



Sir John Cass's Foundation Primary School

Health, Safety, Welfare and Attendance policy

Date adopted	Autumn 2018	Notes
Last Reviewed	June, 2017	
Review Cycle	Every 2 years	
Review by	Governing body	

Health, Safety, Welfare and Attendance Policy

Introduction

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 takes responsibility for protecting the health and safety of all children and members of staff.

1. The school curriculum

- a) 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.
- b) 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, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- c) 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.
- d) Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time or meetings to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

2. School food

- a) Our school provides the opportunity for children to have a meal at lunchtimes. Eligible parents 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 latest guidance and national standards.
- b) We provide free milk to under 5s each day.
- c) Our school promotes a healthy lifestyle. We do not allow sweets to be eaten in school. Only water may be brought in from home. Free fruit or vegetables are provided for Nursery, Foundation Stage and Key Stage 1. Key stage 2 may bring fruit for a mid-morning snack.
- d) We do not permit parents to bring cakes and treats to school when it is a child's birthday.
- e) Lunch includes use of fresh fruit and vegetables each day as a choice for the children. They provide a hot and cold option, both of which pay regard to nutritional balance and healthy options
- f) In the rare instances where children bring packed lunch to school, we do not allow chocolate, sweets, high sugar snacks / bars or fizzy drinks, crisps or prepared purchased food e.g. sushi or Subway.
- g) Water is freely available throughout the school day to all members of the school community. Children may drink their water at any time except during assembly. Regular water and brain breaks are built into the school day and

curriculum by class teachers. FS and KS1 children are also reminded to drink water at their snack time.

- h) We provide the opportunity to discuss learn about food, health and welfare in all areas of the curriculum

3. School uniform

- a) 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.
- b) 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, 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.
- c) We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention.
- d) We do not allow children to wear jewellery in our school. An exception 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.
- e) Children should wear the correct swimming costumes required by the pool team. One piece costume for the girls, short trunks for the boys.
- f) We require children to wear trainers with adequate ankle support for PE.
- g) We do not permit boots to be worn in school unless there are specific medical or educational reasons to support a request.

4. School security

- a) 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).
- b) We operate one main entrance and exit and the gates are supervised at the start of the day by a member of the leadership team or a senior teacher.
- c) To gain access to the school visitor should buzz and inform the office staff who they are before they are allowed into the building.
- d) We require all adult visitors who arrive in normal school hours to be logged in the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- e) Visitors are made aware of safeguarding information and are asked to show photo identification and wear a visitor sticker when travelling around the school.
- f) Whilst waiting to be collected by a member of staff, visitors wait in the reception area outside the school office.
- g) Contractors on site are always met by the School Business Manager or assistant who then directs them to the area of the school where they will be working. Access is by appointment only.
- h) 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, he will contact the police.

- i) The school currently has 3 entry gates. **Gate 1 - for Nursery and Children's Centre only (Dukes Place)** This gate is only used for buggies and pushchair entry. **Gate 2 Vehicle entrance (Mitre Square) :** This gate is only used for delivery vehicles. Access via this playground gate is by keypad is only in use for parking cars and refuse removal services and the site manager. **Gate 3 Main Gate (St James' Passage):** This is our main entrance. Access is via intercom, through the main entrance and into the reception area.
- j) We operate a car free site. Visitors, staff, trustees and governors are only permitted to bring their car onto the school site with the express permission of the Headteacher.
- k) At all times, entry to the school is via intercom - which is controlled by the office staff and monitored by CCTV. Unless given express permission by the Headteacher, staff in the Playcentre or Children's Centre must not use the access controls.
- l) All doors and windows are fitted with secure locking devices and there is sufficient security fencing around the school site. The premises manager locks up the premises at the end of each evening. The site is opened at 6am.
- m) Key holders to the site are: Tim Wilson, Andrew Tamale and Nahid Rana.
- n) Security lighting and CCTV is provided around the school site to help keep it secure.
- o) If an alarm is activated the Alarm Monitoring Company will contact the premises manager to check the building and report as necessary to the police.
- p) Our site officer carries out daily checks to the school site and makes recommendations to the Headteacher in relation to any high risk areas that need to be addressed.
- q) All of our key school electrical equipment is kept locked in rooms that have additional locked security on the doors (e.g. ICT suite, school office). The school safe is secured in an area of the school that also has an intruder alarm.

