



Health, Safety and Welfare Policy 2024 - 2026

1. 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, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

2. The school curriculum

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum.

We teach children about health and being safe. We discuss these issues with the children in RSHE lessons and we reinforce these points in design 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. Our school promotes the SMSC through the curriculum.

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. Teachers handle these concerns with sensitivity. The school also has a Learning Mentor who is available at all times for staff and pupils. Part of this role includes activities and group work such as lunch time clubs.

3. School meals

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they 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 requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. We discourage sweets/chocolate/sugary drinks and snacks in school and give guidance about what constitutes a healthy lunch box.

Children in Foundation Stage and KS1 are provided with a piece of fruit every day as part of the 'Free Fruit and Vegetables for Schools' programme.

4. School uniform

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours (if appropriate). We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.

It is 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, so that they are able to participate fully in all school activities. 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. 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.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule 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.

5. Changing arrangements

Our school is aware of the safeguarding provisions for changing rooms. We treat everyone fairly and with respect for their dignity and privacy. The school will make adequate arrangements for changing which take into account disabilities, transgender, non-binary or those questioning their identity as well as those from different religions, beliefs and cultural backgrounds. Staff will work with parents/carers to ensure a suitable changing plan is in place where required to meet needs on a case-by case basis.

Staff will not change with pupils – staff will already be in their PE kit ready for the lesson.

All children are asked to arrive in their PE kit on their allocated PE days.

Our Year 5 children attend weekly swimming sessions off site. Female and male changing rooms with individual cubicles available are used and staff are in close proximity but are not in the changing room.

For both PE and Swimming should a staff member need to enter then changing rooms for any reason they will give advance notice that they are entering and allow children to cover up. Staff should be of the same gender where possible.

Our staff have set clear expectations for behaviour when using changing facilities.

Our children are aware of who our school Designated Safeguarding Leads are should they have any concerns.

All staff have a copy of the school's intimate care policy.

6. Child protection

The designated & Deputy officers for child protection are the Senior Leadership Team and the Learning Mentor. We have in addition a number of trained DSLs in school.

As part of safer recruitment, the Headteacher, Deputy Headteacher and School Business Manager are trained in Safer Recruitment. We also have 2 Governors trained in Safer recruitment.

In addition to this, all school staff are trained in basic safeguarding awareness. All new starters to school undergo this training as part of their induction and the whole school training is updated every 2 years. This training also includes Safer Working schools training.

Training is carried out through the Local Authority and is updated every 2 years. The School Business Manager (SBM) monitors and updates training.

For further information please refer to the school policies on child protection and safeguarding.

7. School security

While it is difficult to make the school site totally secure, we have made improvements to the school grounds to ensure the school is a safe environment for all who work or learn here e.g. perimeter fencing/new gates.

The main school through reception is accessed only by key code- this is not shared with any visitors or volunters. Staff are aware not to allow any visitors in without checking with the school office. This code is only shared with staff of Newton Hill Community school and is changed on a regular basis. Staff must buzz to gain entry if a visitor is waiting.

The outer gates are locked at 9.10am and unlocked at 3.10pm.

We require all adult visitors to the school who arrive in normal school hours to sign in to school on the electronic signing system in the main reception. All visits must be pre-booked where possible by contacting the school office. Any visitors in school must wear the appropriate visitor badge. All pre booked visitors will be added to the school's shared calendar.

All Robertsons/Wakefield Council contractors and Wakefield Council employees should be asked to see their ID – there is no need to ask for their DBS as this has been checked by the LA.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Senior Leadership Team 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, s/he will contact the police.

8. Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent (except in cases of medical emergency) .

Our school uses the Local Authority Evolve system which stores and records all risk assessments which are then approved by our Evolve Coordinator.

If an accident does happen, resulting 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 all classrooms, the school hall and main school office. The majority of staff at the school have been trained in first aid. A full list is displayed around school in the staff room and school office. In addition, Foundation Stage and Newts staff are trained in Paediatric first aid. This training is updated every 2 years and is monitored by the SBM.

Should any incident involving injury to a child take place, one of the trained members of staff will be called to assist. If necessary, the school will telephone for emergency assistance.

Where a child has a minor incident such as graze a slip will be sent home with them that day to advise parents/carers. Any bumped heads will result in a call home.

We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. All incidents and near misses for pupils, staff and visitors should be recorded on an Incident Report Form and referred to the School Business Manager who will investigate and work with the Headteacher/SLT should any risk assessments be needed. This will be reported to the Health and Safety team and updates provided to SLT and Governors.

9. Seat belts

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. Annual risk assessments are requested from coach providers.

10. 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.

Should any incident involve physical violence against a teacher/staff member, 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.

11. Medicines in school

The prime responsibility for a child's health rests with the parent/guardian; they are responsible for making sure their child is well enough to attend school. The parent/guardian should provide school with sufficient information about the child's medical condition either prior to the child attending school or as soon as the condition becomes known.

The administering of medicine in school is a voluntary role. Staff who undertake this role and/or support children with medical needs, receive basic training, information and instruction from the Headteacher and the child's parent/guardian.

It is the responsibility of the parents/carers to hand the medicine to the office, inform a member of staff (who will record the details in the medicines file) and collect the medicines at the end of the day. This must be signed in and out every day. Under no circumstances should children be allowed to be responsible for their own medicines (inhalers excluded).

