

Leigh on Mendip First School



Health and Safety Policy Part 1

Reviewed on	10/01/18
Signed by Chair of Governors	<i>Ty Schlechter</i>
Date	24 th January 2018
Next review	Spring Term 2019

Leigh on Mendip First School Health and Safety Policy

Rationale

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 Board of Governors, along with the LA, 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 e.g. by teaching children about hazardous materials, and how to handle equipment safely within the science and design technology curriculum. We also teach children about health and safety during health weeks, to which we invite outside personnel such as road safety officers and our local health visitor.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE 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. Children receive sex and drugs education according to their year group and stage of development.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as Harvest Festival, Christmas, Easter and the Leavers' Assemblies, and through our daily act of Collective Worship.

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.

School Meals

Children either bring a packed lunch to eat at lunchtime or eat a hot meal provided by Dragonfly Education Trust. We provide them with a suitable place to eat their lunch and supervise them during this time.

If parents are in receipt of income support, they may claim free school meals for their children. Parents of children in Reception year to year 2 are able to order a free school meal under the Universal Infant Free School Meal Scheme. 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 and take steps to avoid discrimination.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. Instead, we provide the opportunity for children to receive daily milk and fruit, and encourage children to bring healthy snacks from home.

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 always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. 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 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 inform parents and request that they make sure their child leaves home with the proper uniform. 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 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 earring studs in pierced ears.

Child Protection

Mrs Mary Sturgess is the named person responsible for safeguarding in the school, as the Designated Safeguarding Lead.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the Designated Safeguarding Lead, about their concerns. Such concerns will be recorded in the Safeguarding Folder held by the Designated Safeguarding Lead.

The school's named Designated Safeguarding Lead 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.

We require all adults employed in school or working as volunteers to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

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.

Our premises are protected by security railings which are padlocked during the school day and access to the school is via a security entrance and monitored from the office.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the office, and to wear an identification badge at all times whilst on the school premises. Staff also wear identification badges at all times.

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

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, she will contact the police.

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 headteacher 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 happens, 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 and both classrooms. The following staff at the school have been trained in first aid: Mary Sturgess, Penny Brown, Louisa Phillips, Clair Hurley, Helen Gilson, Esther Patton, Hannah Stinchcombe, Sarah Claxton, Amy Fukuyama, Fiona Brook and Sherree Phelps.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, staff in the school office will telephone for emergency assistance.

We record all incidents involving injury in the school accident book, 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 in the office contact list. Parents are alerted to minor head injuries (eg bumping heads at playtime) by the giving of 'I bumped my head stickers' and a note in the PiP book and/or a phonecall .

Seat Belts

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.

Theft or Other Criminal Acts

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.

Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive and support the member of staff in question if he or she wishes the matter to be reported to the police.

Monitoring and Review

The Board of Governors 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 headteacher, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health and safety policy on a day-to-day basis, and ensures that staff are aware of the details of the policy.

The headteacher reports to governors at each Board meeting on health and safety issues.

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

* please note all up to date guidance on LA Website