

# **GILDERSOME PRIMARY SCHOOL**



## **HEALTH, SAFETY AND WELFARE POLICY**

Reviewed **Autumn 2016**

# Health, Safety and Welfare Policy

## 1 Introduction

- 1.1 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.

## 2 The school curriculum

- 2.1 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 the geography curriculum the unit of work, 'People who help us' deals with the work of the police and fire service. 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.
- 2.2 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 design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. The children receive drugs education. (See the Drugs Education Policy.)
- 2.4 Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events and through acts of collective worship.
- 2.5 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. Teachers handle these concerns with sensitivity.

## 3 School meals

- 3.1 Our school provides the opportunity for parents to purchase a meal for children 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.
- 3.2 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.
- 3.3 Our school promotes a healthy lifestyle.

## 4 School uniform

- 4.1 It is our school policy that all children are encouraged to wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours.
- 4.2 We always have a sensitive approach where the issue of recommendations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the recommendations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

- 4.3 It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 4.4 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. We ask parents not to send their child to school with 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.
- 4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears.

## **5 Child protection**

- 5.1 There are two named people responsible for child protection in the school. They are the Head Teacher and the Learning Mentor, but s/he may delegate this responsibility in some circumstances.
- 5.2 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.
- 5.3 The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 5.4 We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

## **6 School security**

- 6.1 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.
- 6.2 All school staff are required to wear the school identity badge. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area and wear a visitor's badge.
- 6.3 Teachers will not allow any unaccompanied adult to enter their classroom if the school visitor's badge does not identify them or if their visit has not been previously arranged.
- 6.4 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, s/he will contact the police.

## **7 Safety of children**

- 7.1 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.
- 7.2 We do not take any child off the school site without the prior permission of the parent with the exception of local walks and visits.
- 7.3 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. If necessary, the school admin staff will telephone for emergency assistance.
- 7.4 We record all incidents involving injury in the school logbook, and we inform parents in all cases involving injuries to the head. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

## **8 Seat belts**

- 8.1 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.

## **9 Theft or other criminal acts**

- 9.1 The teacher or Head Teacher will investigate any incidents of theft involving children.
- 9.2 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.
- 9.3 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.

## **10 Monitoring and review**

- 10.1 The governing body has a named governor, Mr Ian White, 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.
- 10.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 10.3 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.
- 10.4 This policy will be reviewed at any time at the request of the governors.