

# Rothersthorpe C of E Primary School



## Policy on Health, Safety and Welfare

**'Everyone is valued as an individual'**  
***'Love your neighbour, as yourself' - Mark 12:31***

### **Ethos**

We are a happy, friendly and caring school that prides itself on being at the heart of our local community. We provide a unique environment that fully embraces our school family, village and church; a place where a range of people and groups gather in the pleasure of learning and growing together. Each and every child is valued as an individual and helped to develop and progress in his or her unique way within a Christian environment.

### **1 Introduction**

1.1 Our school is committed to achieving the five required outcomes of the *Children Act 2004* ('*Every Child Matters*'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore 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, safety and welfare of all children and members of staff.

### **2 Healthy Schools Initiative**

2.1 Following the publication in 1997 of the government's White Paper '*Excellence in Schools*', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on Relationships & Sex Education and Drugs Education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;

- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents/carers and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.

### **3 The School Curriculum**

- 3.1 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 as part of the normal school curriculum. (*See PHSE Scheme of Work*).
- 3.2 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 Science and Design and Technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons and Sport.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children receive both Drugs Education and Relationships & Sex Education (*see the relevant policies*).
- 3.4 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, and inform their teacher.
- 3.5 Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.
- 3.6 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time and Class Council to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **4 School Meals**

- 4.1 Our school provides the opportunity for children to have a hot meal at lunchtimes. If they are entitled to Free School Meals they do not have to pay, otherwise meals can be ordered through parent pay as required. Hot meals are provided by Dolce and are designed to have a suitable nutritional value.
- 4.2 Children can choose to bring their own packed lunch following our School Healthy Eating Policy and Guidelines.
- 4.3 Our school promotes a healthy lifestyle. A fruit snack is provided to our Reception and KS1 pupils at break-time, (Government free fruit scheme). The Free Milk Scheme is also available until pupil's 5<sup>th</sup> birthday, and can be purchased by parents thereafter. A small payment can be made by parents to provide fruit for KS2 or they can bring their own fruit snack for break-time.

## **5 School Uniform**

- 5.1 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 agree the requirements for school uniform with parents and carers, and we review these requirements regularly.
- 5.2 We always take a sensitive approach where regulations regarding uniform conflict with a child's religious and cultural beliefs and gender. We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that we do not discriminate on grounds of race, creed or gender.
- 5.3 It is the responsibility of the Headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 5.4 We encourage children to wear sensible clothing and footwear and to tie back long hair when appropriate. Make-up, temporary tattoos and coloured hair are not allowed. Only natural looking nail varnish, is allowed. Children can wear sensible style hair accessories e.g. – not over-sized or that may create a safety issue.
- 5.5 Our school uniform comprises of the following:
- White/blue polo top or white shirt
  - Black or grey trousers
  - Black or grey skirt, (just above the knee) or pinafore dress
  - Blue school logo jumper or cardigan
  - Culotte style shorts, just above the knee
  - Grey or black shorts in the summer term
  - Blue/white checked school dress in the summer term
  - Black shoes with a sensible heel to enable easy movement around the school site
  - Canvass style shoes or 'Van' style trainers are not permitted
  - For health and safety reasons open-toed sandals/flip-flops are not allowed
  - The PE kit comprises of a white or blue T-shirt; blue school logo sweat shirt or cardigan; black shorts or black jogging bottoms; black or white plimsolls/trainers.
- 5.6 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is a sensible style watch and ear-ring studs in pierced ears. We ask children to remove these during PE and games.

## **6 Child Protection & Safeguarding**

- 6.1 The named person with responsibility for child protection in our school is the Headteacher, who liaises with a named governor. We will follow the procedures for child protection drawn up by the LA and the Governing Body.
- 6.2 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 the person named about their concerns.
- 6.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with the MASH team, (Multi-agency Safeguarding Hub. We handle

all such cases with sensitivity, and we attach paramount importance to the interests of the child.

- 6.4 We require all adults employed in school to have their application vetted by the police through completing a DBS (Disclosure and Baring Service), in order to check that there is no evidence of offences involving children or abuse.
- 6.5 All the adults in our school share responsibility for keeping our children safe with reference to the document – *Keeping Children Safe in Education*. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **7 School Security**

- 7.1 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. police officers, fire officers, architects and other consultants). (*See also appendices 1 and 2*).
- 7.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area and wear a visitors' lanyard.
- 7.3 If a child arrives at or leaves the school during the school day, (for example to attend an appointment), this will be logged in the attendance book in Reception.
- 7.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

## **8 Safety of Children**

- 8.1 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 curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the Headteacher before that particular activity next takes place.
- 8.2 We do not take any child off the school site without the prior permission of the parent.
- 8.3 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. To ensure privacy of the injured child the staff-room and/or disabled toilet will be used as appropriate. In the case of an injury to a child in a 'private area of the body' two members of staff will be present to ensure safeguarding procedures are adhered to. We keep a first aid box in the staff room. The following staff at school have been trained in first aid: [NF, ACE, CW, CG, NHM and NT].
- 8.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school bursar will telephone for emergency assistance.
- 8.5 We record in the accident book all incidents involving injury, and, we inform parents or carers at the end of the school day. Should a child be more seriously hurt, we contact the parents or carers immediately through the emergency telephone number that we keep on

file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. The Headteacher will review and sign the accident book periodically to identify any patterns which need to be addressed.

