



## Abbey Meads Health, Safety and Welfare Policy

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 Blue Kite Trust, takes responsibility for protecting the health and safety of all children and members of staff. Adults implementing this policy should do so in conjunction with the Safeguarding and Child Protection Policy.

### **Child protection**

There are 3 named persons responsible for child protection in the school. These are the Headteacher, who is the Designated Safeguarding Lead (DSL), the Deputy Headteacher and Assistant Head Teacher (EYFS), who are the Deputy Safeguarding Leads.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the appropriate named person about their concerns.

The school's named DSLs work closely with social services and the Swindon Safeguarding Partnership when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have a DBS application and be vetted through police records for suitability to work with children and young/vulnerable adults.

### **The school Curriculum**

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.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in (Personal Social Health Economic/Education and Citizenship (PSHE&C) 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.

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

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.

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.

### **School meals**

Our school provides the opportunity, for those not in receipt of a free meal via government initiatives, to buy a meal at lunchtimes. If these parents are in receipt of income support, they may claim free school meals for their children.

We follow statutory guidance to ensure that the meals provided have a suitable nutritional value.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

## **School uniform**

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. We always have a sensitive approach regarding uniform where there is 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 discrimination.

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.

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.

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 surgical tape. All of these issues form part of our Home –School agreement that we ask all parents to sign up to when they join the school.

## **School security**

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.

The school gates are locked at 8.50 and unlocked again at 14:50. Teachers lock classroom doors once the last child is in or at the start of registration, which ever comes first. Doors are locked again after each play time. The school has a magnetic access control system for all the main doors. At the end of the day teachers are again asked to lock their classroom doors. We lock the school gates by 3.20.

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. Contractors are accompanied by staff unless DBS cleared. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

Some parental events are exempt from this – EG Class Assemblies/Open Hours.

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 (or senior staff / Office) 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.

The head teacher and H&S Governor carry out school inspections throughout the year. They produce an Action sheet with a defined date for any remedial work to be completed. They monitor all paper work at the start of each meeting.

The Caretakers carry out daily visual inspections as part of their daily routine.

The Site Manager and Catering Manager complete COSHH checks and records relating to all relevant cleaning/catering materials covered by these regulations.

A communication book is kept in the office which enables all staff to report anything that needs repair to the Site Manager.

## **Safety of children**

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.

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

Emergency first aid packs are held in year group zones for use in an emergency and at playtimes for those on duty. We keep first aid centrally by the main school office.

The most up to date list of First Aid trained staff can be obtained from the School Office.

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

We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt and for all head injuries, we contact the parents through the emergency telephone number that we keep on the school files.

Accidents resulting in the calling of medical assistance / hospital attendance are subject to HSE documentation and the relevant paperwork completed (staffroom)

## **Seat belts**

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.

## **Monitoring and Review**

The governing body has a named governor with responsibility for health and safety matters.

### **Paul Cooper (Vice Chair of Governors)**

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 may also liaise with the Trust and other external agencies, to ensure that the school procedures are in line with those of the Trust.

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

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.

The head teacher together with the named governor, reports to governors annually on health and safety issues.

This policy will be reviewed at any time that practice changes, at the request of the governors or as part of the cycle of policy review.