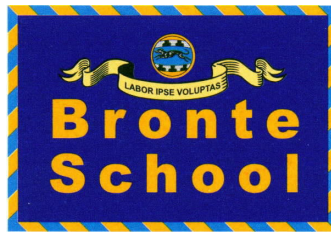


# BRONTE SCHOOL



## HEALTH, SAFETY AND WELFARE POLICY

	Date	Signed
Date reviewed	March 2011	(Mr Richard Dyson – Headteacher)
Ratified by Proprietors		(Mr Peers Carter & Mrs Susan Carter)
Date of next review	March 2013	

# Policy on Health, Safety and Welfare

## 1 Introduction

Bronte 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.

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 proprietors take responsibility for protecting the health, safety and welfare of all children and members of staff.

## 2 Healthy school

Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. Bronte School fully supports the aims of this initiative, although we have not applied for 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:

- making sure health issues are tackled in our planning
- making sure that sex education and drugs education are taught in Year 6;
- 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 members of staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure children have clear and appropriate targets.

## 3 The school curriculum

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. For example, in the geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum, we teach children about hazardous materials, and how to handle equipment safely.

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 science, where children 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. Children in Key Stage 2 receive both drugs education and sex and relationship education.

We believe that everybody in our school can and should promote everybody else's safety, so we encourage staff and children to spot hazards in the classroom or around the school, and inform an appropriate member of staff.

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 weekly act of collective worship.

Classes have 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**

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. All children have the opportunity of having milk at breaktime and in the Foundation Stage our children also have fruit each day at breaktime.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat it. We ask that parents do not supply their children with fizzy drinks, crisps or chocolate in their packed lunches.

#### **5 School uniform**

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 always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We do not discriminate on grounds of race, creed or gender.

It is the responsibility of the headteacher to ensure that the school uniform policy is enforced. It is, however, not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

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. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

On grounds of health and safety, we do not allow children to wear jewellery in 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.

## **6 Child protection**

The named person with responsibility for child protection in our school is the headteacher. We follow the procedures for child protection drawn up by the LA.

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 headteacher about their concerns.

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.

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 (CRB check).

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, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

## **7 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. police officers, fire officers, architects and other consultants).

We require all adult visitors 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.

Teachers will not allow any unknown adult to enter their classroom if the school visitor's badge is not clearly visible.

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.

## **8 Safety of children**

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.

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

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. Generally this will involve taking the child to/ or calling the school nurse. If necessary, the school nurse will telephone for emergency assistance. We keep a first aid box in the main school office and in the homework teas room, the EYFS department and one on the top floor of the building. The majority of staff at the school were trained on 31<sup>st</sup> August 2010 in "Emergency First Aid at work". These certificates are valid for 3 years.

We record all accidents involving injury on an accident form, and, if deemed necessary by the school nurse, we inform parents. Should a child 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 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.

## **9 Fire and other emergency procedures**

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.

## **10 Educational visits**

The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips (see also the policy for Off-Site Visits).

## **11 Seat belts**

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.

## **12 Medicines**

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. In such cases, following written permission from the parents, the school nurse will administer the required medication. Medication must be clearly labelled with the child's name and clear instructions given regarding dosage.

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 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.

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

## **13 Internet safety**

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

#### **14 Theft or other criminal acts**

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.

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.

#### **15 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. 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.

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, if appropriate, call the police.

#### **16 Monitoring and review**

The proprietors have the responsibility for health and safety matters. It is their responsibility to keep 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 proprietors, in consultation with professional advisors, carry out regular risk assessments, with the object of keeping the school environment safe.

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.

This policy will be reviewed at any time on request from the proprietors, or at least once every two years.

**Signed:**

**Date:**