



HANDALE PRIMARY SCHOOL

**POLICY ON SAFEGUARDING
(HEALTH, SAFETY AND WELFARE)**

2019 – 2021

SECTION 1

STATEMENT OF INTENT

Handale Primary School recognises and accepts the responsibilities and duties which it has for safeguarding, health, safety and welfare.

Parents send their children to school each day with the expectation that school provides a secure environment in which their child can flourish and develop to their full potential. In order to achieve this a wide range of measures are embedded into the life of the school.

Our school remain 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.

In addition we have adopted the UNICEF 'Children's Rights and Responsibilities' charter and are working towards the award of UNICEF's Rights Respecting School Award – level 2 . Miss Kendall and Mr Emmerson are leading this initiative. (See http://www.unicef.org/voy/media/rights_leaflet.pdf for a useful information leaflet).

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, along with the Local Authority, takes responsibility for safeguarding the health, safety and welfare of all children, staff, visitors and members of the public.

It is school policy that all employees will contribute towards making work areas as safe as is reasonably practicable by continually reviewing working practices and ensuring that the safest, reasonably practicable methods are applied.

This policy has been reviewed and revised and takes into consideration changes in Health and Safety legislation.

Responsible people:

Mrs Helen Blakeley, Headteacher, Designated Safeguarding Lead and Designated Teacher for children who are looked after

Mr Daren Fowler, Chair of Governors

Miss Rio Price, Deputy designated safeguarding lead.

Mr Dave Caley Site Supervisor

Mrs Glenda Taylor School Business Manager

Mr James Ledger Assistant Headteacher

SECTION 2

ORGANISATION

GOVERNING BODY

The Governing Body has overall responsibility for all aspects of Health and Safety on the school site. The majority of issues are dealt with by the Corporate Management Committee but on occasions the full Governing Body may choose to deal with specific matters.

Members of the Corporate Management Committee for the academic year 2018/19 are

- The Headteacher: Mrs Helen Blakeley
- Mr. D.Fowler
- Mrs C. Pressick
- Mrs E. Purver
- Ms J. Husband
- Mrs J Suscens

The nominated governor for Health & Safety for the 2019– 21 is Mr D. Fowler. Day to day responsibility for Health & Safety has been delegated to the Headteacher, or in her absence the Assistant Headteacher.

HEADTEACHER

The Headteacher is responsible for the duties discharged to her by the Governing Body, paying particular attention to:

- Ensuring that staff have read and understood ' Keeping Children safe in Education' September 2018 update
- Ensuring all Health & Safety risks resulting from activities under her control are adequately assessed and documented with advice from the Health & Safety Officers as appropriate.
- Ensure staff undertake relevant Health & Safety training programmes and that they are provided with sufficient information, instruction and supervision in relation to their duties under this policy.
- Maintaining an adequate system of monitoring to identify any failure by staff to discharge their duties and taking appropriate action.
- Ensuring that safe systems of work are established and documented appropriately.
- Ensuring that adequate welfare and first aid arrangements are in place.

SITE SUPERVISOR

- The site supervisor is responsible for the security and overall cleanliness of the school site and premises.
- The site supervisor should ensure that all services (heating, lighting etc.)are functioning correctly and that the premises are fit for purpose and open as and when required.
- The site supervisor is responsible for regular testing of emergency equipment and maintaining accurate records.

- The site supervisor should regularly maintain any equipment or plant (grass cutters, hedge cutters etc.) and report any faults immediately to the Headteacher or Health and Safety Governor.
- The site supervisor should follow school reporting procedures for accidents, dangerous occurrences and near misses and report any incidents immediately to the Headteacher or Health and Safety Governor.

EMPLOYEES

All employees have a duty to co-operate with the school's policy, and must ensure that they:

- At all times, whilst on the school site, display the identification badges provided.
- Take reasonable care for themselves and others who may be affected by their actions.
- Promptly report any unsafe conditions to the Headteacher or Health and Safety Governor.
- Follow school reporting procedures for accidents, dangerous occurrences and near misses and report any incidents immediately to the Headteacher or Health and Safety Governor.
- Ensure that their work areas are clean and tidy and do not pose a potential risk or threat to others.
- Have read and understood 'Keeping Children safe in Education' September 2018

SECTION 3

ARRANGEMENTS

HEALTHY SCHOOLS INITIATIVE

Mr James Ledger has responsibility for the healthy schools initiative. Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative, and have achieved the National Healthy School Standard and has been successful in the renewal of the award this year. 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:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education, drugs education and e-safety;
- 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 all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- Making sure all children have clear and appropriate targets.

