



St Mary Abbots School

Welfare Policy

Our 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 governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

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 PSHE curriculum, the pupils learn about the work of the police and fire services. 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 PSHCE 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.

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).

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.

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 daily act of collective worship.

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.

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, parents or carers will be expected to sign an 'Indemnity form' giving exact details of the dosage and signed permission for a member of staff to administer the medication until the course of treatment is complete. All parents **MUST** complete the 'Indemnity Form' otherwise medicine will not be given to the child. This task will be carried out by office staff - Mrs Morrison or Mrs Thompson.

Health Care Plans

Children who have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents or carers 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. Staff have received training on the following conditions -

- Use of Epipens
- Diabetes
- Asthma

All pupils who have a medical need have an up to date Health Care Plan. These are kept in ONE file and several copies are held in school by the telephone for ease of use. Each class teacher is made aware of pupils who have a medical need and are trained appropriately.

We have four members of staff who has passed their Paediatric First Aid training in school which is valid for Three years. They are - Mrs Fiona Thompson, Miss Gill Longville, Mrs Eve Verjee, Miss Shirley Hewitt and Mrs T Doula.

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 we address in our Performance Management Policy and reviews.

We also pay particular attention to the assessment and prevention of work related stress thus complying with health & safety law. If a member of staff is experiencing stress at work, s/he should inform the Headteacher without delay.

(See Benefits Policy)

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 & Safety Officers, fire officers, architects and LA 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. All visitors to the school will be required to produce identification and if working with pupils, an Enhanced DBS.

If a member of staff has a meeting with a parent who is known to become aggressive or intimidating, the Headteacher **MUST** be informed. The meeting with the parents must only take place when other staff are around and could be called upon in an emergency. The door must not be closed but kept ajar. Staff can use the hand held panic alarm if requested. Alternatively, another member of staff can be present during the meeting.

Pupils are reminded regularly not to open the external doors to any visitor even if they know the person outside. Visitors are only allowed access to the building via the entry phone system. During the lunchtime period the main door is manned by a midday supervisor. Staff use the hand held receivers during the lunchtime supervision period and teaching staff are reminded to take one out with them when taking a games lesson in the large or long playground. In the event of an emergency, a radio should be used or **two** pupils should be sent back to school to alert the office staff. **Emergency cards are available for use too.**

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

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 challenge any intruder and contact the police. A hand held emergency panic alarm is situated in the Headteacher's office and a panic alarm under the desk. These are serviced regularly via Red Care Alarms.

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. We keep a first aid box in the main school office.

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 weekly testing of the fire alarm system. The fire evacuation dates and times are recorded by the school caretaker. The Headteacher reports to the governors each term on the fire evacuation procedures/drill and any implications for the school.

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). All staff are issued with the Risk Assessment procedures annually at the first INSET of the academic year in September. All risk assessments must be carried out in advance of the trip (10 days) using EVOLVE and sent electronically to the Headteacher for authorisation. Parents accompanying the class trip should receive a copy of the 'Accompanying a class trip guide.' The risk assessment file is kept in the school office. Consent from parents is always requested. In the event that a child has not bought in a consent form on the day of the trip, office staff contact the parents to request permission. The Headteacher takes responsibility for this verbal consent and will make the decision as to whether the child can still go on the school trip. A section on the risk assessment form enables staff to record any medication that is required for pupils with medical needs.

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.

School Journey

See School Journey Policy & Visits Policy.

A full school journey risk assessment is completed by the Headteacher in early October and passed to the team leader (usually Year 6 teacher) to ensure that all procedures are

followed. Insurance for the week long trip is checked through the LA and an additional risk assessment is completed for the coach company and the residential centre. All consent forms and dietary needs are kept on file. The Headteacher ensures that approval for the school journey is received from the governing body at its first meeting of the academic year. (See letter to governors on file). Approval is also sought from LA and a copy of the full risk assessment sent via EVOLVE to the LA.

A briefing meeting is held with those staff accompanying the pupils and at least one of the staff members has been on the school journey before. The Headteacher has copies of all the parents contact numbers and takes this information home each night in case of an emergency. Likewise, the Headteacher has the mobile contact numbers of all the staff on school journey and the staff have the home contact number of the Headteacher, should there be an emergency.

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. Likewise, if any member of staff has any property stolen the Headteacher should be informed immediately and investigate the matter. All thefts must be reported to the police. Staff are reminded to ensure that all belongings are kept locked away in a locker/filing cabinet or kept on them during the hours of school. If any member of staff has a large amount of money which is for a specific purpose, he/she is reminded to ask the Headteacher, SAO or receptionist to lock the money away in the school safe.

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.

Personal Hygiene

There may be occasions when a child soils him/herself at school and has to be changed. A member of staff must ensure that the Headteacher has been informed and that the parent of the child has been contacted. The child will be changed by a staff member together with another member of staff present (using the disabled toilet area) to ensure safeguarding of pupils and reducing the risk of any potential allegation.

Abduction of pupil - risk assessment

(See separate guidance on this issue which is circulated to all staff annually in September)

Monitoring and Review

The Governing Body has a named governor with responsibility for health and safety matters. It is the governor's responsibility to keep the governing body informed of new

regulations regarding health and safety matters. The governor liaises with the LA and other external agencies (School Caretaker, Building committee members & architect), to ensure that the school's procedures are in line with those of the LA.

The School Caretaker carries out regular health & safety school checks half termly with a member of support staff. These checks are logged and signed by the Headteacher. Copies are kept on file with the school caretaker.

The Headteacher implements the school's health & safety policy on a day to day basis and ensures that all staff are aware of the policy as it applies to them. This takes place annually as an item on the agenda for the first INSET day of the academic year in September. The Headteacher also reports to the governors about health & safety issues on a termly basis.

Policy produced by - Nicola Doyle

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This policy should be read in conjunction with the following related policies -

Health & Safety Policy

Emergency Planning Policy

Child Protection Policy

School Journey Policy

Behaviour Policy - including Bullying and use of restraint

Benefits Policy

Inclusion Policy

Health Care Plans for pupils with medical needs

Memo to staff on carrying out a Risk Assessment - Sept 16

Risk Assessment Abduction of pupil - Sept 16 updated