



Leader/Monitor: Headteacher

Governor Link: Health, Safety and Premises Committee

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 in Key Stage 1 we deal 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 PSHE 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.

2.3 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, e-safety and drugs education. (See the Drugs Education Policy and the Sex Education Policy)

2.4 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.

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 children to buy a meal at lunchtimes from The Grove Secondary School kitchen, who are responsible for the quality and administration of school meals. 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 by liaison and discussion with the Grove kitchen staff, whose responsibility this is. Children within Early years and Key Stage 1 are entitled to free school meals.

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. As sweets can damage children's teeth, we do not allow sweets to be eaten in school during break times.

4 School Uniform

- 4.1** 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 we review these regularly.
- 4.2** We always have a sensitive approach where the issue of regulations regarding uniform religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.
- 4.3** 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.
- 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. 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.
- 4.5** On grounds of health and safety we do not allow children to wear jewelry in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games and DT, or to cover them with a plaster brought from home.

5 Child Protection

- 5.1** There are named people responsible for child protection in the school. These are the Headteacher, Mrs Tomkinson, Mrs Jones and Mr Taylor. All staff have undertaken Level 1 training within Child Protection.
- 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 officers works closely with social services and the Local Authority Designated Officer (LADO) 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 (DBS) 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 there.
- 6.2** We require all adult visitors to the school who arrive in normal school hours to sign the visitor’s book in the reception area, and to wear an identification badge at all times whilst on the school premises. They will be required to read the visitors leaflet and to switch off their mobile phone.
- 6.3** Teachers will not allow any adult to enter their classroom if the school visitor’s badge does not identify them.
- 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 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 site, the police will be contacted.

6.5 We are part of the Safe Schools Initiative and the Health and Safety, Premises Committee review safety regulations.

6.6 Staff will only allow access before 8.45 am and after 3.45 pm with a prior appointment. Staff will only allow access when other members of staff are present and may meet parents and other visitors in the presence of other staff members.

6.7 The green side gate will be locked at all times except between 8.45 am and 9.10 am and 3.15 pm and 3.30 pm.

6.8 All access doors will be kept locked before 8.45 a.m. and after 3.30 p.m. unless a specific meeting has been arranged.

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 Headteacher before the activity takes place.

7.2 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. The following staff at the school have been trained in First Aid:

Mrs S Whitehouse, Mrs J Mackintosh, Mrs Freeman-Evans, Mrs A Blank, Mrs C Swinnerton, Miss Allman, Mr King, Mrs Jones, Mrs Tomkinson, Mr Taylor and at lunchtimes Mrs Z Harrison.

7.3 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, the school secretary will telephone for emergency assistance.

7.4 We record all incidents involving injury in the school logbook, and we inform parents in all cases of head injury. 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 Headteacher will investigate any incidents of theft involving children.

9.2 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.

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 Sun Awareness and Protection

10.1 Guidelines (Sun awareness Policy) – staff need to be aware of the dangers when children are out of doors for prolonged periods (eg on school trips, on sports day).

We need to minimise the risks by:-

Considering the timing of events.

Children will be encouraged to wear caps in PE and at breaks during sunny weather.

When very hot keeping the children out of the sun altogether.

Parents will be encouraged to send their children to school with a hat.
Children will be allowed to wear sunglasses at lunchtime play but not when taking part in sport/PE.
Parents will be informed that sunscreens to protect exposed skin should be administered at home.
Consideration will need to be given to the availability of drinks when the children are outside for any length of time.

10.2 Children will wear sun caps whenever outside from the start of the summer term until the end of October.

11 Supervision

In accordance with the aims of Cheswardine Primary and Nursery School, we aim to create a happy, caring and welcoming environment within our school. An environment where every child feels safe and secure.

11.1 The safety and well being of all our children is paramount.

11.2 The Governors, through the Headteacher have at all times regard for the health and safety of the children, staff and visitors within the school.

11.3 The duty of care – “Teachers are in loco-parentis and must exercise such a standard of care as would be expected of a caring and prudent parent”.