5. Monitoring of premises

- a) At the beginning and end of the school day, the Headteacher, Deputy Headteacher, senior staff (if available) and Site Manager stand at key circulation points to monitor who is on the premises while the gates are open. All of our staff challenge unfamiliar people found to be on the school premises.
- b) Key areas of the school site are monitored by CCTV cameras; the main system being located in the school office.
- c) Daily security checks on all entrances and exits are carried out by one of the premises team. A log of the checked areas is maintained.

6. Safety of children

- a) It is the responsibility of each teacher or practitioner 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, they should bring them to the attention of the Headteacher before that particular activity next takes place.

- b) We do not take any child off the school site without the prior permission of the parent. Parents sign a form on admission, and subsequently on a yearly basis to the school to give permission for various activities.
- c) If an accident does happen, and it results in an injury to a child, the member of staff will do all s/he can to aid the child concerned. We keep resources in the main office and each early year's environment.
- d) First aid is usually administered by the Administration, Welfare and Attendance Assistant other than in Early Years where it is done by the practitioners but with the supervision of the Administration, Welfare and Attendance Officer.
- e) Our policy is to train all staff have in first aid.
- f) Should any incident involving injury to a child take place, a trained first aider will be called to assist. If necessary, the school administration officers will telephone for emergency assistance.
- g) We record in the school logbook all incidents involving injury, and in all cases we inform parents.
- h) 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, 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 and the Designated Safeguarding Lead informed immediately. Any instance of restraint is recorded in the bound log book. For more information, see the physical handling and restraint policy.
- i) Administration of medicines is logged and witnessed by second member of staff. Medical log books and records are checked on a termly basis by the senior leadership team and are a standing item in discussions with the Welfare and Attendance officer from the LA.

7. Collection of Children

- a) All parents who are unable to collect their own children at the end of the school day must inform the class teacher and/or school office as to who will be collecting them. We will not allow anyone to collect a child if our school have not been informed of this beforehand. We therefore reserve the right **not** to allow children to be collected by people unknown to the staff.
- b) It is the responsibility of **parents/carers** to collect their children and make arrangements for their collection at the end of the school day.
- c) Key Stage 1 children for Playcentre are collected from classrooms by Play centre staff. All KS2 children are expected to safely make their way to Play Centre. Staff will register the children on arrival and record departure times.
- d) Parents are responsible for letting the club know of any changes to their arrangements with them.
- e) We do not permit primary aged older sibling to take younger siblings home. Parents may give permission for children above the age of year 4 to walk home unaccompanied. This is collected at the beginning of each year.

8. Fire and other emergency procedures

- a) Procedures for fire and other emergency evacuation are displayed prominently in all rooms.
- b) We operate one fire assembly location and two emergency bomb spaces.

- c) Fire drills and Bomb drills are held termly. 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 and bomb alarm system.
- d) Logs are checked on a termly basis with external review from the Education and Welfare officer.
- e) A bomb box is maintained and kept in the main office with medical information packs, water, contact numbers of parents, sweets, emergency jackets and place ultimate safety information.
- f) An emergency phone is maintained in the basement. All classes and spaces have telephones so contact can be made promptly.
- g) In the event of a bomb threat or terrorist activity we are guided by:
 - The children's wellbeing is the most important thing to consider. Staff should assess the risk quickly and take appropriate action to safeguarding the children they are working with. This may involve internal or external evacuation.
 - Keep in close contact with the City of London police, always seeking guidance and following direction.
- h) We work closely with the City of London Police and other emergency services to ensure procedures are up to date.
- i) Staff receive regular training on what to do if an intruder enters the site and poses a risk to children. We follow City of London Police advice.