It is the responsibility of the parents to ensure that all medicines are maintained in date and to collect and dispose of out of date medicines.

Teachers who have a child with medical needs in his/her class are aware of and understand the nature of the child's condition, knows when and where the child requires additional attention, have access to medicines and any emergency procedures. Other staff are aware of and have access to relevant medical information. Any deterioration in a child's health will be reported to the Head who can then inform the parent.

Administering Medicines and Record Keeping (See also the Medicines in school policy)

Only medicines which have been prescribed by a doctor, dentist or nurse prescriber, to be taken four or more times a day will be administered by a member of staff. Whenever possible, parents should request that the dose frequency is 3 times per day.

All medicines must be in the original container clearly marked with the child's name, date of birth, prescribed dose, expiry date and written instructions provided by the pharmacy.

The details must be recorded in the medicines file, which is kept in the office. We do not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions (secondary dispensed). Alteration to the label is not acceptable. Any alteration to dosage must be accompanied by written instructions provided by the prescriber.

It is the parent/carer's responsibility to monitor when further supplies of medication are needed.

No child under 16 should be given medicine without their parent's written consent. All medicines must be signed in and out of the office by parents and staff. Staff must complete and sign a record each time they give medicine to a child. This includes medicines or emergency equipment needed for children who have a Healthcare Plan.

Medicines not prescribed by a doctor, dentist or nurse prescriber will not be administered by any member of staff. If a parent wishes to administer a dose of paracetamol at mid-day for example, they should inform the school and make their own arrangements to do so. (With the exception of hayfever medication).

Any emergency medicine given to a child with a Healthcare Plan will be recorded in the Medical File and parents informed as soon as possible.

Any instance of a child refusing to take medicine will be recorded in the Medical File and parents informed.

Where the possible side effects of medicines have been communicated by the prescriber or pharmacist to a member of staff they must ensure that this information is shared with all staff and recorded in the child or young person's file and individual health care plan. If a member of staff notices side effects they must report this to their manager or senior officer on duty who will notify the prescriber and ask for advice.

Information regarding side effects can also be obtained from the Patient Information Leaflet, which must be supplied with every medicine.

Crushing of tablets (or opening of capsules unless specified) is not advocated, as it is an unlicensed use of the medication. If the patient is unable to take oral medication in the solid dosage form it should be referred back to the prescriber/pharmacist for amendment to a suitable liquid/soluble preparation. Medicines must not forcibly be given. This includes the crushing of tablets etc. into food or drinks in order to deceive. Where children and young people refuse to take medication that is essential to their health, a multi-disciplinary meeting must be held which must include the children and young person (where appropriate), the G.P., parents/persons with parental responsibility and representative (if applicable) to decide how to proceed. Any decision must be reached after assessing the care needs of the individual and the decision must be recorded in the individual health care plan. A written procedure must be developed that is specific to the child or young person.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

Storage and Access

Medicines are kept in a cupboard or fridge in the office. All staff are aware and have access to these. Children are aware of where their medicines are stored.

Children have access to their inhalers, diabetic emergency supplies, testing kits and sharps disposal units in the classroom.

- Swimming – One staff member responsible for medication, which will be at the poolside.
- Visits – Children responsible for inhalers, member of staff responsible for EpiPen, emergency diabetic kit and any other medicines.
- Residential Visit - one member of staff will be responsible for the collection, administration and recording of medicines.

We understand that anyone caring for children including teachers, other school staff in charge of children, has a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips. The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day. Staff who are not medical healthcare professionals are supported by us in carrying out specified duties, and covered by the Local Authority's insurance arrangements in the circumstances listed in Appendix 1, provided that they follow this policy, act in good faith and act in accordance with their training.

Additional Information

- Children with long term medical needs have Individual Healthcare Plans.
- Children with Healthcare Plans have Individual Risk Assessments.
- Blank copies of all relevant Medical Forms are kept in the Medical and Standard Forms File.

12. Premises safety

Risk assessments take place on an annual basis (or when a change occurs) and are shared with all staff. The Caretaker has a separate Risk Assessment and is responsible (with the Headteacher and SBM) for site safety. Risk Assessments are displayed in the appropriate rooms.

The Headteacher/School Business Manager/Caretaker have undertaken on-line courses in health and safety.

- Basic health and safety awareness (HT/SBM)
- Fire Safety in school
- Asbestos Awareness
- Working at Height
- Manual Handling
- Legionella
- Ladder Training
- Lone Working

The Headteacher and SBM have carried out a Level 2 Health and Safety in the workplace course and are trained in other areas of Health & Safety – records kept with SBM.

The school displays the required Health and Safety contact poster in the staff room and school office.

The Caretaker completes a monthly health and safety audit of the school. Termly the Headteacher/SBM will carry out a monthly walk around school to ensure all areas of school are checked for safety. Actions will be recorded and followed up by relevant staff. This will be reported to Governors on a regular basis.

The school has a Health and Safety Governor who is also invited to take part in adhoc safety audits of the school.

The Caretaker has a daily checks sheet to ensure that all activities are recorded for audit. This includes areas such as gritting records ; access and regress checks; locking of gates etc.

Whilst the Headteacher/SBM/Caretaker maintain health and safety checks it is the **responsibility of all staff to ensure premises are safe**. Any issue should be reported immediately to the relevant person: Caretaker/Headteacher/SBM and measures be made to make an issue safe.