11.4 The system of supervision at Cheswardine Primary and Nursery School takes into account the age, number of pupils, type of activity, physical conditions of the school/environment and the quality and experience of the supervisors.

11.5 Cheswardine Primary and Nursery School has agreed supervision arrangements and has made provision for supervision of specialised activities.

11.6 The school has clear procedures for visitors and for on site security.

11.7 We have trained first aid personnel, we provide first aid materials. There are arrangements for accident reporting and recording.

11.8 Supervision responsibilities during the school day:

- i. The Headteacher or in his absence the senior staff member will be responsible for informing any temporary/supply staff or student etc of the schools supervision policy.
- ii. No class of children should be left unsupervised for any reason except in an emergency, then a colleague should be made aware of the situation.
- iii. Children should not be left unsupervised at any time.
- iv. No child is allowed off site during the school day for any reason unless accompanied by an adult. Parents are politely requested to “sign children out” if they take them out of school before the end of a session – fire safety.
- v. Children taken ill during the school day – contact telephone numbers are available in the school office. Class teachers should inform the head/senior staff member if a child needs to be sent home. If necessary a first aider will be called upon. If a child is not sufficiently unwell to need to go home the secretary should ensure that parents are informed either by letter (notification letter available from office) or by verbal report. The child’s teacher should be informed if a child is either sent home or becomes unwell during another activity.
- vi. All classes should be accompanied by their teacher when transferring to another activity ie assembly, PE, television.
- vii. Children not taking part in their normal lessons for whatever reason, such as PE, are the responsibility of the teacher taking their class and must still be adequately supervised.

11.9 Supervision before school/breaks/home time

- i. At the end of break the bell will be rung, and the children will line up in their designated place on the playground, and supervised as they walk into the building.
- ii. In the event of a minor accident or injury an older pupil will accompany the injured child to the office. In the event of a more serious accident, messengers will be sent to find the First Aider. All injuries should be recorded.

11.10 Wet or other unsuitable weather conditions

- i. The Teaching Assistant will be responsible for deciding that the weather is unsuitable for outside supervision.
- ii. Before school the children will be allowed in the classroom at 8.50 am and will be supervised by the class teacher.

Playtime rules

- i. Children must ask permission to return to the cloakroom or toilet and will need a band.
- ii. No child may remain indoors unsupervised.
- iii. Children must not enter the car park without permission.
- iv. The Teaching Assistants will send into the Headteacher any child who behaves in an unacceptable way outside such as – fighting, throwing stones or playing with sticks, pushing, kicking, picking up another child etc.

These playtime rules will be regularly explained to the children so that they understand them.

11.11 Supervision after school

- i. Class teachers are responsible for seeing that their class leaves in an orderly and safe way.
- ii. School closes at 3.15 pm. Children must not be dismissed before this time.
- iii. All staff remain on duty for ten minutes after normal school closure and must ensure that any child not met is supervised and the Headteacher informed.

11.12 Mid day Supervision

- i. The Headteacher is responsible for seeing that there are adequate supervisory staff available all lunchtime and that they are aware of their duties and responsibilities.
- ii. Any problems must be reported to the Head eg injuries, unacceptable behaviour etc.
- iii. At least one supervisor must be outside whenever any children are outside. One supervisor must remain in the hall until all the children have left.
- iv. Supervisors should ensure that the children keep the playtime rules.
- v. A member of teaching staff must be on the premises at all times during the midday break. All staff remain responsible for the good order of the school

11.13 Supervision of extra curricular activities

- i. Parents will need to give written permission for children to stay after school for regular club/activities. Organising teachers are responsible for checking that written permission has been given. These permission slips should be held in the school office where contact numbers are also available.
- ii. Parents should be notified in the event of the cancellation of a regular after school activity at least one day before or by telephone if the organising teacher is absent. If parents have not been contacted children will need to be supervised in school until they are collected.
- iii. When an after school activity has been organised to be supervised by a non staff member a teacher must remain on the premises.
- iv. Parents are responsible for their children from the end of the school day until the child is registered at the club. This will be communicated to parents on each club permission sheet.