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, safe and healthy lives.
- Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.
- 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.
- 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 teach children to spot hazards in the classroom or around the school, and inform an appropriate adult.
- 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 assemblies.
- Each class has the opportunity to discuss problems or issues of concern with their teacher.
- Handale Primary School has a Learning Mentor and all children have access to the Learning Mentor as and when necessary.
- Regular safety assemblies take place and some individual sessions were necessary

SCHOOL MEALS

- Handale Primary School offers every child from Reception to Year 2 a free school meal under the Universal Free School Meals Initiative
- Our school provides the opportunity for children to have a meal at lunchtimes. If parents are in receipt of benefits they may claim free school meals for their children.
- Our school meals provider, Creative Management ensure that the meals provided have a suitable nutritional value, in line with the requirements of the School Standards and Framework Act of April 2015
- Children under five are entitled to free milk each school day.

- All pupils are provided with a drink of water at lunchtime, pupils are not allowed to bring canned or bottled drinks into school unless they have a valid medical reason. All pupils have access to water throughout the day.
- Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school routinely but they are used as rewards from time to time, a healthy approach to this is encouraged.
- All 4-6 year olds in full time education are provided with daily fruit under the Department of Health's School Fruit and Vegetable Scheme.

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 agree the requirements for school uniform with parents, and we review these requirements from time to time.
- We would always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.
- We have drawn up regulations regarding the recognition of cultural diversity in this respect, and these stipulate that 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.
- Pupils are encouraged to wear the school's PE kit.
- 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.
- The school has a collection of items of school uniform which families can use to support their needs.
- 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. We ask children either to remove these during PE and games, or to cover them with a plaster.

CHILD PROTECTION

- The named person with responsibility for child protection in our school is Mrs Helen Blakeley, in her absence any issues will be dealt with by Miss Price
- When appropriate Mrs Blakeley will liaise with Mr Daren Fowler, the governor with responsibility for safeguarding.
- We follow the procedures for child protection drawn up by the Local Authority and the Governing Body.

- If any member of staff suspects that a child may be the victim of abuse, they should not try to investigate, but should immediately inform the named person 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 Local Safeguarding Children's Board (LSCB)
- 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 through an enhanced DBS check with the Local Authority in order to check that there is no evidence of offences involving children or abuse.
- All adults who come into regular contact with pupils (by regular we mean at least one session per week) must have been vetted and have an enhanced DBS clearance.
- A central DBS register is held on all adults who are employed by the school or who have regular contact with the pupils.
- 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.
- All reported incidents involving issues related to child protection are taken seriously and are followed up. Guidance of procedures and protocol for the school is obtained from the LA Child Protection Officer, Ms Joanne Dickson

SITE 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 school during normal school hours to sign in and out through the visitors' book in the reception area, and to wear a visitor's lanyard at all times whilst on the school premises.
- All visitors and contractors will be asked to provide relevant identification before a visitor's lanyard is issued and access to school is granted.
- Teachers will not allow any adult to enter their classroom if not displaying identification.
- 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, she will contact the police.
- In the absence of the Headteacher members of the School Leadership Team will provide support and guidance. The Chair of the Governing Body will be kept fully informed of any such incidents.
- Access gates around school will be locked after the whistle goes and children have entered the building. After that time any pupils arriving late should

report to the school office for a late mark and to ensure that attendance registers are altered accordingly.

- Children will only be allowed to leave the school site during the day if they are collected by an appropriate adult and are signed out in the pupil log in reception.
- Should a child leave the school site without permission parents and/or police will be informed.
- Only KS2 pupils will be allowed to walk home unaccompanied, all other pupils must be collected at home-time by a known relative or contact.

PROVIDING A SAFE CURRICULUM

- It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject leaders will always be vigilant for hazards concerning equipment or activities related to their area of responsibility.
- If a teacher or subject leader has any concerns about pupil safety, they 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/carer.
- 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 first aid boxes in the medical rooms on each site and have a portable first aid kit for trips.
- Risk assessments are carried out in order to evaluate risks and put in place procedures that will reduce the potential dangers.
- Risk assessments are available for all staff.
- Distinctive risk assessments are written for the Early Years Foundation Stage.
- All pupils are offered opportunity to receive guidance on how to be safe on public highways through the School Travel Plan and bikeability initiative

FIRST AID

- We have specifically trained first aiders to support every teaching area of school and times of the school day:
- Should any incident involving injury to a child take place, one of the appointed members of staff will be called to assist. If necessary, the school admin staff will telephone for emergency assistance.
- We record in the school log book 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 numbers 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, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.
- Members of staff are asked to support each other in challenging circumstances so that situations are resolved appropriately in as calm a manner as possible.

