

Oakwood School Health, Safety and Welfare Policy

(see also Child Protection, First Aid, Fire Safety, Educational & Off-Site Visits & Activities, Safer Recruitment)

This policy applies to the whole school, including the EYFS

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 PACT governing body takes responsibility for protecting the health and safety of all children, members of staff and visitors to the school.
- 1.2** All members of staff are responsible for taking reasonable care of their own safety and that of others within the school community. They are responsible for co-operating with the Head and other members of the SMT in order to enable the governors and proprietor to comply with health and safety duties. All members of staff are responsible for reporting any risks or defects to the Head or Deputy Head immediately.
- 1.3** A variety of health, safety & welfare issues are regularly discussed during insets, staff meetings & SMT meetings.
- 1.4** Termly meetings are held by a Health & Safety Committee, which consists of Mrs Morrison, Mrs Lobo & Mrs Askew. The main roles of this committee are to:
- Discuss matters concerning health & safety, including changes in regulations
 - Monitor the effectiveness of health & safety within the school
 - Review accidents and near misses. Discuss preventative measures
 - Review risk assessments and ensure they are updated regularly
 - Discuss training requirements
 - Review the Health, Safety & Welfare Policy guidance and update it
 - Review all matters relating to Fire Safety
 - Monitor the implementation of professional advice
 - Assist in the development of safety rules and safe systems of work
- 1.5** The school has regard to the Department for Children, Schools & Families (“DCSF”) guidance *Health & Safety: Responsibilities & Powers*.

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 that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard both as part of the PSHE and within the normal school curriculum. For example the unit of work entitled ‘People who help us’ deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, 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 and we reinforce these points in PSHE and Science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. ‘Funfit’ lessons also form part of the PE programme.

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- 2.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Recycling products, and saving water and electricity use are encouraged.
- 2.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school buildings and grounds, and inform their teacher.
- 2.5 Our school promotes the spiritual welfare and growth of the children through the RE and Character Development curriculum, through special events, assemblies, through the daily act of collective worship and celebration of the Holy Mass.
- 2.6 Each class has the opportunity to discuss problems or issues of concern with their teacher, and junior pupils individually with their tutors. Teachers help children to discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

3 School meals

- 3.1 At present our school does not provide hot meals.
- 3.2 Children bring their own packed lunch, and we provide them with fresh water and a suitable place to eat in the school hall. The nursery also provides free milk. Children are supervised at all times whilst eating.
- 3.3 There are no re-heating facilities for meals brought into school by children, and no microwave meals are permitted.
- 3.4 Our school promotes a healthy lifestyle. Snacks for breaktime are therefore limited to fresh fruit, a cereal bar or a plain digestive biscuit. We advise parents that sweets, chocolates and fizzy drinks in lunch boxes are not allowed. Healthy eating is promoted via various areas of the school curriculum.
- 3.5 Due to the fact that a number of children within the school at any time may have nut allergies, parents have been requested not to send nuts in as part of the school packed lunches. However, cereal bars containing nuts and peanut butter sandwiches are acceptable.

4 School uniform

- 4.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We review these requirements regularly.
- 4.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious beliefs.
- 4.3 We ask parents to equip their children with the necessary uniform and school equipment. 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 on. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues that we might be unaware of.

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- 4.4** On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is made for stud earrings. Religious medals or chains may be worn under shirts or blouses. We ask junior children to remove these during PE and games or cover them with a plaster. Children may also wear a sensible wrist watch to school and an 'SOS/Medical Alert' tag if required by a medical condition. Unless specified by parents, glasses should not be worn during PE and games lessons or during breaktimes.

