

St Luke's CE Primary School Pupil Health, Safety and Welfare Policy

**Reviewed and agreed at Full Body Meeting
March 2018**

To be next reviewed Spring 2020

**St Luke's CE Primary School
Pupil Health, Safety and Welfare Policy**

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. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

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, 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 PHSE (Personal, Health, Social and Economic Education) lessons, and we reinforce these points in science lessons, 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 Key Stage 2 receive both drugs education and sex and relationship education **(see the relevant policies)**.

2.4 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 or the site manager.

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 the daily act of collective worship and the Christian Values that underpin all we do in school.

2.6 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.

3 School meals

3.1 Our school provides the opportunity for children to have a meal at lunchtimes. If parents are eligible they may claim free school meals for their children. Under the Universal Free School Meals programme, all children in Reception, Y1 and Y2 are offered a free school meal. We do all we can to ensure that the meals provided have a suitable nutritional value. Children under five are entitled to free milk each school day.

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- 3.2 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.
- 3.3 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. A daily piece of fruit is provided free of charge for pupils in KS1, and we encourage older pupils to bring a healthy snack for the morning break. All pupils are encouraged to bring bottled water to school, and are free to drink it throughout the day.

4 School uniform

- 4.1 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 we review these requirements regularly.
- 4.2 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.
- 4.3 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.
- 4.4 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 make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, resulting in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent.
- 4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is earring studs in pierced ears. We ask children either to remove these during PE activities. Collar length or longer hair must be tied back from the face at all times.

5 Child protection - see safeguarding children policy for details

6 School security

- 6.1 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 that 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).
- 6.2 We require all adult visitors who arrive in normal school hours to sign in at reception, and to wear a visitor's badge at all times whilst on the school premises.

6.3 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, she will contact the police.

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 curriculum co-ordinator has any concerns about pupil safety, they should bring them to the attention of the headteacher before that particular activity next takes place.

7.2 We do not take any child off the school site without the prior permission of the parent.

7.3 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, seeking support from a trained First Aider. Accident book and first aid materials are kept in the First Aid room. Any accident involving a bump to the head (i.e. from the neck up) will be recorded in the accident book and a letter sent home to alert parents in case of subsequent concussion. First Aid is co-ordinated by Mrs Webberley.

7.4 Should any incident involving injury to a child take place, one of the trained members of staff will be called to assist. If necessary, we will telephone for emergency assistance and contact parents.

7.5 We record on an accident report form (kept in the Headteacher's office) all incidents involving injury where it is felt that hospital treatment may be necessary, and in all cases we inform parents. Should a child be quite seriously hurt, requiring immediate hospital attention, we telephone for an ambulance and then 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.

7.6 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 or damaging property. 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 - **see separate policy on physical intervention**

8 Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. The fire alarm is checked weekly and fire drills are held twice a year. 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.

9 Educational visits

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips, with a risk assessment always carried out beforehand and dynamic risk assessments taking place throughout the visit. Children are involved in the risk assessment prior to the visit as well, eg what risks might we encounter on our trip? What can we do to prevent or reduce the risk? **See also the policy for Educational Visits**

10 Seat belts and booster seats

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. In the rare event that cars are used to transport pupils, booster seats are provided for children with a height below 135cm. The booster seats are kept in the leadership office.

11 Medicines – see also drugs policy

11.1 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 it is preferable that a parent visits school, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

11.2 However, where this presents a difficulty to parents, they can request that a member of staff administers the prescribed medication. Parents must give us details of the child's condition and medication. Medication must have the original pharmacy label, be in the original container and in the child's name. Records will be kept of all medication received and given.

11.3 Where children 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. Records will be kept of all medication received and administered by the school.

11.4 Emergency medication: asthma inhalers and epi-pens are stored in the first aid room in labelled containers. The first aid co-ordinator arranges for these to be sent home each July and parents must ensure in-date replacements are brought into school on the first day of term. If the medication is no longer required, parents must inform the school in writing. Preventative asthma inhalers (blue) are kept by the child in the classroom and used prior to exercise.

11.5 Staff involved in administering the medication will receive training.

12 Online safety

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.

- 12.2 Children are taught not to share personal information online and also what to do if they come across inappropriate material – turn off the screen/close the laptop lid and inform an adult immediately.
- 12.3 Parents 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, or in newsletters and other publications.

13 Monitoring and review

- 13.1 The governing body has a named governor with responsibility for health and safety matters, Mrs Sheila Nelson. 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.
- 13.2 The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- 13.3 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.
- 13.4 This policy will be reviewed at any time on request from the governors, or at least once every two years.

Sharon Cowey
Headteacher