



Bellfield Infant School

Health, Safety and Welfare Policy

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We are committed to providing a happy, secure, stimulating and caring environment for all those that use or visit its premises.

The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children members of staff, visitors and service users.

Context

The School's health and safety responsibilities derive from the Health and Safety at Work Act 1974 and the associated Management of Health and safety at Work Regulations 1999. The legislation is based on the duty to assess and manage risk and is usually enforced by the Health and Safety Executive (HSE)

Aims

The Governing Body, will so far as is reasonably practicable, ensure that all activities under its control are carried out in accordance with the Health and Safety at Work etc Act 1974, relevant regulations, approved codes of practice, guidance notes, the Health and Safety Policy of Birmingham City Council and with due regard to advice and information provided by the Authority's advisors.

We therefore, will do what is reasonably practicable to exceed the minimum requirements within the resources that are available. The Governing Body, Head Teacher or relevant delegated committee will also ensure that systems are in place that allow the School and Children's Centre to maintain, monitor and, where necessary, carry out risk assessments, which will allow it to improve its safety performance.

In return, the Governing Body expects staff, pupils and those using the school and Children's Centre premises to adhere to the principles of this policy and assist those responsible in carrying out their obligations as required.

Roles and Responsibilities

The Governing Body, Head Teacher or relevant committee will ensure that:

1. The Birmingham City Council Health and Safety Policy and relevant Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis
2. The Safety Policies will be brought to the notice of all employees
3. The School has considered its health and safety obligations and has made provision for meeting those obligations

4. The School staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety
5. Health and safety issues concerning the School are identified and appropriate action taken
6. Risk assessments are completed, as required by relevant statutory provisions; safe systems of work produced and arrangements made for their implementation including training, reporting, auditing and monitoring
7. Adequate resources are provided for implementation of the policy
8. Safety reports are provided as necessary by the Head Teacher so that safety arrangements can be monitored and evaluated
9. Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfil their duties
10. All reasonable facilities and information are provided to officers of the Local Authority, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

Procedures carried out to address Health, Safety and welfare at this school are identified as follows

1. The school curriculum

All children are taught 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. There are a range of curriculum opportunities for children to learn about people who help us e.g the work of the police and fire services. Through our curriculum 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.

Children are taught respect for their bodies, and how to look after themselves. These issues are discussed with the children in PSHE lessons, and reinforced in design and technology and a range of other curriculum areas, where children learn about healthy eating and hygiene. Children are shown 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. As part of PSHE children gain an understanding around drugs education and relationships. This is always delivered sensitively and at an age appropriate level. (refer to 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, in their setting or around the school, and inform their teacher or key worker.

Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, and through the daily act of collective worship where appropriate.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use a range of classroom delivery such as circle time, PSHE and Philosophy 4 Children to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

2. Child Protection

The named people with responsibility for child protection in our school are the Head Teacher (Gill Simm). In her absence the Pastoral Leader (Mandy Dyhouse), who is also a fully trained DSL will take responsibility should the need arise supports the head teacher, attending some meetings. The Day care Manager (Sally Wright) and Assistant Daycare Manager (Vicky Emery) are also a trained DSL. There is a named Governor for child protection (Lynn Ward). Procedures for child protection drawn up by the LA and the Governing Body are followed.

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 above about their concerns.

When investigating incidents or suspicions, the Designated Senior Lead responsible in the school for child protection works closely with Social care and health. All cases are dealt with sensitivity, and paramount importance is attached to the interests of the child.

All adults employed in school are required to have a DBS check.

All the adults in our school share responsibility for keeping our children safe. We always act in the best interests of the child and we may on occasion report concerns, which, on investigation, prove unfounded.

3. Safety of children

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

Children are not taken off the school site without the prior permission of the parent.

In the case of accidents which has resulted in an injury to a child the teacher/TA/other staff member will do all s/he can to aid the child concerned. The main first aid station is located by the school office. The school has several qualified First Aiders situated in all areas.

Should any incident involving injury to a child take place a qualified first aider is called as soon as possible. If cases are deemed to be serious, the school office will telephone for emergency assistance.

