

Health 7 Safety Policy			
Policy Code	F1	Effective Date	December 2022
Responsible Department(s)	Principal	Review Date	December 2023

Introduction

The health, safety and welfare of all of 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 school curriculum

We teach the students about health and safety 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 students in this regard as part of the normal school curriculum. We teach students about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach students about hazardous materials, and how to handle equipment safely.

We teach students respect for their bodies, and how to look after themselves. We discuss these issues with the students in PSHE lessons, where students learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.

Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help students discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

School meals

The school canteen will provide a range of healthy food options for students and staff to use. We encourage students to make healthy choices when they bring food from home.

We request parents to inform us about allergies and the class teacher keeps a record of this. We discourage the sharing of food, and monitor what food is used as part of the curriculum.

Student protection

The named person with responsibility for student protection in our school is the Principal and members of the leadership team. An incident form should be used to record any incidents or suspected incidents concerning student protection.

If any teacher suspects that a student in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the Principal about their concerns. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the student.

All the adults in our school share responsibility for keeping our students 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, while they will naturally be upset, will nevertheless accept that the school acted in the student's best interests.

School security

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. health and safety officers, fire officers, architects and other consultants).

If any adult working in the school has suspicions that a person may be trespassing on the school 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, he will contact the police.

Safety of students

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum co-ordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or co-ordinator has any concerns about student safety, they should bring them to the attention of the Principal before that particular activity next takes place.

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

If an accident does happen, and it results in an injury to a student, the teacher will do all s/he can to aid the student concerned. We will have onsite clinical staff to deal with medical incidents and emergencies.

Should any incident involving injury to a student take place, one of the clinical staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

The clinical staff record incidents involving injury. Should a student be quite seriously hurt, we 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.

There may be rare occasions where it is necessary for staff to restrain a student 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 student. If restraint has been required, a written report will be made.

Fire and other emergency procedures

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

Educational visits

The school takes very seriously its responsibilities for ensuring the safety of students whilst on school trips. The student to staff ratio is carefully calculated taking into account the destination, activities involved and age of students.

Seat belts

We use coaches and mini-buses only when seat belts are provided. We instruct the students to use seat belts at all times when the bus is moving.

Medicines

Most students 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 student 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 will be expected to inform the class teacher and clinical staff.

Where on the other hand students have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of their child's condition and medication, and bring the medication to school in a secure, labelled container.

Medication must only be administered by clinic staff.

Internet safety

We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of students coming across unsuitable material, we provide constant supervision, and we use a filtered service.

Theft or other criminal acts

The teacher or Principal will investigate any incidents of theft involving students. 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.

Should any incident involve physical violence against a teacher, the Principal will support the teacher in question if he or she wishes the matter to be reported to the police.

The health and welfare of staff

The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which is catered for internally and by external providers. If a member of staff is experiencing stress at work, s/he should inform their line manager without delay.

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.

Monitoring and review

The Principal, together with the Health and Safety Committee, is ultimately responsible for health and safety matters and 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.

This Policy is monitored and evaluated termly as part of the Committee meetings and reviewed and revised annually.