5 Child protection (also see separate Child protection policy)

- 5.1** The named persons with responsibility for child protection in our school are Mrs Debbie Morrison and Mrs Carrie Askew, who liaise with Dr Tony Newman-Sanders as the named governor. The named person for the Early Years is Mrs Jacqueline Parker.
- 5.2** If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform someone named in 5.1 above.
- 5.3** When investigating incidents or suspicions, the persons responsible in the school for child protection works closely with social services, and with the Area Child Protection Committee ("ACPC"). We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.
- 5.4** As part of the school's Safer Recruitment Policy, we require all adults employed in school to have their application vetted by the police (ie. CRB checks and List 99), to ensure that there is no evidence of offences involving children or abuse. Staff also attend courses on safeguarding and protecting the welfare of children.
- 5.5** All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

6 School security

- 6.1** While it is difficult to make the school site totally secure, we do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants). Access from 9 – 12.30 & 1 – 3.45pm is through the front door only and the back gate is open at collection times only. Other side gates and access points are locked. Parents are not permitted to exit via the front door whilst the back doors are open at 12.30pm and 3.45pm. Entry in the mornings is through the back doors which are manned by a member of staff.
- 6.2** We require all adult visitors who arrive in normal school hours to sign in and wear a visitor's badge if they are not accompanied by a member of staff.
- 6.3** Teachers will not allow any adult to enter their classroom if they are not known to them, unless they are accompanied by another member of staff. For example, office staff may bring a contractor or other visitor to the classroom and introduce them.
- 6.4** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must challenge the person immediately and warn them to leave straight away. The Head or Deputy Head should then be informed. If the Head has

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any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

7 Safety of children (including First Aid)

7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, Heads of Department will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or Head of Department has any concerns about pupil safety, they should bring them to the attention of the Head or Deputy Head before that particular activity next takes place. Children also learn how to identify hazards and implement control measures during various lesson activities.

7.2 See separate 'First Aid Policy' regarding accidents, injuries and medications.

8 Fire and other emergency procedures

8.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. A copy of the FEEP is given to all staff at the beginning of each academic year and in-house training is provided. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, exit routes and the testing of the fire alarm system. The Head is responsible for ensuring that electrical equipment and installations are inspected and tested every five years and that regular PAT testing takes place.

8.2 Also see 'Fire Safety Policy'.

9 Educational visits & off-site activities

9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on educational visits & participating in off-site or 'learning outside the classroom' activities. This includes junior sports sessions at Warlingham Rugby Club, sports fixtures against other schools and the annual Sports Day. We do not take any child off the school site without the prior permission of the parent. Also see the 'Educational & Off-Site Visits and Activities Policy'.

10 Transport

10.1 We only use vehicles with seat belts. We instruct the children to use seat belts at all times when the vehicle they are travelling in is moving.

10.2 Although not a legal requirement, children in the Early Years (and infants if required) will make use of the school's booster seats when travelling in the minibus.

11 Internet safety (see also Communications Policy & ICT Policy)

11.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Children are taught how to use the internet safely during ICT lessons. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

12 Theft or other criminal acts

- 12.1** The teacher or Head/Deputy Head will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head will inform the police, and make a note in the incident book.
- 12.2** 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 they wish the matter to be reported to the police.

13 The health and welfare of staff (including volunteers)

- 13.1** The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our Professional Development policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the Head or Deputy Head without delay.
- 13.2** Any member of staff using equipment which may result in injury (eg. saw, Stanley knife, drill etc) must use the necessary protective wear (eg. gloves, eye goggles etc). This is most likely to be the school caretaker or site manager.
- 13.3** The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and may contact the police.

14 Monitoring and review

- 14.1** Mrs Jane Phillips is the governor responsible for health and safety matters. She should keep the governing body informed of new regulations regarding health and safety, and ensure that the school regularly reviews its procedures with regard to health and safety matters. Mrs Phillips receives the minutes from meetings of the Health & Safety Committee.
- 14.2** The school, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 14.3** The Head implements the school's 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 also reports to governors annually on health and safety issues.
- 14.4** This policy will be reviewed at any time on request from the PACT governing body, or at least once every two years.

Signed: C Candia

Date: 6 September 2009