



# ST MARGARET'S PREP

## CALNE

### Health, Safety and Welfare Policy

**'Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential'**

#### **1 Introduction**

**1.1** The health, safety and welfare of all the people who work or learn at St Margaret's is of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body takes responsibility for protecting the health and safety of all children and members of staff. This policy is linked to the school's Safeguarding and Staff Code of Conduct Policies.

Staff are reminded that Health and Safety is everyone's responsibility and all members of staff are required to report any matters that may adversely affect the welfare of pupils or other school employees.

#### **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 as part of the normal school curriculum. For example, in the EYFS programme, the unit of work entitled 'People Who Help Us' deals with the work of the medical and emergency services. Through this theme we teach children about the dangers 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. We discuss these issues with the children in PSHEE lessons, and reinforce points in Science, and in Design and Technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

**2.3** Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in the Prep department receive both drugs education and sex and relationship education (see the PSHEE policy).

**2.4** We believe that everybody at St Margaret's 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.

**2.5** Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as Harvest festivals, and through regular assemblies.

**2.6** Each class has the opportunity to discuss problems or issues of concern with their teacher, this may be facilitated through comments placed in class 'EASY' boxes, or by using the 'EASY' bears with our younger pupils. Teachers use Circle Time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

### **3 School Meals**

**3.1** St Margaret's provides the opportunity for children to have a nutritional meal at lunchtime and all children are encouraged to eat a balanced diet. We supervise the children and encourage good table manners.

**3.2** Children are entitled to free milk each school day.

**3.3** St Margaret's promotes a healthy lifestyle. The school provides healthy snacks for the children to be eaten in the morning and mid-afternoon. All children are encouraged to drink water at lunchtime and throughout the day. Children have their own water bottles in the classrooms which they can take out with them at playtimes, for sport and on school trips. In the EYFS and 'Maggots' after-school provision, children use beakers which are cleaned after a single use.

### **4 Hygiene**

**4.1** Children wear appropriate clothing to keep their uniform clean when involved in activities using water, paint, clay etc and also when outside at break times.

**4.2** Children are encouraged to wash their hands after going to the toilet, before eating and after playing or working outside. Hand washing may also be necessary after activities in subjects such as Art and Design or Science.

**4.3** Children and staff change out of kit worn for sporting activities as soon as is practical.

**4.4** A selection of spare clothing/underwear is available in case of 'accidents'

**4.5** As children develop and mature, discussions relating to personal hygiene take place in PSHEE and Science lessons. Liaison with parents may be necessary in individual circumstances. Such discussions are handled sensitively.

## **5 School Uniform**

**5.1** It is our policy that, where appropriate, all children wear their school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. The requirements for school uniform are reviewed regularly.

**5.2** We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We have an Equal Opportunities Policy which stipulates that we do not discriminate on grounds of race, creed or gender.

**5.3** It is the responsibility of the Headmaster to ensure that the school uniform policy is enforced. However, it is 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 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 ensure their child leaves home wearing 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, we 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 draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues about which we may be unaware.

**5.5** On grounds of health and safety we do not allow children to wear jewellery at St Margaret's. An exception is earring studs in pierced ears. We ask children either to remove these during PE lessons, or to cover them with a plaster.

**5.6** Children and staff are expected to wear appropriate kit for PE. In extreme weather conditions staff should ensure that all practical measures have been taken to protect the children when outside for PE or at break times.

## **6 Child Protection**

See also Child Protection Policy

**6.1** The named person with responsibility for Child Protection (Designated Safeguarding Lead) in our school is the Deputy Head (Mrs J Heal). The Headmaster and the Head of Performing Arts are both named Deputy Designated Safeguarding Leads. We follow the procedures for child protection drawn up by the Wiltshire Safeguarding Children Board.

**6.2** If any member of staff or volunteer suspects that a child at St Margaret's may be the victim of abuse or subject to radicalisation, they should not try to investigate, but should immediately inform the person named in 6.1 about their concerns.

**6.3** When investigating incidents or suspicions, the person responsible in the school for Child Protection works closely with Social Care, and with the Wiltshire Designated Officer. 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 at St Margaret's to complete an enhanced DBS (Disclosure and Barring Service) check, in order to ensure that there is no evidence of offences involving children or abuse.

**6.5** All adults at St Margaret's share responsibility for keeping the children safe. We may on occasion report concerns which, on investigation, prove unfounded. However, our primary concern is for the health, safety and welfare of the children in our care.

## **7 Safety of Children**

**7.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or subject leader has any concerns about pupil safety, they should bring them to the attention of the Headmaster before that particular activity next takes place.

**7.2** It is the responsibility of all staff to ensure that children are adequately supervised at all times – see supervision policy. Children should not be left unsupervised in classrooms and 'Teacher Help' cards can be used to summon assistance. Appropriate supervision is necessary when children are changing for PE.