All incidents involving injury are recorded in the school logbook, and in all cases parents are informed. Should a child be quite seriously hurt, parents are contacted through the emergency telephone number kept on file. These numbers are systematically updated every 6 months, with the expectation that parents inform school should numbers change during this period.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them 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. (LA Care Control and Restraint policy) The majority of staff are trained under Team Teach in the de-escalation strategies and safe handling strategies

The LA policy and practice for safer recruitment is followed.

4. School security

The school has implemented a wide range of measures to seek to ensure security is effective. While it is difficult to make the site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here. Security measures are regularly reviewed with advice from experts being taken into account (e.g. police officers, fire officers, architects and other consultants).

All adult visitors who arrive in normal school hours are asked to sign the visitors' book in the reception area, and to wear at all times whilst on the school premises a lanyard with their visitor's pass in and on the reverse their attention is drawn to whom to speak to or contact should they witness any safeguarding issues.. (Visitors into school policy)

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.

5. Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once 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.

6. Educational visits

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

7. Seat belts

Only coaches and mini-buses which provide seat belts are used. The children are instructed to use seat belts at all times when the bus is moving.

8. Medicine

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 where medicine has to be taken during school hours parents can sign a consent form and school will administer the medication. Only medicines from a doctor's prescription will be accepted to be administered.

Where children have long-term medical needs, everything is done to enable the child to continue to attend school regularly. Parents must provide details of the child's condition and medication, bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

Staff involved in administering the medication will receive training, usually from the school nurse.

9. Internet safety

To support the curriculum children do have access to the Internet when required. In order to minimise the risk of children being exposed to unsuitable material our policy is always to ensure children are supervised while using the internet. In addition a filtered service is activated, only selected links chosen, and child-friendly search engines used.. Parental permission is obtained before using photographs of children or their work on the school's website, in newsletters and or other publications.

Staff are made aware of the appropriate use of whiteboards and data projectors following guidelines produced by DFE and other related organisations.

10. No Smoking guidance

The school follows the LA guidelines. Appropriate signage is placed around the school and site. (No smoking policy in place).

11. Annual Equipment checks

Specific annual checks are carried on the following items

- Electrical equipment throughout the school is checked annually by a recognised company. No other electrical items should be used in school that have not been checked.
- PE equipment is subject to an annual check to ensure its safety through Sportsafe UK
- Playground equipment is subject to an annual ROSPA check and report. Any items posing a risk as highlighted in the report are acted upon.

12. Legionellosis

Regular legionella Risk Assessments take place in line with LA guidance.

13. School meals

Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) 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. Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

If children choose to bring their own packed lunch they are accommodated in the school hall, at tables, along with those children accessing school lunch. They have the same level of supervision as children eating school meals. Healthy food is encouraged and no sweets or fizzy drinks are allowed to be consumed at lunchtime.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be routinely eaten in school. Exceptions to this take place at Christmas or Easter time as part of treats around these festivals.

Day care meals are provided through an outside caterer which meet required standards. Healthy snacks are provided daily.

14. 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 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 teacher 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 ask parents 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 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 not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents 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 in our school. An exception is earring studs in pierced ears.

Children attending Day care are not expected to wear school uniform.

15. Theft or other criminal acts

The teacher or Head Teacher will investigate any incidents of theft where it is believed children have been involved in the act. If there are serious incidents of theft from the school site which may involve children or other adults, the Head Teacher will inform the police, and record the incident in the incident book.

Should any incident involve physical violence against a teacher, this will be reported to the Health and Safety Executive, The teacher/staff member who has been the victim will be offered support if he or she wishes the matter to be reported to the police.

16. 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. Attention is given 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 Teacher without delay.

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 policy and procedure.

The governing body has a named governor with responsibility for health and safety matters (Sean Rudge). 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 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's procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

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 also reports to governors annually on health and safety issues.

Monitoring and Review

This policy will be reviewed annually or when necessary in order to meet changes in circumstances.

Written by: GE Simm
Date: Spring 2018
Ratified by Governors:
Date of next review: Spring 2020