- 8.6 There may be rare occasions on which it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.
- 8.7 Parents/carers are asked to identify any allergies or medical needs when the child starts school. Details are kept on their records and a list is posted in the school office/staffroom. It is the responsibility of parents/carers to inform the school of any changes to their child's medical needs or allergies during their time at the school.

## **9. Fire and other Emergency Procedures**

- 9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held termly. 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. *(See also critical incident plan)*. Class registers, the visitor book and the log of children arriving or leaving during the day will be taken to the assembly point by the school bursar.

## **10 Educational Visits**

- 10.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips *(see also the policy for Off-Site Visits)*.

## **11 Seat belts**

- 11.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

## **12 Medicines**

- 12.1 Most pupils 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 or carers may give permission for the school to administer [prescribed] medicines by completing a written permission form and providing the medicine in a labelled container. *(See also Medicine Policy)*.
- 12.2 Where, on the other hand, children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
- 12.3 Staff involved in administering the medication will receive training where appropriate (e.g. epi-pen), usually from the school nurse.

## **13 Internet Safety**

*(see also the School E-Safety Policy)*

- 13.1 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. Parents and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, newsletters, other publications and social media such as the School Facebook and Twitter pages.

#### **14 Theft or other Criminal Acts**

- 14.1 The teacher or Headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headteacher will inform the police, and record the incident in the incident book.
- 14.2 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 s/he wishes the matter to be reported to the police.

#### **15 The Health and Welfare of Staff**

- 15.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. 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, s/he should inform the Headteacher without delay.
- 15.2 The school will not tolerate violence, threatening behaviour, intimidation or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the LA's protocol on school and the police. (Also see our School's Parent Code of Conduct).
- 15.3 If a member of staff has an accident resulting in injury on the school premises, first aid will be given and help called as appropriate. If a serious accident has occurred then the appropriate 'Accident at Work form' will be completed. A copy of the form is sent to the Local Authority if a trip to the hospital is needed.

#### **16 Monitoring and Review**

- 16.1 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 procedures with regard to health and safety matters. The Governor in question also liaises with any relevant external agencies, to ensure that the school's procedures are in line with those of the LA.
- 16.2 The Governing Body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 16.3 The Headteacher 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 Headteacher also reports to Governors regularly on health and safety issues.
- 16.4 Also see The School & Village Hall - Health & Safety, Fire & Security Policy.
- 16.5 This policy will be reviewed regularly.

## 17 Documents and references

- Health and Safety: responsibilities and duties for schools 2018
- <http://www.afpe.org.uk/> The Association for Physical Education
- <http://www.hse.gov.uk/contact/index.htm>
- <https://www.healthyschools.org.uk/>

### **Further Information**

Advice information and procedures are available on the Northamptonshire County Council website:

[http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/health\\_safety/Pages/A-Z.aspx](http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/services/health_safety/Pages/A-Z.aspx)

The Health and Safety Executive can be contacted on:

Health and Safety Executive  
900 Pavilion Drive  
Northampton Business Park  
Northampton  
NN4 7RG  
Tel. 01604 738300

Employment Medical Advisory Services contactable via the HSE Tel. 01604 738300

Sources of Health and Safety Information:-

- Northamptonshire County Council Policy and Procedures (available on the NCC website ([http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/services/health\\_safety/pages/default.aspx](http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/services/health_safety/pages/default.aspx)))
- Health and Safety Executive Website – [www.hse.gov.uk](http://www.hse.gov.uk)

**Reviewed by Governors: January 2019**

## Appendix 1 - Measures to Ensure School Security

1. The School front door and Village Hall front door to be kept locked at all times.
2. The main school gate is unlocked for the morning session from 8.45am to 9am. For the afternoon session the gate is unlocked from 3.30pm until 3.40pm Monday-Friday.
3. Visitors' are given access through the School front door by an authorised staff member and sign in and out of the visitor book. Visitors' identification is checked and they are given a School lanyard that identifies them as a visitor to school. Governors are also provided with a lanyard.
4. Staff access using keypad entry.
5. a) Any member of public entering via the playground is easily visible to Class 2 staff who either:
  - (i) move to greet in the playground or
  - (ii) lock the outside doors
- b) Any member of the public entering via the school field is easily visible to Classes 3 and 4 staff who either:
  - (i) move to greet on the field
  - (ii) lock the outside doors
  - (iii) alert the main school by telephone and/or sounding the class air horn
5. All pupils wait to access school playground/field at break-times until staff members are present.
6. When the caretaker or a staff member is lone working – the main school gate is kept locked. If the Village Hall is in use, the interconnecting door is locked.
7. When closing the building at night:
  - (i) All window blinds are the drawn.
  - (ii) The interconnecting door into the Village Hall is locked.
  - (iii) All outside doors are locked.
  - (iv) The alarm is set.
  - (v) The main school front door is double locked.