9. Risk assessments and visits

- a) The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. We undertake risk assessments and thorough checks before visits as well as throughout the duration of the visit.
- b) All risk assessments are checked and authorised by the Head teacher or the senior member of staff with delegated authority to authorise trips.
- c) When on a trip, staff are advised to continually assess the risk and take action to minimise risk of harm to children.
- d) Risk assessments are regularly carried out on the working environment around the school. In the EYFS, risk assessments are completed on a daily basis and are checked by a senior member of staff. Risk assessments are carried out regularly on specialist areas e.g. the community kitchen.
- e) Where a child has an injury but is able to attend school, a risk assessment is carried out under the supervision of the Deputy Headteacher or Head. Appropriate adjustments are made to support the child.
- f) 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. CME returns

- a) Statutory returns that need to be submitted to the city
- b) Following up on children who have moved schools

12. Intimate care

- a) We recognise that there is a need to treat all children with respect when intimate care is given. No child should be attended to in a way that causes

distress, embarrassment or pain. The Intimate Care Guidelines apply to everyone involved in the intimate care of children.

- b) Intimate care is any care which involves washing, touching or carrying out an invasive due to either the child being too young to manage the activities with impudence or where a child is of an age to carry out for themselves, but are unable to do due so.
- c) In the early years nappy changing and intimate care is undertaken adhering to the following procedure:
 - In a designated area, with a degree of privacy but in accordance with other safeguarding measures
 - Where possible undertaken by a child's key worker
 - Where staff are not comfortable with changing a child they should ask for another member of staff to be within sight
 - Staff always use gloves, wipes and adhere to the highest standards of personal hygiene.
 - We work proactively with parents and carers to encourage children to be potty trained when they are ready.
- d) In other year groups where intimate care is needed we work together with parents and families to develop a medical support plan appropriate to the needs of the child and in accordance with our other policies.

13. Medication

- a) 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.
- b) A child may soon be well enough to be back at school but medication may perhaps still be required during the school day for a short period. Written permission to administer prescribed or non-prescribed medicine must be given to the school signed by the parent. Medicine may only be given by the Headteacher, Deputy Headteacher or may be delegated to the administration officer.
- c) Where a child has long-term medical needs we will set up a medical support plan with parents and carers to guide all staff working with the family to support the child 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. This are checked on a termly basis.
- d) Staff involved in administering the medication will receive training, usually from the school nurse. Medicines are stored centrally in the main school office and checks are carried out on administration records on a termly basis. Where necessary, some non-prescribed creams and treatments are stored in the EYFS setting for example where a child has nappy rash.
- e) The school keeps a supply of salbutamol inhalers and 3 adrenaline auto injectors in school. We follow advice outlined in the following documents to treat children in emergency situations as necessary. Permission is sought by parents as part of our data protection and consent
 - Guidance on the use of emergency salbutamol inhalers in schools:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf

- Guidance on the use of auto-injectors in schools:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/416468/emergency_inhalers_in_schools.pdf
- f) Children in EYFS have medicines administered to them in their own setting supervised by a member of the Attendance, Welfare and Administration team.
- g) We have a common sense approach to non-prescribed medicines. We will administer non-prescribed medicine where the following conditions are met:
- We will always follow manufacturers guidelines as stated on the packaging. We will not administer additional doses or half measures.
 - We will only administer treatments from a reputable supplier or a known brand e.g. Calpol.
 - We do not administer homeopathic treatments or alternative remedies.
 - We do not administer treatments purchased from outside EU.
 - Any administration of non-prescribed medication should be infrequent and temporary.
 - We reserve the right not to administer non-prescribed medical.

14. Internet safety and mobile phones

- a) 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.
- b) We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.
- c) We do not permit mobile phones to be used in the EYFS. All mobile phones are stored securely, locked away.
- d) We do not permit staff to use mobile phones anywhere in the building where children are present. This includes corridor areas.
- e) We do not permit parents to use mobile phones in The Sp@ce.

15. Theft or other criminal acts

- a) 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 behaviour file.
- b) 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.

16. The health and welfare of staff

- a) 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.
- b) 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.
- c) 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 action in line with the LDBS, LA's protocol on school and the police.

- d) Guidance is included in the Staff Handbook about safe working practices especially when specialist equipment is used e.g. in the Gym.

17. Monitoring and review

- a) The governing body has a named governor with responsibility for health and safety matters. 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. The governor in question also liaises with the LA and other external agencies, to ensure that the school's procedures are securely in place.
- b) The governing body, in consultation with professional advisors and the Health & Safety Team, carries out regular risk assessments, with the object of keeping the school environment safe.
- c) 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. The Headteacher also reports to governors annually on health and safety issues.