



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.

2 The school curriculum

2.1 The children are made aware 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 as part of the normal school curriculum. Children are taught about 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 Children are educated about how to have respect for themselves, physically and personal privacy and how to look after themselves. Open and clear discussion on these issues with the children in lessons to be held, where children learn about healthy eating and hygiene. Children to also be taught how to move and play safely in PE lessons.

2.3 Health and safety concerns/issues to be shared. Care for the environment and awareness of the dangers of litter to take importance.

2.4 Each class to have the opportunity to discuss problems or issues of concern with their teacher. Teachers to use registration time to help children discuss and overcome any fears and worries that they may have. These concerns must be handled with sensitivity.

3 School meals

3.1 School canteen is available for children and staff to use. The quality of menu is reviewed weekly to ensure healthy options. Children are strongly encouraged to make healthy choices, whether they use the canteen or bring food from home.

3.2 Parents must inform school about allergies and the school nurse to keep a record of this. School discourages the sharing of food, and monitors what food is used as part of the curriculum.

4 School uniform

4.1 It is a school 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 agree the requirements for school uniform with parents, and we review these requirements regularly.

4.2 It is the responsibility of all staff to ensure that the school uniform policy is enforced.

4.3 All parents must 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.

5 School security

5.1 While it is difficult to make the school site totally secure, we will 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. official authorities, fire officers, architects and other consultants).

5.2 If any adult other than that school staff or acknowledged visitors is seen around the school without a visitor's pass, staff must politely request the reason for their presence and ensure (s)he is guided to the school reception to complete necessary health and safety procedures.

6 Safety of children

6.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or coordinator has any concerns about student safety, they should bring them to the attention of the Health and Safety Coordinator before that particular activity is conducted next time.

6.2 No child is taken off the school site without the prior permission of the parent.

6.3 If an accident does happen, and it results in an injury to a child, the teacher will do all (s)he can to aid the child concerned. We have a nurse based in the school clinic to deal with medical incidents and emergencies.

6.4 Should any incident involving injury to a child take place, the school nurse will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

6.5 The school nurse records incidents involving injury. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

6.6 Physical assault of any form by a member of staff on a student is unacceptable and will result in termination of employment.

7 Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once during each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers and the testing of the fire alarm system.

8 Educational visits

The school takes its responsibilities very seriously for ensuring the safety of children whilst on school trips. The child to staff ratio is carefully calculated taking into account the destination, activities involved and age of children. Risk assessments are completed for all educational field trips.

9 Medicines

9.1 Most students will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be expected to inform the class teacher and school nurse.

9.2 On the other hand, for children who have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

9.3 Medication must only be administered by the school nurse or doctor.

10 Internet safety

10.1 Use of the Internet is regular 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 a filtered service. The school has a separate student Internet Safety Policy.

11 Theft or other criminal acts

11.1 The teacher in conjunction with his/her line manager will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Principal will inform the police, and record the incident in the incident book.

11.2 Should any incident involve physical violence against a teacher, the Principal will report this to the Board, and support the teacher in question if he or she wishes the matter to be reported to the police.

12 The health and welfare of staff

12.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which is catered for internally and by external providers. If a member of staff is experiencing stress at work, (s)he should inform their line manager without delay.

12.2 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.

13 Monitoring and review

13.1 The Principal and designated staff are ultimately responsible for health and safety matters and the implementation of the school's health, safety and welfare policy on a day-to-day basis and ensure that all staff are aware of the details of the policy as it applies to them.

13.2 This policy will be reviewed at any time on request from members of the leadership team, or at least annually.