



Geoffrey Field Junior School Health, Safety and Welfare Policy

Updated September 2018

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 - safety

- 2.1** 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.
- 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. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

3 The school curriculum – subjects

- 3.1** We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHME lessons and we reinforce these points in design technology and science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.2** Health and safety issues also arise when we teach environmental education and also in sex and relationship education and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)
- 3.3** Our school promotes the spiritual growth and welfare of the children through the whole curriculum and organisation of the school, but particularly through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 3.4** Teachers use circle time to discuss issues which the children bring up and they have received training to ensure that these issues are dealt with sensitively and thoroughly.

4 School meals

- 4.1** 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 ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998.
- 4.2** 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.
- 4.3** Our school promotes a healthy lifestyle. We therefore encourage children to eat healthy snacks at breaktime and eat these in the dining room.

5 School uniform

- 5.1** It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 5.2** We are sensitive to the religious or cultural beliefs of the pupils when we agree our policy for uniform and it is the responsibility of the head teacher to ensure that the school uniform policy is enforced.
- 5.3** 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, we do all it can to support the parent. We discourage '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.
- 5.4** On grounds of health and safety the wearing of jewellery is discouraged. If it is worn we ask children to remove it during PE and games or, if this isn't possible to cover them with a plaster.

6 Safeguarding of children (see also Child Protection Policy)

- 6.1** There is a named person responsible for child protection in the school. This is the head teacher, but he is supported by the child protection team (deputy head and learning mentor).
- 6.2** If an adult suspects that a child is at risk, they should immediately inform the named person about their concerns.
- 6.3** Staff are asked to complete a 'Concern Form' if they have concerns about individual children. These are passed on to the designated person who decides what action should be taken. This action is recorded on the bottom of the Concern Form. Staff also have access to a class log where they can record day to day information which may later be referred to as part of a referral.

7 School security

- 7.1 The school site is kept secure. The children's entrance is locked at 8.50 and re-opened at 3.00. Visitors can only enter the school through the main reception, where they are met by the office manager.
- 7.2 All adult visitors, who arrive in normal school hours, sign the visitors' book in the reception area, and to wear identification badge at all times whilst on the school premises.
- 7.3 Staff do not allow adults to enter the teaching areas if they are not wearing a school visitor's badge.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they raise the alarm immediately by contacting the school office.

8 Accidents

- 8.1 We do not take any child off the school site without the prior permission of the parent. (see off site information file)
- 8.2 If an accident does happen, resulting in an injury to a child, first aid will be given. Our Clerical Assistant has a paediatric first aid certificate and several other members of the support staff also have up to date qualifications in first aid. Each Area of the school has a first aid box and there is a central box in the office.
- 8.3 We record incidents involving injury on accident forms as supplied by the LEA, and we inform parents. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

9 Safety of children – medicines

- 9.1 Epipens are kept in a safe and secure place, within easy reach of the child, in the classroom areas. Each one is named and children with specific allergies are identified using photographs. The office manager / office administrator regularly check that epipens are up to date and reminds parents when these need to be renewed.
- 9.2 Inhalers are kept in area medical boxes in the main office and are regularly checked.
- 9.3 All other medication is kept in the office in a locked drawer.
- 9.4 The parents of all pupils who keep medication in school give their written consent via a medical form provided by office staff.
- 9.5 All staff are informed about children who have medical needs and those on medication through a medical list which is published each term.

10 School Trips

- 10.1 Coaches, mini-buses and cars used by the school have seat belts. Children are instructed to wear these at all times.

11 Risk assessments

- 11.1** Formal risk assessments are carried out when children leave school premises for any reason using the Evolve computer system. This is overseen by our SEN lead and the school manager.
- 11.2** Risk assessments may also be carried out if children are likely to cause any kind of risk to themselves or others as a result of their emotional or social needs (see risk intervention risk assessment strategy document).
- 11.3** Risk assessments will be carried out in any circumstances where the risks to pupils or staff are increased (e.g. staff pregnancy; parental dispute over custody).

12 Reporting health and safety hazards

- 12.1** Staff and pupils are encouraged to report any hazards noticed on our report forms. These are given to the office and actions taken recorded. These records are looked at by the governing body, at least termly.

13 Fire drills

- 13.1** The school has clear fire evacuation diagrams and procedures that are displayed throughout the school. These procedures are tested at least 3 times during the academic year and every time there is a practise, a report is made which records the time taken and any difficulties or delays. Procedures can then be adapted as necessary.
- 13.2** Fire alarms and equipment are regularly checked in accordance with current legislation.

14 Training

- 14.1** Staff are required to undertake training in Health & Safety to enable them to provide a safe working and learning environment. There are 5 levels of responsibility for Health & Safety, and staff will receive the appropriate level of training for their role. This may include First Aid and Fire Warden training as appropriate.

15 Monitoring and review

- 15.1** 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.
- 15.2** The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 15.3** The headteacher 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.

15.4 The headteacher reports to governors annually on health and safety issues.

15.5 This policy will be regularly reviewed.