



Health & Safety Policy

for

**Canon Popham Church of England (VA)
Primary & Nursery School**

**Working Together
We Learn and Grow**

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Vision Statement

Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.

A place where:

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self-discovery*

Everyone Matters!

In Foundation and Voluntary Aided schools the Governing Body is the employer of staff and is responsible for ensuring the health and safety of all staff, pupils and visitors at all times.

The LEA has to provide a health and safety policy for community schools, and this may provide a useful model.

Key legislation underpinning this policy is the Health and Safety at Work Act 1974, the Occupiers' Liability Act 1957 and the Management of Health and Safety at Work Regulations 1999. The Health and Safety Executive's inspectors enforce the 1974 Act in schools. Depending on the circumstances, the courts could hold the LEA, the governing body or both to account for failure to comply with health and safety legislation.

The *Guide to the Law for School Governors* devotes the whole of chapter 15 to this issue. It covers a wide range of activities in and around the school, and trips from the school. Practical advice is given in the DfES publication *Health and Safety of Pupils on Educational Visits* (published in August 2002) and its three-part supplement. Also relevant are the following official guidance documents: *Standards for LEAs in Overseeing Educational Visits* (DfES/0564/2002), *Standards for Adventure* (DfES/0565/2002) and *A Handbook for Group Leaders* (DfES/0566/2002). The Health and Safety Executive also publishes comprehensive guidance (PO Box 1999, Sudbury, Suffolk CO10 6FS; tel. 01787 313995).

The DfES has produced *A Legal Toolkit for Schools: Tackling abuse, threats and violence towards the school community*.

For a concise summary of respective governing body and LEA powers see *Health and Safety: Responsibilities and powers* (DfES/0803/2001).

The importance of health and safety education itself is underlined by the incorporation of key learning objectives within the National Curriculum. See *Safety Education: Guidance for schools* (DfES/0161/2002, December 2001).

Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

Who/what was consulted?

All staff, pupils, parents, and governors have contributed to this policy directly or indirectly, which is based on the LEA's model. The content has also been influenced by guidance from the DfES and the Health and Safety Executive.

Relationship to other policies

This policy should be read in conjunction with other policies detailed in this policy.

1. Rationale

The school has a responsibility to ensure, as far as possible, the health and safety of all members of the school community. This includes staff, children, parents, helpers, governors, contractors, delivery people, students and other visitors.

The school has a responsibility to ensure that staff and children are safe when they are away from the school site on visits.

'It is the duty of every employee to co-operate with requirements and to take reasonable care of him/herself and other persons who may be affected by their acts or omission'

Health and Safety at Work Act 1974

There are many different aspects of health and safety at school to be considered. This policy enables the health and safety issues of our school to be identified and clarified. It enables systems to be set up to manage and monitor these issues.

Doncaster Local Education Authority has a Health and Safety policy. This policy is written in relation to the LEA's policy and to the Health and Safety at Work Act 1974.

2. Aims

- To comply with the Education Department Safety Policy.
- To ensure the health, safety and welfare of everyone working and visiting school.
- To identify issues of health and safety.
- To set up procedures to address the issues of health and safety.
- To ensure that everyone concerned is aware of health and safety procedures.
- To establish and maintain safe working procedures amongst staff and pupils.
- To identify anyone who is particularly at risk.
- To follow up any recommendations made by Health and Safety officers.

3. Objectives

- To maintain a safe and healthy environment throughout the school.
- To make clear the roles and responsibilities of everyone concerned.
- To ensure that appropriate training is made available.
- To provide and maintain adequate welfare facilities.
- To develop safety consciousness.

4. Responsibilities

The Head Teacher has the overall responsibility for the application of the school's Health and Safety policy. However, all staff have a duty to ensure their own safety and the safety of those around them.

The Health and Safety at Work Act states:

'It shall be the duty of every employee while at work:-

To take responsible care for health and safety of themselves and of any other persons who may be affected by their acts or omission and as regards any duty or requirement imposed on their employer or any person by or under any of the statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with.'

4.1 General Responsibilities of Staff

- Know of any special safety measures and arrangements to be adopted in their own working areas.
- Observe standard of dress consistent with safety/hygiene.
- Exercise good standards of cleanliness.
- Know and apply emergency procedures in respect of fire and first aid (as far as knowledge and skills allow).
- Know how to use things provided for own safety.
- Co-operate with other employees in promoting improved safety measures in school.
- No children should be left unsupervised for any reason except in an emergency and then another member of staff should be appraised of the situation.
- No child/children should be allowed out of school for any reason during school hours unless a request is made by a parent/guardian and that parent/guardian accompanies the child or delegates responsibility to someone else made known to the school in advance.

