



## **Health, Safety and Welfare Policy**

**Reviewed and revised –**

### **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 MAT Board, 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. 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. Key Stage 2 children receive relationships and drugs education.

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 schools provide the opportunity for children to buy a meal at lunchtimes. Free school meals are available in Upper Foundation and KS1 as part of the Universal Free School Meals scheme.

If parents are in receipt of income support, they may claim free school meals for their children whilst they are in KS2. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Food Trust standards

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 or sugary drinks to be eaten in school.

**The Head of School is the designated person for all child protection issues**

3.4 School operates a 'water only' policy in the school day and so children are offered water as a drink in learning time and in the lunch hall with their lunch.

#### **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 (if appropriate). 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 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 a plaster.

#### **5 Safeguarding**

##### **See separate Safeguarding Policy**

5.1 There is a named person responsible for child protection in the school. This is the Head of School, but she may delegate this responsibility in some circumstances.

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 officer works closely with social services and the Wakefield & District Safeguarding and Children's Board 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 and CRB/DBS checks in order to ensure that there is no evidence of offences involving children or abuse. The Principal, Head of School and some governors have undertaken the Safer Recruitment training.

5.5 Staff should complete a yellow concerns form and hand these to the Head of School should a concern arise.

# Ackton Pastures Primary Academy

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## 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 The outer gates are closed by 9.15 am.

6.3 We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area.

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 of School immediately. The Head of School will warn any intruder that they must leave the school site straight away. If the Head of School has any concerns that an intruder may cause harm to anyone on the school site, she 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 Head of School before the activity takes place. Informal risk assessments take place regularly as part of the classroom routine.

7.2 All Educational Visits paperwork must be completed by the Visit Leader and approved by a senior leader before children can be taken off the premises or a visit can take place.

7.3 We do not take any child off the school site without the prior permission of the parent (except in cases of medical emergency). Parents sign consent forms at the start of each school year for children to participate in class/school activities which may occasionally be off-site locally.

7.4 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. A number of staff in the school have been trained in first aid, and this information is recorded in the Single Central Record.

7.5 Should any incident involving injury to a child take place, one of the trained members of staff will be called to assist. If necessary, a member of the admin team will telephone for emergency assistance.

7.6 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.

7.8 Staff should be aware of children in the building and not carry or leave hot drinks in the proximity of children.

## 8 Safety of adults

8.1 The same principles apply to the safety of adults working in school.

8.2 It is the responsibility of staff members to read and make themselves aware of all policies, procedures and risk assessments.

8.3 Staff should sign in and out of the building on all occasions.

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8.4 Staff should make the Head of School and Premises Supervisor aware of any concerns regarding health, safety and welfare.

8.5 Staff should not use chairs to stand on, step ladders should be used.

8.6 School facilities are checked on a regular basis using a formal schedule, e.g. PAT testing is undertaken annually. The Premises Supervisor undertakes and arranges the checks and monitoring of facilities.

## **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 Theft or other criminal acts**

10.1 The teacher or Head of School will investigate any incidents of theft involving children.

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

10.4 Should any incident involve physical violence against a teacher, we will deal with this in line with the Behaviour Policy. The police may be contacted and it could be reported as an assault.

## **11 Medicines in school**

Roles and Responsibility:

11.1 The prime responsibility for a child's health rests with the parent/guardian; they are responsible for making sure their child is well enough to attend school. The parent/guardian should provide school with sufficient information about the child's medical condition either prior to the child attending school or as soon as the condition becomes known.

11.2 The administering of medicine in school is a voluntary role. Staff are appointed who are willing to undertake this role and it is specifically part of their job specification. Once appointed these staff receive basic training, information and instruction from the medical team working with the child, Head of School or the child's parent/guardian. Training and advice is also received from the local Primary Care Trust.

11.3 It is the responsibility of the parents to hand the medicine to the office, inform a member of staff (who will record the details in the medicines file) and collect the medicines at the end of the day. Under no circumstances should

children be allowed to be responsible for their own medicines.

11.4 It is the responsibility of the parents to ensure that all medicines are maintained in date and to collect and dispose of out of date medicines.

11.5 Teachers who have a child with medical needs in his/her class are aware of and understand the nature of the child's condition, knows when and where the child requires additional attention, have access to medicines and any emergency procedures. Other staff are aware of and have access to relevant medical information. Any deterioration in a child's health will be reported to the Head of School who can then inform the parent.

## **12 Administering Medicines and Record Keeping**

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12.1 Only medicines which are part of a Care Plan or have been prescribed by a doctor to be taken four or more times a day or at a specific time when the child is in school, can be taken in school.

