

St. John the Evangelist Catholic Academy EYFS



Policy on Health, Safety and Welfare

Date of review: July 2019

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1 Introduction

1.1 Our academy 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, and we will strive to achieve the National Healthy School Standard. 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 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 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. For example, in the geography curriculum, Key Stage 1, 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.

- 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 design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2 receive both drugs education and sex and relationship 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 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 meal at lunchtimes. If parents or carers are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit), 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. Children under five, and those whose parents or carers receive the above benefits, are entitled to free milk each school day.
- 4.2 If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 4.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

5 Academy uniform

- 5.1 It is our policy that all children wear the academy uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. We agree the requirements for 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 or cultural beliefs. 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 Principal to ensure that the uniform policy is enforced. It is, however, not our academy policy to exclude children from the academy if they, for whatever reason, do not have the proper uniform.
- 5.4 We ask parents and carers 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 carers and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our academy will do all it can to support the parent. We ask parents and carers not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents and carers to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.
- 5.5 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

6 Child protection

- 6.1 The named person with responsibility for child protection in our school is the headteacher, who liaises with a named Academy Representative. We will follow the procedures for child protection drawn up by the LA and the Academy Committee.
- 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 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 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.
- 6.4 We require all adults employed in academy to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- 6.5 All the adults in our academy 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 and carers, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

7 Academy security

- 7.1 While it is difficult to make the academy 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).
- 7.2 Our systems prevent children from leaving our premises unnoticed.
- 7.3 We require all adult visitors who arrive in normal academy hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- 7.4 Teachers will not allow any adult to enter their classroom if the academy visitor's badge does not identify them.
- 7.5 If any adult working in the school has suspicions that a person may be trespassing on the academy site, they must inform the Principal immediately. The Principal will warn any intruder that they must leave the school site straight away. If the Principal has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.
- 7.6 In the Early Years Unit, systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.

8 Safety of children

- 8.1 It is the responsibility of each member of staff 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 Principal before that particular activity next takes place.
- 8.2 We do not take any child off the academy 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. We keep a first aid box in the main school office.
All staff are first aid trained, with staff in the EYFS having paediatric first aid certificates.
- 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 secretary will telephone for emergency assistance.
- 8.5 We record in the academy log book all incidents involving injury, and, in all cases, we inform parents or carers. Should a child be quite seriously hurt, we contact the parents or carers 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. Any injury requiring hospital treatment is reported to the Principal and is recorded on the appropriate form which is then submitted to the LA.

Fatal or major injuries are reported immediately to the Health & Safety Department at the LA, HSE and to the Chair of the Academy Committee.

- 8.6 Children who are unwell are kept comfortable under the supervision of a First Aider until the child's parent or other named adult on the emergency contact sheet can be contacted.
- 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.

9 Fire and other emergency procedures

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions.

- 9.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held half-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 by a competent person.

10 Educational visits

- 10.1 The academy takes very seriously its responsibilities for ensuring the safety of children whilst on academy 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 will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).
- 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, usually from the school nurse.

13 Internet safety

(see also the Communications 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 academy's website, or in newsletters and other publications.

14 Theft or other criminal acts

- 14.1 The teacher or Principal 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.
- 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 academy 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 CPD 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, s/he should inform the headteacher without delay.
- 15.2 The academy will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the academy will take the matter very seriously, and take action in line with the LA's protocol on academy and the police.

16. Repairs

- 16.1 Faulty apparatus or furniture is recorded in the "Repairs Book" which is kept in the staffroom. This book is reviewed on a regular basis at the Office meeting where decisions concerning repairs are made.
- 16.2 Monitoring of the building and grounds is carried out on a daily basis by staff on duty and weekly by the Caretaker. Any faults/concerns are recorded in the "repairs Book".
- 16.3 All electrical equipment is tested on an annual basis by a qualified electrician and inventory is kept in the Principal's Office. All faults are reported to Principal/Caretaker in relation to ICT equipment. **NO MEMBER OF STAFF IS ALLOWED TO ATTEMPT TO REPAIR ELECTRICAL EQUIPMENT.**

17. Asbestos Management

- 17.1 An Asbestos Record is kept in the academy office. This contains information concerning the presence of asbestos and is signed by all contractors before commencing any work.

18. The School Kitchen

- 18.1 The kitchen staff are employed by Stoke Catering, who take responsibility for the training of staff and completion of appropriate risk assessments.
- 18.2 Kitchen Staff are responsible for the prompt reporting of any faults/repairs to either the Principal or Caretaker.

19. Animals

Children learn about the natural world, its animals and other living creatures, as part of the learning and development requirements of the EYFS. This may include contact with animals, or other living creatures, either in the setting or on a visit. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Procedures:

Animals in the setting

- 19.1 We take account of the views of parents and children when selecting an animal or creature to keep as a pet in the setting.
- 19.2 We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risk posed by the animal/creature.
- 19.3 We provide suitable housing for the animal/creature and ensured this is cleaned out regularly and kept safely.
- 19.4 We ensure the correct food is offered, at all times.
- 19.5 We make arrangements for weekend and holiday care for the animal/creature.
- 19.6 Children are taught correct handling and care of the animal/creature and are supervised.
- 19.7 Children wash their hands after handling the animal/creature and do not have contact with animal soil/soiled bedding.
- 19.8 Staff wear disposable gloves when cleaning, housing or handling soiled bedding.
- 19.9 If animals/creatures are brought in by visitors to show the children, they are the responsibility of their owner.

Visits to farms

- 19.10 Before a visit to a farm, a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment, which should be viewed.
- 19.11 The outing procedure is followed.
- 19.12 Children wash their hands after contact with animals.
- 19.13 Outdoor footwear worn to visit farms is cleared of mud/debris and should not be worn indoors.

20. Sun Cream

- 20.1 Staff at St. John's are not responsible for the application of sun cream. However, the staff will supervise the children in applying sun cream to themselves to exposed areas.
- 20.2 Sun cream is to be clearly labelled and is not to be shared among children due to an allergic reaction unless written permission is given by all parents/carers of the children concerned.
- 20.3 It is the parent's responsibility to apply sun cream before their child comes into the setting/school.
- 20.4 It is the parent's responsibility to provide appropriate clothing e.g. hats.

21. Monitoring and review

- 21.1 The Academy Committee has a named Academy Representative with responsibility for health and safety matters. It is this Representative's responsibility to keep the Academy Committee informed of new regulations regarding health and safety, and to ensure that the academy regularly reviews its procedures with regard to health and safety matters. The Representative in question also liaises with the LA and other external agencies, to ensure that the academy's procedures are in line with those of the LA.
- 21.2 The Academy Committee, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the academy environment safe.
- 21.3 The Principal implements the academy'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 Principal also reports to the Academy Committee termly on health and safety issues.
- 21.4 This policy will be reviewed at any time on request from the Academy Committee, or at least once every two years.