



Gretton Primary School

Health, Safety and Welfare Guidance



Approved by the Governors: Tim Eaton

Date: December 2019

Signed:

Review date: December 2022

1 Introduction

1.1 The health, safety and welfare of all the people who work and learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. This policy links closely with the SMSC policy.

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 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.

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 and 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. Children in Key Stage 2 receive both drugs education and sex and relationship education (see the relevant policies).

2.4 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 or other member of staff.

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. These concerns are handled with sensitivity. Every classroom has a worry box which is checked regularly by teachers.

3 Healthy Eating

3.1 Hot meals - Our school provides hot meals for all infant children and those who elect to have them at KS 2. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support or Child Tax Credit (with income below a certain limit) they may claim free school meals for their children. Our lunches are provided by Beanfield school who adhere to National Food Standards and do all they can to ensure that the meals provided have a suitable nutritional value. New menus are sent out termly and are also available on the school website.

3.2 Packed lunch - Children across the school may choose to bring their own packed lunch and we monitor the contents of their lunches and request that sweets, chocolate bars and fizzy drinks are not to be included. Water is available for any child who requires it. Any uneaten food is taken home so that parents are aware of what the child has eaten. Parents know the expectations of healthy lunch box contents though guidance sent out in newsletters, particularly at the start of each academic year.

3.3 Dining Environment - hot lunches are served in the school hall. There are two sittings:

Infants - 12- 12.25pm

Juniors - 12.30-12.50pm

Packed lunches are also eaten in the school hall, but when the weather is warm enough children have the option of eating at the outdoor picnic benches.

Children are expected to show good table manners and to chat sensibly whilst having lunch - in the atmosphere of a restaurant or café. Teachers having a hot lunch sit with children to eat a meal to reinforce good table manners.

3.4 Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. We discourage parents from sending sweets into school as gifts to others - as it is not appropriate for all children due to allergies and parental preference and can cause children to feel compromised and uncomfortable. Staff also act as good role models with regards to eating in front of the children - sitting with them at lunchtimes.

3.5 Allergies - **staff are made aware of particular allergies of pupils and staff through displays in the staff room, office and Lunchtime supervisors room. Nuts are not allowed in school.**

3.6 Curriculum - Healthy Eating is addressed through:

- Science units
- PSHE units - Jigsaw
- Design and Technology
- Discrete teaching sessions
- Assemblies
- Whole school projects and special events

3.7 Snacks - Free fruit and vegetables scheme - this scheme is in place for infant children. Each child is given a piece of fruit/vegetable each day as a mid-morning snack.

KS 2 snacks - pupils can have fruit from their lunchbox at morning break times.

3.8 Milk - Children under five, and those whose parents receive the above benefits, are entitled to free milk each school day.

3.9 Water - children are encouraged to drink water throughout the day and are to bring in water bottles from home. We also have an outdoor water bubbler and indoor water cooler. Throughout lunchtime unlimited water is available on each table.

3.10 Gardening. Pupils have the opportunity to grow their own fruit vegetables and herbs which are then eaten in school.

3.11 Special Events - the school ensures that healthy options are available at special events such as Christmas parties and the Rose Fair lunch. At such events a selection of healthy sandwiches and fruit are offered (as well as some cakes as treats) to the children. If a child brings in a birthday cake or sweets this is divided up at home time for parents to decide whether their child can eat it. On occasion, cake sales occur to raise money for school fund or charity events.

3.12 Reward system - each week lunchtime supervisors monitor the children and reward good eating habits by awarding house points, giving stickers or by giving Gretton Sunflower petals.

4 School uniform

4.1 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.

4.3 It is the responsibility of the Principal and staff to ensure that the school uniform policy is enforced.

4.4 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 we should be aware of.

4.5 On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears and wrist watches. We ask children to remove these during PE and games and other 'active' lessons. Children must remove them themselves and are responsible for keeping them in a safe place. The school will not be held responsible for any items of jewellery lost during PE sessions as it does not encourage or support them being worn to school. If ears are pierced parents are requested that children do not wear earrings during school hours. If earrings must be worn then they should only be a small gold stud. Parents are reminded that children run around and are active during a large part of the school day and their children are safer not wearing earrings.

5 Child protection

5.1 The Designated Senior Persons with responsibility for child protection in our school are: the SENCO - Kerry Young, Hannah Moore, Sarah Sanders, Paula Crawford and Principal, Jane McDonald; who liaise with a named governor - Tim Eaton. The School follow the procedures for child protection drawn up by the BW Trust and the Governing Body. See BWT safeguarding policy for further details.

5.2 All school staff and volunteers are trained in the BW Trust safeguarding policy and schools guidance annually or part of their induction procedure.

5.3 PREVENT - all staff have engaged in Prevent training which means that they have clear understanding about potential risks in the local area of pupils being drawn into terrorism, including support for the extremist ideas that are part of terrorist ideology?

6 School security

6.1 We do all we can to make the school site totally secure, and 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 in using the InVentry system in the reception area and to wear a visitors badge. All staff should question any visitor who is not wearing a visitors badge.

6.3 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, s/he will contact the police.

6.4 The back gate requires a 4 digit code to unlock it. To maintain security and the safety of our pupils this code is not shared with pupils. This code is changed half termly but would be changed immediately if any child accessed the code.

7 Safety of children

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, they should bring them to the attention of the Principal before that particular activity next takes place. In general glass items are not allowed in school in any classroom activities. Health and safety issues should be identified on lesson plans and children made aware of how to keep themselves safe during certain activities.

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 outside the staffroom. The majority of staff have had a basic training in first aid. The designated first aiders who are trained to a higher level are: **Mrs Crawford, Mrs Watt, Miss Gillies and Ms Reilly.**

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 Administrator will telephone for emergency assistance.

7.5 We record in the school logbook all incidents involving injury, and in all cases 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.

7.6 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. Any such restraint is done in accordance with guidelines from county - see behaviour and discipline policy.

7.7 Staff and visitors are encouraged to only drink hot drinks in the staff room and admin areas. Whilst children are on site, no hot drink should be in classrooms, playgrounds, teaching areas or corridors without a protective lid.

8 Fire and other emergency procedures

8.1 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.

9 Educational visits

9.1 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).

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. The School keeps a set of its own booster seats to be used for younger children under 135cm tall in accordance with legal requirements. See Volunteer Transport Policy for more details.

11 Medicines

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. In such

cases parents will be expected to visit or arrange for a suitable adult to visit with permission given to the school in writing, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). In an emergency medication can be administered by school staff at the discretion of the Principal. A clear record of medicines administered must be kept.

- 11.2** Where 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. In most cases, the parent will be asked to sign a permission letter stating that the child can self administer the prescribed dosage under the supervision of a named adult.
- 11.3** Staff involved in administering the medication will receive training, usually from the school nurse.

15 Monitoring and review

15.1 The governing body has a named governor with responsibility for health and safety matters. - Steve Ellis. 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 Brooke Weston Trust and other external agencies, to ensure that the school's procedures are in line with statutory requirements.

15.2 The Principal 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 Principal also reports to governors annually on health and safety issues.

15.4 This policy will be reviewed at any time on request from the Governors, or at least once every three years.