

# WINGROVE PRIMARY SCHOOL



## 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 Local Authority bears the greater part of responsibility for advice with regard to Health and Safety and the Governing Body of Wingrove School has agreed to adopt and implement all such policies with regard to protecting the health and safety of all children, members of staff and visitors to our school. The Head Teacher is responsible for managing Health and Safety on a day to day basis.

As a PFI school, the Facilities Management Company bears the responsibility with regard to physical building and site.

### 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 to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard within the normal school curriculum, thus making it pertinent and relevant.
- 2.2 We teach children respect for their bodies, and how to look after themselves and work with the School Health Service as partners in this regard. We discuss issues with the children in PSHCE lessons and we reinforce these points in other curriculum areas, where children learn about healthy eating and hygiene. We also show them how to move and play safely outdoors and in PE lessons.
- 2.3 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.
- 2.4 Each class has the opportunity to discuss problems or issues of concern with any trusted adult on the staff, including the Head Teacher and the anti-bullying coordinator. Teachers handle these concerns with sensitivity. Strategies and process are detailed in our behaviour management and anti-bullying policies.

### **3 School meals**

- 3.1** Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. From September 2014, all children from reception to Y2, regardless of family income, can receive a free school meal every day as part of a Government Initiative. Working with our service provider, we do all we can to ensure that the meals provided have a suitable nutritional value, in line with the statutory guidance.
- 3.2** 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. We encourage children to have healthy packed lunch and do not encourage sweets or fizzy drinks as part of the lunch.

### **4 School uniform**

- 4.1** It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. A dress code including the uniform T shirt is enforced for PE.
- 4.2** We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. Our uniform was decided upon following extensive consultation with parents and children and with due regard to issues of equal opportunity and sex discrimination.
- 4.3** 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.
- 4.4** 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.

### **5 Child protection**

- 5.1** There is a safeguarding team with named people responsible for child protection in the school. The Head teacher is the main DO for the school. Safeguarding training is regularly up-dated for all staff. The procedure to follow and related information is displayed in the staffroom. Safeguarding information is included in the information for trainees, volunteers and other adults visiting our school.
- 5.2** 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.

## **6 School security**

- 6.1** We do all we can to ensure the school is a safe environment for all who work or learn here. During school's operational hours, the playground gates are locked. The only access into the building from the front of the school is via the main entrance, office foyer. (All SLT, PE and Office staff have keys to open the padlocks on the gates).
- 6.2** We require all adult visitors to the school to enter as 6.1 above. They are required to sign the visitors' book in the reception foyer area, and to wear an identification 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 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, 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. 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.
- 7.2** We do not take any child off the school site without the prior permission of the parent. Off site visits are authorised by the Head Teacher. The lead teacher is responsible for ensuring that an appropriate risk assessment is carried out in accordance with LA guidance, for sharing that assessment with all responsible adults accompanying the children and for recording it in the risk assessment folder on the school's network. A list of the children and emergency contacts is held by the lead teacher with a copy held in the school office. Such lists are consigned for confidential shredding once they are no longer required.
- 7.3** First aid equipment is taken on each visit. A first aider from school is also in attendance. An up to date list of all first aid trained staff is displayed in the medical room.
- 7.4** 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's office staff will telephone for emergency assistance.
- 7.5** We record all incidents involving injury in the school first aid log. Injury to the head is additionally recorded and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

## **8 Seat belts**

- 8.1** 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.

## **9 Theft or other criminal acts**

- 9.1** The teacher or Head Teacher will investigate any incidents of theft involving children.
- 9.2** If there are serious incidents of theft from the school site, the Head Teacher will inform the police and record the incident.
- 9.3** 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.

## **10 Monitoring and review**

- 10.1** The governing body has a named governor with responsibility for safeguarding and health and safety matters. This aspect of school life is a standing item on the agenda for each termly meeting of the Governing Body.
- 10.2** The governing body, in consultation with professional advisors, carries out regular a risk assessment to ensure that the school is a safe environment. An annual safeguarding audit is also undertaken.
- 10.3** 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.
- 10.4** This policy will be reviewed at any time at the request of the governors, or at least once every two years.