4.1.1 Head Teacher

The Head Teacher has overall responsibility for health and safety and will implement policies and procedures and ensure the operation of effective systems for;

- Compliance with LEA's and school's Health and Safety policy.
- Provide easy access to safety guidance.
- Implement safety inspections, checks and fire drills.
- Maintain equipment, plant and premises.
- Identify staff needs and provide training.
- General safety and welfare including suitable first aid provision and clear arrangements to deal with medical emergencies.
- Reporting and recording accidents, diseases and hazards.
- Rapid dissemination of relevant material.
- The safety of educational visits.
- Take new staff through the policy and explain their roles and responsibilities.

4.1.2 Teachers

Teachers are expected to maintain good order and discipline amongst children and to safeguard their health and safety both on and off the school premises. They have specific duties to teach pupils about hazards and risks associated with different subjects. See *"The General Teaching Requirements for Health and Safety"* which, with other relevant information, can be found at <http://www.hse.gov.uk/education/qca.htm>

4.1.3 Learning Support Assistants, Special Needs Assistants and Nursery Nurses

Learning Support Assistants and Nursery Nurses must model behaviour which encourages pupils to act responsibly and they must follow instructions given by teachers. Like teachers, they must work within the spirit and directions of any relevant health, welfare and safety policies and they must help to control indiscipline likely to lead to health and safety risks.

4.1.4 Midday Supervisors

Midday supervisors are responsible for the immediate area of their work. Like all staff, they have responsibilities under Section 7 of HSWA 1974 to ensure that they work in ways which are safe and without risk to their own health and safety and that of other pupils, staff and visitors.

4.1.5 Pupils

Pupils should dress and behave responsibly. They should not damage intentionally or interfere recklessly with any equipment or arrangements in place to protect health, safety or welfare. During educational visits they must follow directives or instructions of anyone acting as group leader and they must not take unnecessary risks. Head Teachers and teachers may stop any child going on a visit if they consider that the child's behaviour is a danger to themselves or others. Special health and safety requirements will be followed if a child has them written into a Statement of Special Educational Needs.

At times a situation might arise where a pupil needs restraining in order to prevent that child hurting themselves or others or damaging property. In such cases it may be necessary to physically restrain pupils. In such cases minimum force will be used. We follow the advice given in the DfES Circular 10/98 which is an Appendix to the Behaviour policy.

4.1.6 Site Supervisor

The Site Supervisor has a clear statement of his responsibilities.

4.1.7 Visitors

Visitors will be encouraged to demonstrate a responsible attitude to health and safety procedures when they are on school premises or in contact with pupils. They must not intentionally set out to interfere with safety procedures or safety equipment and they must be identifiable as visitors during their stay. The school will inform visitors of any unusual health or safety risks. Any injury to a visitor will be reported to the Head who will take further action if necessary.

If any member of staff requires advice in any area of health, safety or welfare they should seek it from the Head Teacher. Any member of staff requiring further training should see the CPD co-ordinator, currently the Deputy Head.

4.2 Communication with parents

Communication with parents on all principle health and safety matters is essential. Such communication will arise for many reasons including;

- Seeking consent for visits.
- Clarifying emergency contact arrangements.
- Gaining knowledge about medical conditions – parents and carers have prime responsibility for their child’s health and should provide school with information about medical conditions.
- Identifying special arrangements such as medication, toileting arrangements etc.
- Reporting accidents/incidents and the First Aid given.
- Providing information to parents about school policy and our approach to health, safety and welfare and whom parents should approach if they have any problems or questions.

5. Organisation

The Head Teacher will bear ultimate responsibility for the overall safety within the school but will delegate as follows;

- The class teacher is to be responsible for the overall safety of the children and adults in the class.
- The Health and Safety Representatives will circulate literature and information relating to health and safety.
- The Site Supervisor will maintain daily vigilance ensuring that no structural or other items on the premises present a safety hazard. All hazards should be reported to the Head Teacher.

6. First Aid and Accidents

A current list of staff who hold first aid qualifications can be obtained from the School Office, and it is the aim of the school that all teachers and support staff should have First Aid training, with nursery teachers and nursery support staff holding a paediatric first aid qualification.