11.14 Supervision of specialised activities

The duty of care and therefore of supervision is obviously increased when children are involved in activities which may present recognised hazards or risks.

Staff both teaching and non teaching and the children should be made aware of any hazards or risks which are present.

It is the accepted policy and practice at Cheswardine Primary and Nursery School that the children are positively taught skills to enable them to keep safe. Behaviour codes in activities where there are any risks must be emphasised by the supervising teacher.

Design and Technology

- i. Children must be positively taught how to hold/walk with and carry scissors.
- ii. Modelling tools must be used under strict supervision and the correct uses taught.
- iii. Guillotines, shield/hand held type, and Stanley knives must be used by adults only.
(see also the DT Scheme of Work for details of the use of other tools such as glue guns, saws, clamps, chisels, screw drivers etc)
- iv. When involved in DT activities supervising teachers should ensure that children are safely dressed:- wear an apron, roll up sleeves, fasten hair back, remove jewelry or other precautions depending on the nature of the activity.
- v. Where children are engaged in food related activities teachers should check with parents whether there is a likelihood of an adverse allergic reaction.

Environmental Studies

- i. Children must be taught to carry and handle tools correctly (carry by handle, sharp end down, no running etc)
- ii. Children must not be left to work with tools in the grounds or to work by the pond unsupervised.
- iii. All gardening tools are stored in the shed and must not be left in classrooms.

Offsite activities

- i. The organising teacher should discuss with the Head teacher any local off site activities.
(see visits guidelines for non-local visits)
- ii. Children must be accompanied by responsible adults when working on local studies.

Supervision ratios of at least 1 adult to 10 children/preferably 1 adult to 6 children must be arranged and all risks eg roads, must be assessed and discussed both with the Headteacher and all supervising adults.

- iii. Where a topic on the locality may involve several off site activities it is advisable to inform parents of the nature of the work and obtain a permission form for the topic.

PE

(For more details refer to schools PE documents)

- i. Supervising teachers must ensure that all children are properly dressed for PE lessons;- no jewellery, suitable footwear for outside and bare feet inside, no tights, shorts and T shirt.
- ii. Safety of both participants and spectators must be considered.
- iii. The assembly, use and removal of apparatus must take place under the supervision of the teacher. (see also safety precautions for apparatus work in PE document)
- iv. Children must never be left in the hall unsupervised when PE apparatus is out. If the teacher has to leave the hall in an extreme emergency, the children must be off the apparatus and sitting still or preferably ushered out of the hall.
- v. The children must be taught to apply rules for carrying and putting out of apparatus. The size and age of the children and the size and weight of the apparatus must be considered. These guide lines should be adopted by

all classes:-

- Always walk forward and look where you are going.
- Do not lift apparatus over the heads of others.
- Always lower apparatus gently.
- Apparatus, including mats should never be dragged.
- Always look before you leave the apparatus.
- Mats (Rec to Y2) 4 children to a mat, 2 at each long side.
(Y3 & Y4) 2 children could carry small mats.
- Benches – 4 children to carry 1 bench.

- vi. Children need to have a safety/stop signal which must be practiced regularly.
- Vii Shin pads must be worn for hockey and football.

12 Monitoring and Review

- 12.1** The governing body has a sub-committee with responsibility for health and safety matters. It is their responsibility to keep the governing body informed of new regulations regarding health and safety, and to ensure the school regularly review its processes and procedures with regard to health and safety matters. The governors in question also liaise with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.
- 12.2** The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 12.3** The Headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.
- 12.4** The Headteacher reports to the governors annually on health and safety issues.
- 12.5** This policy will be reviewed any time at the request of the governors.

Previously Reviewed: February 2015

This Review: January 2018

Next review: January 2020

Policy agreed and adopted by: Health, Safety and Premises Committee at meeting held on 10th January 2018.

Signed: _____ Date: 10/01/18
J Mackintosh, Chair of Health, Safety and Premises Committee