- All members of staff have received 'Team Teach' training for correct restraint (refreshed January 2018)

MEDICINES (see also the administration of medicines policy)

- 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 encouraged to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).
- Although prescribed medicines will, on occasions, be administered to pupils with written instructions from parents/carers it is a practice we seek to discourage.
- When 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 appropriate training, usually from the school nurse.
- Any child who uses an inhaler should leave the inhaler in the dedicated area in the classroom. Children should carry a named one on their person at all times, when taking part in sporting, strenuous or offsite activities.

FIRE AND OTHER EMERGENCY PROCEDURES

- Procedures for fire and other emergency evacuations are displayed prominently in all areas of the school.
- Fire drills are held each half term.
- Service level agreements have been entered into to monitor the condition of all fire prevention equipment.
- The site supervisor makes a visual inspection of fire extinguishers and tests the fire alarm system on a weekly basis.
- The school receives an annual LA Health and Safety Inspection (last inspection November 2018).

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 have received risk assessment training relating to educational visits. Risk assessments are carried out prior to every visit (Refresher training September 2018).
- Pupils attending a residential course will have had the nature of the activities assessed by the LA through the relevant forms.
- We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

PERMITTED DRIVERS

- Only adults with business use insurance will be allowed to transport pupils in their own vehicles or use their own vehicle to support their professional role.
- All permitted drivers must produce their driving licence, valid certificate of insurance and MOT certificate, copies of which are retained in school.

INTERNET AND E-SAFETY

(See also the E-Safety Policy)

- We 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.
- All members of the school community are expected to sign and follow our Acceptable Use Policy.
- All pupils are warned about the dangers of accessing inappropriate sites on the Internet.
- Safeguarding is provided within school so that pupils can only access sites previously vetted by staff.
- Staff in school should not establish or seek to establish social contact with pupils for the purpose of securing a friendship or to pursue or strengthen a relationship. This includes social networking sites such as MySpace and Facebook and blogging. Even if a pupil seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise her/his professional judgment in making a response and be aware that such social contact in person, by phone or on the internet could be misconstrued and may place the member of staff in a very vulnerable position.

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 parents as well as 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.
- The Headteacher will also complete the appropriate pro-forma relating to the incident and forward it to the Local Authority.
- Any child being physically violent against another member of the school community will be excluded pending an investigation by the Governing Body and Headteacher.

THE HEALTH AND WELFARE OF STAFF

- The school takes very seriously the need to safeguard the health and welfare of all 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 or line manager without delay. The school will work closely with the Human Resource department to support the needs of the employee.
- Following a lengthy period of absence a member of staff will be supported through a phased return with support from a mentor member of staff.
- 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 appropriate action.

APPOINTMENT AND INDUCTION OF STAFF

- All staffing appointments are made in accordance with the LA Safer Recruiting procedures.
- Contracts will only be issued to prospective staff after the necessary DBS clearances and checks have been obtained.
- The Headteacher, Chair of Governing Body and Health and Safety Governor all have safer recruitment accreditation and at least one of the aforementioned should be involved in the selection and interview process of any appointments made.
- As part of the induction process all new staff are made aware of the school's policies and practices for safeguarding.

WORK PLACEMENTS AND VOLUNTEERS

- All adults wishing to support teaching and learning, whether as part of their own professional development or on a voluntary basis, will also be subject to the same stringent vetting procedures as employees and will also be required to obtain an enhanced DBS clearance.
- All work placement students and voluntary helpers will be made aware of the school's policies and practices for safeguarding.

MONITORING AND REVIEW

- The Governing Body has nominated governors with responsibility for health and safety and safeguarding matters.
- It is the nominated governor's responsibility to keep the governing body informed of new regulations regarding health and safety and safeguarding, and to ensure that the school regularly reviews its practices and procedures.
- The governor in question also liaises with the Local Authority and other external agencies, to ensure that the school's procedures are in line with those nationally and of the Local Authority.
- The Governing Body, in consultation with professional advisers, carries out regular risk assessments, with the object of keeping the school environment safe.
- The Headteacher reports on a termly basis to the governing Body on any incidents of Bullying or Racism.
- 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.

- This policy will be reviewed at any time on request from the governors, or at least once every two years.
- There will be an annual review/inspection of all Health and Safety matters carried out on the school site by the Local Authority Health & Safety department.

GDPR

Our school aims to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#). This applies to all personal data, regardless of whether it is in paper or electronic format. For more information see our Data Protection Policy 2018 and Privacy Notices.

Policy date: 16.1.19

Chair of Governors Mr Daren Fowler *Daren Fowler*

Headteacher Mrs Helen Blakeley *Helen Blakeley*

Next renewal date: January 2021

Reviewed Jan 2019 to reflect change in DDSL

