

MAGDALEN COURT SCHOOL

HEALTH, SAFETY AND WELFARE POLICY

All staff are reminded that the Health and Safety at Work Act 1974 imposes a duty upon every individual while at work to:-

- a) take reasonable care for the health and safety of himself/herself and all other persons who may be affected by his/her acts or omissions at work.
- b) co-operate with their employer, or anyone else concerned, so that their respective duties and obligations under the Act are performed and complied with.

It is an offence under the Act for a person to fail to discharge the above duties or intentionally or recklessly to interfere with, or misuse, anything provided in the interest of health, safety or welfare under the relevant statutory provisions.

All staff are requested to inform the Health & Safety Officer (HSO) of any potential hazard or situation that could put at risk the health and safety of staff, children, parents or visitors. Safety inspections will be carried out on a regular basis by the HSO - assisted by members of the Health & Safety Committee. Notes of these will be recorded by the School Secretary and communicated to the Health & Safety Committee. Additionally, Magdalen Court School Health and Safety Committee will corporately and regularly meet to review all relating issues and any concerns (see next page). All urgent matters must be brought to the attention of the HSO or the Head Teacher at any time.

All staff also have a duty to co-operate with the school authorities to ensure that this policy is effective, and to offer all necessary assistance to ensure health and safety at work.

Staff should be aware of the potential hazards that can be caused by trailing electrical wires. All electrical wires should be sited so as not to cause any potential hazards.

The Proprietor employs a qualified electrical contractor to test and maintain all electrical installations and equipment on a regular basis.

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 Head Teacher 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 to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. 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 PSHE lessons and we reinforce these points in design technology, 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. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

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2.4 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.

2.5 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. Teachers handle these concerns with sensitivity.

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. 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.

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.

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.

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-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.

4.2 We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform 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 We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. 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. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent.

We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule 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.

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- 5.1** There is a named person responsible for child protection in the school. This is normally the Head Teacher, but s/he may delegate this responsibility in some circumstances.
- 5.2** If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.
- 5.3** The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 5.4** 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** While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 6.2** We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area, 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 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, s/he 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.
- 7.3** If an accident does happen, resulting 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 kitchen. The following staff at the school have been trained in first aid: the Head Teacher.
- 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 secretary will telephone for emergency assistance.
- 7.5** We record all incidents involving injury in the school logbook, 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 try to only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts, when fitted at all times when the bus is moving.

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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 in the incident book.
- 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 Fire policy

See separate:

- Fire Safety Policy and Procedures
- Fire Safety Audit
- Evacuation Procedures

11 Monitoring and review

- 11.1 It is the responsibility of the Head Teacher to keep the company informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.
- 11.2 The Head Teacher, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.
- 11.3 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.
- 11.4 The Head Teacher reports to the company annually on health and safety issues.
- 11.5 This policy will be reviewed at least once every two years.

Signed.....

Date.....

To be reviewed by