



Fladbury
Church of England First School

Health, Safety and Welfare **Policy**

Health and Safety Officer:	Miss Julie Wilson
Last Reviewed:	February 2015
Reviewed by Governors:	March 2015

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance.

Everyone at Fladbury School shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting – See Safeguarding Children Policy

Achieving this objective requires systems designed to:

- Prevent unsuitable people working with children and young people See Safeguarding Children Policy and Safer Recruitment Policy
- Promote safe practice and challenge poor and unsafe practice
- Identify instances in which there are grounds for concern about a child's welfare, and initiate or take appropriate action to keep them safe See Safeguarding Children Policy
- Contribute to effective partnership working between all those involved with providing services for children and young people See Safeguarding Children Policy

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, within KS1, '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 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.

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 children to buy a meal at lunchtimes (Pershore High School caters). If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of 1998. 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. Our school promotes a healthy lifestyle.

School uniform

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized 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 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.

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 to discuss any issues relating to their child's appearance if this is influenced by religious belief. Any parent in receipt of FSM will be granted a £30 voucher to go towards school uniform.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

Residential trips

The Governing Body delegates responsibility for Health and Safety and approval for school trips, visits and residential trips to the Head Teacher. She is responsible for ensuring all school trips conform to Local Authority regulations. Please refer to the Educational Visits Policy and the Emergency Plan for information on planning school visits, who to obtain approval from, when to seek approval from the County Council via the online risk assessment service, emergency arrangements, parental authorisation, supervision requirements and first aid provision.

Child Protection

There is a named person responsible for child protection in the school. This is the Head Teacher. 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. The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) 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 their

application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse. See Safer Recruitment Policy

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. 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. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

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 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.

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. (See the Outdoor Education Policy.)

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 first aid boxes in the class rooms and the school office. The following staff at the school have been trained in first aid: **Mrs Mather, Mrs Marlow and Mrs O'Malley.**

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 secretary, directed by the Head Teacher, will telephone for emergency assistance.

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

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. New child car seat/ seat belt regulations were introduced on 18th September 2006. This legislation is to make sure that with very few exceptions children use the 'correct child restraint' in cars, vans and other goods vehicles.

Seat belt wearing in cars, vans and goods vehicles

A*	Front Seat	Rear Seat	Who is Responsible
Child up to 3 years	Correct child restraint MUST be used	Correct child restraint MUST be used*. (If one is not available in a taxi, may travel unrestrained)	Driver

A* Children under 3 years MUST use a child restraint appropriate for their weight in all cars, vans and other goods vehicles, (with the **single** exception for the rear of taxis). They cannot travel otherwise. This means of course they cannot travel in cars, vans or goods vehicles which do not have seat belts installed.

B**	Front Seat	Rear Seat	Who is Responsible
Child from 3 rd birthday up to 135cms in height (approx 4'5'') (or 12 th birthday whichever they reach first)	Correct child restraint MUST be used ***	Where seat belts fitted, correct child restraint MUST be used. Must use adult belt if the correct child restraint is not available: -in a taxi -for a short distance for reason of unexpected necessity; -two occupied child restraints prevent fitment of a third. A child, 3 and over, may travel unrestrained in the rear seat of a vehicle if seat belts are not available.	Driver

B** Examples.

A 7 year old, 140 cms tall, is over the height for a child restraint and may use an adult seat belt.

A 12 year old, 130 cms tall is over the age threshold and therefore may use an adult seat belt.

*** If no seat belts are fitted in the front, then children under 135 cms in height (who are also under 12 years of age) cannot travel in the front.

C. All children over 1.35 metres or age 12 and above must now wear an adult seat belt and at age 14 and above are legally responsible to do so.

EXCEPTIONS: The three general exceptions to this legislative change that allow children 3 years to 135 cms in height to travel in the rear and use an adult seat belt are:-

- For an occasional journey over a short distance, if the right child restraint is not available;
- Where two occupied child seats in the rear prevent the fitment of a third child seat.
- in a taxi if the correct child restraint is not available.

Travel in Taxis (includes some arranged Education Transport)

It is impracticable to expect the correct child restraint to be available in a taxi and therefore there is an exception.

- Children under 3 years may travel unrestrained but in the rear only.
- Those aged 3 years and above must use an adult belt in the rear seat only.
- a child up to 135 cms in a front seat of any vehicle must use the correct child seat or booster

The driver of a taxi is responsible for seat belt wearing by children under 14 years (except in taxis with fixed partitions).

Seat belt wearing in mini-buses

Seat belt wearing is already compulsory in minibuses under 2.54 tonnes unladen weight. If available, an appropriate child seat must be used in these vehicles but operators are not required to provide them.

Seat belt wearing in buses and coaches

Seated passengers aged 14 years and above will have to use seat belts where they are fitted in all buses and coaches. Regulations requiring children 3 years to 13 years to use seat belts (or correct child restraints if they are available) in these vehicles will be brought forward as soon as practicable. The regulations will not include any obligation for a Bus Operator to provide child restraints in these vehicles.

“Correct child restraints” is the collective term in the seat belt wearing legislation for baby seats, child seats, booster seats and booster cushions. The regulations came into force on 18 September 2006.

A condition of Education Transport is that all riders use seat belts where provided and note that many school buses now have CCTV which will help identify non compliance to this legislation.

Theft or other criminal acts

The teacher or Head Teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the

incident in the incident book. 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 he or she wishes the matter to be reported to the police.

Fire/Emergency evacuation – See Fire Evacuation Policy

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- Fire drills are carried out every term/ or more often when deemed necessary.
- All staff and pupils participate in and are familiar with the procedures
- Each classroom has a specific exit route which is known to pupils
- Classes muster, with the class teacher, in a particular area of the playground.
- Classes only return to the building when told to do so by the person in charge. (Head Teacher, Senior Fire Officer etc)
- In the event of a real emergency, the Head Teacher or Deputy Head Teacher will be responsible for contacting the emergency services.
- The school is fitted with fire alarms; one at each exit
- Fire extinguishers are located at various points around the school.
- The Staff room is equipped with a fire-blanket.
- All fire extinguishers, blankets and alarms are checked very regularly and maintained annually.

Monitoring and review

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 processes and procedures with regard to health and safety matters.

The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA. The Head Teacher, in consultation with 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 reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.