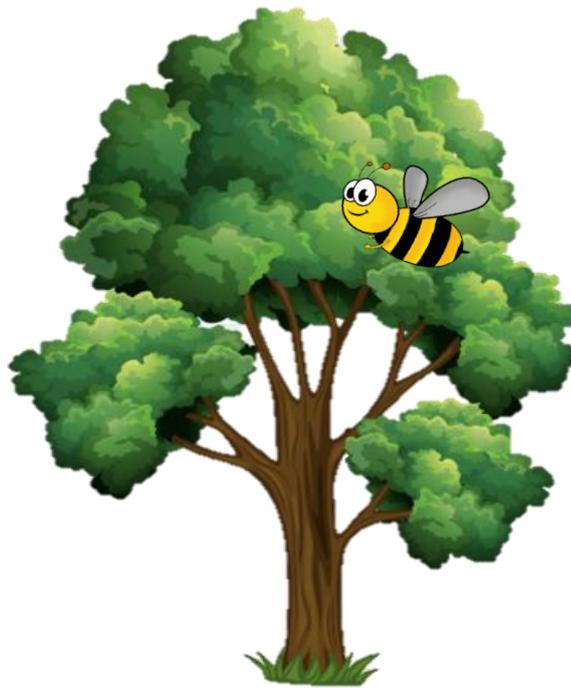


Creunant Primary School Health, Safety and Welfare Procedure



Creating children with the roots to grow and the wings to fly.

Signed by Chair of Governors:

Date:

Reviewed

Signed:

Date:

Reviewed

Signed:

Date:



Health, Safety and Welfare Policy

Introduction

The health, safety and welfare of all the people who work 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. Under the general law of negligence school Teachers are required to take care of children under the age of 18 as if they were the parent. They are under an obligation to treat and take care of a pupil as a careful parent would.

The governing body controls the school premises. Governing bodies, to the extent that they control school premises, takes all reasonable measures to ensure that the premises and equipment on the premises are safe and do not put the health of pupils at risk while they are on the premises. The governing body (and Head Teacher) comply with any directions given by the LA concerning the health and safety of persons in school, or on school activities elsewhere.

Employees also have responsibilities. The Health and Safety at Work Act 1974 and the associated Management of Health and Safety at Work Regulations 1999 also apply to them.

Employees must:

- take reasonable care of their own and others' health and safety;
- co-operate with their employer and the governing body so far as is necessary to enable compliance with the above duties;
- carry out activities in accordance with training and instructions; and • inform the employer of any serious risk.

1. The School Curriculum

1.1 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.

1.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children through curriculum lessons and focused wellbeing days. We reinforce these points throughout the curriculum where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons and to assess risks. Staff also assess the environment to which pupils are exposed, to ensure it is safe.

1.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers around us.



1.4 Key Stage 2 children receive puberty, sex and drugs education with the support of the school nursing team and the School Beat officer.

1.5 Our school promotes the spiritual growth and welfare of the children through the RSE and RVE curriculum, through special events and through collective worship.

1.6 Each class has the opportunity to discuss problems or issues of concern with their Teacher. Teachers use Zones of Regulation to help children discuss and overcome fears and worries that they may have. Teachers handle these concerns with sensitivity and report back significant concerns to the Head Teacher or Deputy Head Teacher.

1.7 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. School Meals

2.1 Our school provides the opportunity for children to buy a meal at lunchtimes. Children in KS1 currently receive free school meals and this will roll through KS2 in the coming years. If parents are in receipt of income support, they may claim free school meals for their child from Reception to Year 6.

2.2 Children may choose to bring their own packed lunch. All children are supervised to eat their lunch together in the school hall.

2.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we discourage sweets being distributed in school. We encourage children to drink water and bring in a healthy snack.

2.4 Children in KS1 are offered free milk every day.

3. School uniform

3.1 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.

3.2 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.

3.3 It is the responsibility of the Head Teacher 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.



3.4 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. We offer a free second hand uniform shop based in the Community Centre and 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.

3.4 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 a plaster.

4. Child protection

4.1 There is a named person responsible for child protection in the school. This is the Head Teacher, but they may delegate this responsibility in some circumstances.

4.2 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.

4.3 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. Safer Recruitment Procedures

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

6. School security

Management of the school security is shared by the LA as employer with the governing body. Governing bodies as employers have overall responsibility to make the school secure as part of their health and safety duties.

