



**Respect for all. Learners for life**

# Lister Infant School

## Health, Safety and Welfare Policy

October 2015

**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 LEA, 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 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 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.
- 2.3** Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter.
- 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 All children at Lister Infant School are entitled to a school meal free of charge. All meals are freshly cooked in the school and 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. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

### **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-organized 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 conflict with any child's 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 jewellery 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 or to cover them with tape.

## 5 Child protection

- 5.1 Mrs Davies is the designated person responsible for child protection in the school. Miss Hamilton is the deputy designated Child Protection Co-ordinator.

- 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 and a Child protection Monitoring form must be completed and given to the headteacher.

- 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 enhanced DBS checks in order to ensure that there is no evidence of offences involving children or abuse.

When employing a teacher checks are made to ensure that there is no prohibition order in place.

All adults employed or volunteering at the school must sign the disqualification check.

## 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 We require all visitors to the school who arrive in normal school hours to sign in using the electronic register in the reception area. Visitors are issued a badge including photographic ID and they must wear this badge at all times whilst on the school premises.

- 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 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 Headteacher before the activity takes place.
- 7.2 We do not take any child off the school site without the prior permission of the parent.
- 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, in the toilet areas of Nursery, Reception classes and KS1. There is also a first aid kit near to the sink area in the Little Treasures Nursery. The following staff at the school have been trained in first aid:  
  
**Miss Hamilton, Mrs McFadden, Mrs Hind, Mrs Johnston, Mrs Marshall, Mrs Gorevin, Miss Fox and Mrs Boyle.**
- 7.4 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 admin officer will telephone for emergency assistance.
- 7.5 We record all incidents involving injury in the school logbook, 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 on the school files.

## **8 Safety of Equipment**

- 8.1** All staff should report any deficiencies or faults to the school business manager. The school business manager will report to the Headteacher and caretaker, where applicable.

Defective classroom apparatus should be removed from service immediately and replaced as soon as possible

- 8.2** The Caretakers will be responsible for conducting periodic safety inspections of classrooms, corridors, halls, gymnasium, staff rooms, offices, toilets and daily inspections of grounds and perimeter areas. They must complete safety inspection checklists and report to the Headteacher and to Governors

- 8.3** Full Risk Assessments will be carried out every three years except when significant changes take place. Our last Assessment was in 2013 and was carried out by LA.

Mrs Marshall, Mrs Boyle, Mrs Johnston and Mrs Davidson, will be responsible for checking first aid boxes, contents and notices and ensure that they are kept up to standard.

## **9. Seat belts**

- 9.1** 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.

## **10. Fire Drills (Also refer to Fire Procedures - General)**

- 10.1** Should be held at least twice per year. Fire drill procedures are posted in each room. Details of fire drills and testing of fire alarms (weekly) are recorded in the Caretaker's room. Children should be told fire drill procedures in the classroom, at the beginning of each school year and reminded regularly, at least each half term. Staff should treat each drill as the "real thing".

- 10.2** Fire Risk Assessments should be carried out every three years except when there is significant change. The Fire Officer inspected the new building when it was completed in July 2000. Fire Safety

Inspection checklists should be completed monthly by the Caretaking Staff who will report to the Headteacher and Governors

## **11 Theft or other criminal acts**

- 11.1 The teacher or Headteacher will investigate any incidents of theft involving children.
- 11.2 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.
- 11.3 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.

## **12 Monitoring and review**

- 12.1 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 LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.
- 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 ensures that all staff are aware of the details of the policy as it applies to them.
- 12.4 The Headteacher reports to governors annually on health and safety issues.
- 12.5 This policy will be reviewed annually.

**Health, Safety and Welfare Policy**

**Signed:** .....

**Date:** .....