**7.3** We do not take any child off the school site without the prior permission of the parent and after a risk assessment has been completed and approved by the Head.

**7.4** 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 keep first aid boxes in the Medical Room, the staffroom and upstairs corridor. The majority of staff hold an emergency first-aid qualification. Additionally, all Early Years colleagues are paediatric trained, sports staff hold relevant PE qualifications and there are two named advanced level first aiders (Designated First Aiders).

**7.5** Should any incident involving injury to a child take place the Designated First Aider will be called to assist. If necessary, a member of the admin team will telephone for emergency assistance.

**7.6** We record in the Class Accident Books all incidents involving injury, and in all cases we inform parents. Should a child be seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers regularly, but it is essential that parents inform us when contact details change.

**7.7** There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them 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 Fire and Other Emergency Procedures**

**8.1** Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least twice 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.

**8.2** Staff receive regular training in fire prevention, including evacuation procedures and the safe use of fire extinguishers.

## **9 Educational Visits**

**9.1** St Margaret's takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the Policy for Educational Visits).

## **10 Travel**

**10.1** We only use reputable companies where coaches and mini-buses are fitted with appropriate seat belts and, where relevant, booster seats. We instruct the children to use seat belts at all times.

**10.2** Only staff with the relevant training and qualifications can drive the school mini-buses. Staff may use their cars on school business and they, but in some cases NOT their cars, are covered by the school insurance.

**10.3** Parents using their cars to transport children on school business must show the following documentation to the School Administrator: current driving licence, insurance and MOT (if applicable). Permission is always sought from parents for their children to travel in other cars.

## **11 Medicines**

See also Drugs and Medication policies.

**11.1** Sometimes a child may be well enough to be back at school after an absence but a short period of medication is still required during the school day. In such cases parents will be invited to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the admin office). Alternatively the School Administrator may be requested in writing to administer the medication.

**11.2** Where children have long-term medical needs we will do everything we can to enable them to attend school regularly. Parents are required to 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.

**11.3** Staff involved in administering the medication will receive training if required, this may be from the school nurse or another health professional.

**11.4** Children should keep their inhalers (individually named) in the admin office. Those belonging to children in EYFS are stored in a locked cabinet situated within the Kindergarten. During Maggots Holiday Club, all medication is requested and kept in a locked cabinet within the Maggots room. Inhalers should be taken to all PE lessons and on out of school visits.

## **12 Internet Safety**

See also eSafety Policy

**12.1** 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 are asked to sign authorisation for their child to use the Internet. Mobile phones are not permitted to be used in the EYFS or anywhere in the school where children are present.

**12.2** We also seek parental permission before using photographs of children or their work on the school's website, or in social media, newsletters and other publications. (see guidelines for Photographic Images of Pupils)

## **13 School Security**

**13.1** 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. All staff wear identification badges and we review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants). Staff are instructed to clarify the status of all visitors to the school not carrying an endorsed visitors badge.

**13.2** We require all adult visitors who arrive in normal school hours to sign the Visitors' Book in the entrance hall and to wear an identification badge at all times whilst on the school premises, this includes volunteers and contractors.

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

**13.4** The Head and Deputy Heads should be informed of any adult who visits a class in support of the curriculum (this includes parents).

**13.5** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a member of the SLT/WLT immediately. S/he will warn any intruder that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

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

See also Health and Safety General Policy Statement.

**14.1** St Margaret's takes very seriously the need to safeguard the health and welfare of all the 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 Head without delay.

**14.2** 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, and seek appropriate legal advice whilst offering full support to the member of staff.

## **15 Theft or Other Criminal Acts**

**15.1** All incidents of theft involving children are investigated by the staff. If there are serious incidents of theft from the school site, the Head will inform the police, and record the incident in the Incident Book.

**15.2** Should any incident involve physical violence against a teacher, we will report this to the Clerk of the Governors (Bursar), and support the teacher in question if s/he wishes the matter to be reported to the police.

## **16 Monitoring and review**

**16.1** St Margaret's has a named Health and Safety Co-ordinator, Mrs Juliette Heal. It is her responsibility to keep the school 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 Health and Safety Co-ordinator maintains records to demonstrate oversight of all potential risks across the school with regard to the site, accommodation or activities. The Co-ordinator also keeps records of all reported Health and Safety incidents and how these have been resolved.

**16.2** The governing body, SLT/WLT and Health and Safety Co-ordinator carry out regular risk assessments, with the object of keeping the school environment safe.

**16.3** The Head implements the St Margaret'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. She also reports to governors annually on health and safety issues.

### Review

**This policy will be reviewed at least annually by the Senior Leadership Team.**

### Effective Date

**This policy was last reviewed in Aug 23.**

LB/JH August 23