## **Appendix 2 - Procedures for Arrival & Dismissal of Pupils**

### **ARRIVAL:**

1. A staff member – CW or NF opens the school gate at 8.45am and monitors the area.
2. Staff members are in class from 8.45am to supervise children as they arrive.
3. Foundation Stage children are taken to Class 1 by parents and are greeted by staff member(s).
4. The register is taken promptly at 9.00am by staff members.
5. At 9.05am the school gate is secured by CW or NF

### **DISMISSAL:**

#### **1. Parents**

Parents/carers of classes 1, 2 and 3 must come onto the playground to collect their children. Class 4 parents can, if they wish, stand just outside the gate, but must still be visible to children and staff members. If carers have a dog, they should stand in front of the playground railings, visible to staff members. No one should stand blocking the playground entrance. Either Mrs. Watt or Mrs. Fountain are by the gate at the start and end of the school day. We challenge any unknown visitors and ask our community to do the same. Safeguarding is EVERYONE'S responsibility.

#### **2. Class 1 (Reception)**

Children are dismissed one at a time from their class door by a staff member. Parents should stand so that their children and staff members can clearly see them.

#### **3. Class 2 (Y1/2)**

Children are taken onto the playground by the class 2 gate and/or benches in front of class 2 and must remain with staff until their parent/carer is visible. Parents should stand in front of class 2 so they are easily visible to children and staff.

#### **4. KS2 Class 3 (Y3 & Y4)**

Children are dismissed from their class mobile and a staff member follows them onto the playground. Children are instructed that if the parent/carer who is collecting them is not on the playground they must wait with a staff member by the benches outside Class 2.

#### **5. KS2 Class 4 (Y5 & Y6)**

Children are dismissed from their classroom and a staff member follows them onto the playground. Children are instructed that if the parent/carer who is collecting them is not on the playground or outside the school gate they must return and wait with a staff member by the benches outside Class 2. If a child in Year 6 is allowed to walk home, a permission letter must be given to the class teacher. These are kept in the class register.

#### **6. Children attending Rothersthorpe Nursery After-School Club**

Children must wait with school staff until a member of The Nursery arrives. School staff dismiss these children directly to Nursery staff on the playground. If only 1 Nursery staff

member arrives, a member of staff from the school will also accompany the children. If your child is due to attend the Nursery After-School Club and your arrangements change you must inform Nursery so they can amend their list.

**7. Once children are dismissed**

Once children are dismissed, they should be monitored carefully by the parent/carer who is responsible for their safety. Please do not allow your children to play in the class 1 outside area, run around the playground, play on the drive or walk along the walls.

**8. Informing school of collection changes**

Parents must inform school if someone else is collecting their child/ren, if they are not named on their permission list. Parents must inform school either with a written note, email, via telephone or verbally to the class teacher, Mrs. Watt or Mrs. Fountain. If someone else arrives, and school has not been informed, we will ring parents to check. Under no circumstances will children be allowed to leave school until parents have been contacted to verify the new arrangement. **(Even if this is an extended family member or other Rothersthorpe parent).**

**9. Late collections**

Staff remain in the playground until 3.40pm with any children not yet collected. At 3.40pm staff and any uncollected children go into school and wait in the school reception area to watch for parent/carer to arrive. Any telephone messages from parents/carers to school advising of their late arrival are communicated to the Class teacher and child.

Arrangements are made for the said child to be supervised until the parent/carer arrives. If no message has been received, staff will telephone parents/carers to remind them that their child is ready for collection. If contact with parents/carers and all emergencies contacts, cannot be made by 4.30pm, NCC procedures state that we must contact the Police.

**10. Arrival/dismissal from before school clubs:**

Children arrive at a 'before school' clubs via the main school front door. These children are the responsibility of the 'club' during the session, although a staff member is on site and contactable in case of any emergency. Any children who have attended a before school club are guided by a member of school staff from the hall to their class at 8.45am.

**11. Dismissal from after school clubs:**

There is supervised dismissal of all children by staff members responsible for the Club and Mrs. Watt or Mrs. Fountain. No child is allowed to leave the school premises until their parents/carers arrive. **Point 8, with reference to collection changes, still applies - school must be informed of collection changes.**