Whenever possible, parents should request that the dose-frequency is 3 times per day - this can then be administered in the family home before school, at the end of school and before bedtime removing the need for any medication to be taken in school time. If this is not possible, then all medicines must be in the original container clearly marked with the child's name, date of birth, prescribed dose, expiry date and written instructions provided by the pharmacy. The child must be able to take their own medication as staff can only oversee this (unless a care plan is in place and a designated member of staff has been appointed to undertake this task). The details must be recorded in the medicines file, which is kept in the office.

12.2 All medicines must be signed in and out of the office by parents and staff. This includes medicines or emergency equipment needed for children who have a Healthcare Plan.

12.3 Medicines not prescribed by a doctor will not be administered by any member of staff at any time or under any circumstances. If a parent wishes to administer a dose of paracetamol at mid-day for example, they should inform the school and make their own arrangements to do so.

12.4 Any emergency medicine given to a child with a Healthcare Plan will be recorded in the Medical File and parents informed as soon as possible.

12.5 Any instance of a child refusing to take medicine will be recorded in the Medical File and parents informed.

### **Storage and Access**

12.6 Medicines are kept in a secure cupboard, in a secure room. All staff are aware and have access to the cupboard. Children are aware of where their medicines are stored.

12.7 Children have access to their diabetic emergency supplies, testing kits and sharps disposal units in the classroom. Inhalers are kept in the office. These should be collected before every PE lesson. A record is kept when a child uses their inhaler.

### **13 Educational Visits and Sporting Activities**

13.1 **Swimming** - One staff member responsible for medication, which will be at the poolside.

13.2 **Visits** - Staff managing first aid will have responsibility for inhalers, Member of staff responsible for Epipen, emergency diabetic kit and any other medicines.

13.3 **Residential Visits** - one member of staff will be responsible for the collection, administration and recording of medicines.

### **14 Additional Information**

14.1 Children with long term medical needs have Individual Healthcare Plans.

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14.2 Children with Healthcare Plans have Individual Risk Assessments.

14.3 Blank copies of all relevant Medical Forms are kept in the Medical and Standard Forms File and stored electronically.

## **15 Blood and bodily fluids**

15.1 Bodily fluids includes blood, vomit, urine and excreta.

15.2 Staff should wash their hands before and after giving first aid or dealing with any bodily fluids.

15.3 Staff should ensure that any of their cuts or broken skin are covered with plasters or should wear plastic gloves.

15.4 Wounds should be treated by washing with water and applying a suitable dressing. Checks should always be made to ensure that a child is not allergic to plasters before they are applied.

15.5 In case of spillages, children should be kept away from the area until it has been dealt with.

15.6 Spillages of bodily fluids must be cleared up immediately with diluted cleaning fluid (1 cleaning fluid to 10 parts water) and disposable cloths. Ensure that the solution does not come into contact with skin. Spillages should then be covered in paper towels which should be left for 30 minutes.

15.7 First aid materials, aprons, disposable cloths, gloves and alternative cleaners are available in the Premises Supervisor's store, staff room cupboard and foundation stage office. All cleaning materials are securely stored and children to not have access to these products.

15.8 Any splashes of bodily fluid from another person on skin, eyes or mouth should be rinsed with copious amounts of water.

15.9 Any materials contaminated with blood should be placed in a yellow disposable bag and placed in a sanitary disposable bin.

15.10 Any other contaminated materials should be placed inside two plastic bags and either placed in the outside bin or given to the Premises Manager for incinerating.

15.11 Children who wet or soil themselves should be encouraged to clean themselves as far as is practical. If this is an issue for any child more than once or twice (ie - a pure accident) then senior leaders must be informed. Parents will be contacted and it is their responsibility to come into school and clean up their child if the child cannot undertake this task themselves, or provide clean clothes and wipes for this purpose.

## **16 Risk Assessments**

16.1 Risk assessments for generic activities are available in school, and further detail for Educational Visits is included in the Educational Visits Policy.

16.2 Risk assessments of the site are undertaken through site walks by the Premises Supervisor (daily), Business Manager and Principal.

## **17 Monitoring and review**

17.1 The Resources Committee has responsibility for health and safety matters.

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It is this committee's responsibility to keep the governing body informed of new regulations regarding health and safety in light of guidance from the LA, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The committee also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

17.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

17.3 The Head of School 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.

### **18 The Governing Body**

18.1 Ensure that the policy is implemented and monitored and reviewed annually.

The Head of School is the designated person for all child protection issues