

# Arbor Preparatory School



## Policy on Health, Safety and Welfare

### for Arbor Preparatory School including EYFS

#### 1 Introduction

1.1 Our school 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 management team take 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.

#### 3 The school curriculum (see Curriculum Policy and Schemes of Work for more details)

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.

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 or science, 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** (see Food Policy for more details)

- 4.1 Our school provides the opportunity for children to have a meal at lunchtimes. 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 are entitled to free milk each school day. Milk is also available for every child in the school.
- 4.2 Our school promotes a healthy lifestyle. A healthy snack is provided each day
- 4.3 As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

#### **5 Child protection** (see Child Protection (Safeguarding) Policy for more details)

- 5.1 The named person with responsibility for child protection in Arbor School is the deputy headteacher supported by the proprietor, who liaise with the headteacher. We will follow the procedures for child protection drawn up by the LA and the Directing Body.
- 5.2 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.
- 5.3 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.
- 5.4 We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.
- 5.5 All the adults in our school 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.

#### **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 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).
- 6.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the school office, and to wear an identification badge at all times whilst on the school premises.
- 6.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- 6.4 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, s/he will contact the police. This is particularly important given the nature of the Arbor site with its separated buildings.

- 6.5 The site has a security camera system covering a number of areas of the school grounds and many buildings have their own secure entrance. The camera recordings are retained. Children are not recorded whilst in their classrooms so as not to compromise any changing of children for PE.

## **7 Safety of children** (see First Aid Policy for more details)

- 7.1 It is the responsibility of each teacher 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 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. We keep a first aid box in the main school office and in all classrooms. A number of the staff at the school have been trained in first aid.
- 7.4 Should any incident involving injury to a child take place, one of the trained first aiders will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 7.5 We record in the school accident book (stored in Dolphins class) 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.
- 7.6 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.
- 7.7 The school has a one bedded sick bay where unwell children can rest while awaiting collection.

## **8 Fire and other emergency procedures** (see Fire Policy for more details)

- 8.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held 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.

## **9 Educational visits** (see Off-Site Educational Visits Policy for more details)

- 9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips.

## **10 Seat belts**

- 10.1 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.

## **11 Medicines** (see Medicines in School Policy for more details)

- 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.
- 11.2 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.

11.3 Staff involved in administering the medication will receive training, usually from the school nurse.

**12 Internet safety** (see Appendix 1 in Communications Policy: 'Responsible Internet Use')

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 and carers are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children on the school's website, or in newsletters and other publications.

**13 Theft or other criminal acts**

13.1 The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police, and record the incident in the incident book.

13.2 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.

**14 The health and welfare of staff**

14.1 The school 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.

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 take appropriate action.

**15 Monitoring and review**

15.1 The school has a named coordinator (Mrs Moore) with responsibility for health and safety matters. It is this person's responsibility to keep the management team 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.

15.2 The management team, in consultation with professional advisors if necessary, carries out regular risk assessments, with the object of keeping the school environment safe.

15.3 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.

15.4 This policy will be reviewed or at least once every two years or earlier if necessary.

**Signed:**

**Date: 11<sup>th</sup> February 2011**