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. **Junior gates and the interior gate are all locked between 8:50am and 3:20pm. All visitors enter through the main door.**

6.2 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification 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 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.

6.5 Section 550AA of the Education Act 1996 inserted under Section 45 of the Crime Reduction Act 2006 introduced a power for Head Teachers and other members of school staff to search, without consent, a pupil whom they reasonably suspect is carrying a knife or other weapon.

6.6 Section 93 of the Education and Inspections Act 2006 allows school staff statutory power to use reasonable force for the purpose of preventing a pupil from doing (or continuing to do) any of the following:

- committing any offence;
- causing personal injury to, or damage to the property of, any person (including the pupil him or herself); or
- prejudicing the maintenance of good order and discipline at the school or among any pupils receiving education at the school, whether during a teaching session or otherwise.

6.8 The school has the power to bar troublesome adults from the school premises. The LA has the power under Section 547 of the Guide to the Law: Autumn 2009 Chapter 25, Page 13 Updated December 2010 Health Safety and Welfare Education Act 1996 to authorise the removal from school premises of intruders causing a disturbance or nuisance.

6.9 Children are permitted to enter the yard from 8:40am. Children leave the premises at 3:20 unless attending an after-school activity, during which they will be fully supervised by a member of staff.

7. First Aid and Medical Needs.

The Health and Safety (First Aid) Regulations 1981 set out the requirements relating to employees. It is recommended that schools treat pupils as if they were employees for the purposes of first aid and provide first aid materials and expertise as appropriate based on risk assessment.

7.1 If an accident does happen, resulting in an injury to a child, staff who have been trained in first aid will be called to assist. If necessary, the school secretary will telephone for emergency assistance. We keep a first aid box in various locations. There are staff in the school who have been trained in first aid.

7.2 We record all incidents involving injury in the school accident book, and we inform parents in more serious cases. Any accident requiring the child to be removed from



school and any subsequent information coming to light eg. Hospital/doctor report (fracture incurred); shall be reported to H & S unit. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

7.3. We require all medication (With the exception of epi pens which are stored in the child's classroom) to be stored in the clerk's room so as to ensure its safe keeping and proper use. When children move off site or are taking part in games lessons or are in or around the area then medication is taken with them. Prescribed medication forms are to be signed by parent or guardian before any medicines are administered. The Head Teacher, Deputy Head Teacher or qualified first aiders can administer medication.

8. Off Site activities

8.1 We do not take any child off the school site without the prior permission of the parent.

8.2 Initial plans for an off-site activity must be sent to the Head Teacher for their agreement before an off- site activity is booked.

8.3 Risk assessments for an off-site activity must be read and signed by the Head Teacher and all staff attending the activity.

8.4 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 Head Teacher will investigate any incidents of theft involving children.

9.2 If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident in the incident book.

9.3 Should any incident involve physical violence against a Teacher, this will be reported 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. Personal security – use of video cameras / photographs

10.1 Permission is sought from all parents at the start of the school year to show photos of the pupils on the school website, Schoop, displays and external publications.

10.2 Parents will not be permitted to take photos or film during school performances. Whenever a school performance takes place the school will endeavor to provide a master copy of a video/DVD produced by a professional company. There may be Child protection of Looked After register in the production and it would be inappropriate for there to be unrestricted use of such videos/DVDs and a request is always made to parents to be mindful of not placing videos/ photos of children other than their own on social media



platforms. In most cases, photos of the children will be produced on the school website for parents / carers to download.

11. Disability Discrimination Act (DDA) 1995 (As Amended)

Under Part 4 of the DDA 1995 it is unlawful for the body responsible for the school to discriminate against disabled pupils:

- in the arrangements it makes for determining admissions;
 - in the terms it offers to admit pupils;
 - by refusing or deliberately omitting to accept an application for admission;
 - in the education or associated services offered to disabled pupils; or
 - by excluding the pupil, whether permanently or temporarily from the school.
16. In addition, the body responsible for the school must take such steps as is reasonable in relation to its admission arrangements and the education and associated services it offers to disabled pupils, to ensure disabled pupils are not placed at a substantial disadvantage. This requirement, however, does not require the governing body to remove or alter a physical feature or provide auxiliary aids or services.

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 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.

12.4 The Head Teacher reports to governors termly on health and safety issues.

12.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.