bus has access to the car park and school staff supervise the pupils who use this bus as they board and exit it.

Cycling to School

As part of our Healthy School's plan, pupils are encouraged to cycle to school with parent's permission. Pupils are encouraged to wear a cycle helmet. Pupils should dismount their bicycles once they reach the school gates and 'walk' them to the bicycle shed. Pupils must not ride their bicycles past the side gates on either end of the building unless as part of the Safe Cycling Scheme lessons which operate for Year 5 and 6 pupils each year. Local Community Police officers attend the school each year to offer free security marking for all bicycles of pupils and family members. The School Council work on updating a school Travel Plan which is embedded into school practices.

After-school activities

All participants in any after school activities must have written parental permission to attend. An adult must meet child/children at the end of the session unless the school receives written permission from the parent that their child may return home on their own.

Staff responsible for a particular club may set a maximum number of pupils attending – to meet safety regulations e.g. in a physical activity.

Visits

The school adheres to LA guidelines re: off-site visits (for less than 1 day or longer), completing risk assessments and informing Local Authority of proposed visits. We only use transport that carry their own insurance or are recommended by the LA.

A party leader is designated for each visit and all staff are fully aware of their roles, responsibilities and emergency procedures. Children are also made fully aware of the school's high expectations of behaviour and emergency procedures should the need arise. When children participate in residential visits, as well as seeking parental permission etc. relevant information is gathered re: specific medical/dietary requirements and contact

numbers. Adequate supervision of pupils is always ensured together with appropriate First Aid requirements.

Monitoring and review

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 LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, and through the Health and Safety sub-Committee, carries out regular risk assessments to ensure that the school is a safe environment. Copies of these are forwarded to the LA.

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. The head teacher reports to governors at least annually on health and safety issues. This is usually carried out on a half termly basis through the Head Teacher's Report at each Full Governors meeting.

This policy will be reviewed at any time at the request of the governors, or at least once every year.