Procedures:

- In the event of a minor accident of feeling ill, facilities are available in the office, including the possibility of rest.
- For more serious accidents the First Aider will be summoned.
- If there is cause for concern the Head Teacher or Deputy Head Teacher in her absence will be contacted. Arrangements will be made to contact the parents/guardians to come to collect the child.
- Anyone dealing with blood, diarrhoea or vomit must wear plastic gloves.
- First Aid boxes should be kept in the office and checked regularly. A First Aid box will be taken on school trips and checked beforehand.
- All open cuts will be covered.
- Any adult called to assist at any accident should ensure that details are obtained of what happened and witnesses. The accident book should have details entered and any documentation should be completed on appropriate forms.
- All accidents will be recorded in the centrally held accident book.

6.1 Emergency Procedures

All children, staff and other adults working in school are made aware of the emergency procedures in place. Any child requiring assistance beyond the First Aid available in school will be taken to hospital by ambulance, accompanied by at least two members of staff, who will wait with the child until a parent/carer arrives. In this situation, health care professionals will be responsible for any medical decisions made in the absence of a parent/carer. Staff members will never take children to hospital in their own car; both national and local policy state that it is safer to call an ambulance.

Individual Health Care Plans (IHP'S) will include instructions as to how to manage a child in an emergency and identify who has responsibility during that emergency e.g., at play time, lunchtime, on a school trip.

(Please see Appendix 'Policy for Managing Medicines in School').

7. Fire regulations

- In the event of a fire the building should be evacuated immediately and the school assembled on the playground furthest away from the building.
- The office staff, Head Teacher or Site Supervisor will summon the fire brigade, or one of kitchen staff if fire occurs there.
- The registers will be taken by the office staff to the teachers on the playground.
- The office staff, Head Teacher and Site Supervisor (if he is on site) will check all the toilets, shared areas etc. for children and will close all doors to contain the fire.
- Any children under the supervision of other adults away from the class base will be responsible for taking the children with which they have been working to their class line on the field through the nearest available safe exit.
- No-one should return to the building until it has been declared safe to do so.
- The Site Supervisor will test the fire alarms on a regular basis.
- Termly fire practices will be held without notice.

7.1 Lunchtime Fire Procedure

The guidelines as above will be followed except that the lunchtime supervisors hold responsibility for the teacher's role until the teachers arrive. All lunchtime supervisors should be aware of daily totals of children. All toilets will be checked by the Head Teacher or the Deputy Head Teacher in her absence.

7.2 Parents/visitors and fire procedure

Parents/visitors should inform the nearest member of staff and follow their instructions or leave by the nearest available safe exit, taking any children with which they have been working. Inform the first staff member they meet of which children are in their charge. The first priority is to assemble on the field, the second to locate the correct line for the children. Do not re-enter the building until given permission.

7.3 Position of Fire Extinguishers

Please see attached Appendix. Any fire extinguishers missing or damaged should be reported immediately to the Site Supervisor.

7.4 Bomb Alert

Follow the procedures outlined above.

7.5 Other Emergency Procedures

Follow the guidelines as above unless it is safe for children to congregate in the hall. If the emergency results in the parents being called in early for their children, they will be collected from the hall. If another adult is collecting children, this adult should be reliably known by a member of staff. They should write down that they are doing so and inform the other parent as soon as possible, even if it is only a note pushed through their letter box.

8. The School Day

8.1 Morning Procedures

Children are brought into Nursery and Reception classes by their parents and will be met by the teacher. All other children go to their appropriate playground. Children will be met by their teacher when the bell goes. Anyone arriving after 8.45am must come to the main entrance to gain admittance. All children arriving late should report first to the school office where they should be signed in. EYFS children arriving late should be escorted to their classroom.

8.2 Other Visitors

Proof of identity should be given by all visitors not known to the office staff, and all visitors should sign in and out using the Visitors book. Work persons with vans or heavy or dangerous equipment should not move them or work near children.

8.3 End of school day

No child must leave the school premises until the end of the afternoon session without prior permission and in the company of an authorised adult. In such incidences, such as where parents need to take a child for a medical appointment, then they should be signed out of school by the collecting adult. If they then return to school later on that day, they should be signed in again. No child should be taken from the playground by an adult other than a member of staff. Teachers should know in advance if an adult other than the authorised one is to collect a child. Staff can reserve the right to refuse to let a child leave if they have not received prior notification or the adult is not known to them. Upper KS2 children who walk home along must have been given permission by an authorised adult.

At the beginning and end of the school day parents and other adults should not bring their cars into the school car park, or park near (or at) the main entrances.

9. Curriculum Areas

Subject co-ordinators will regularly review their policies in order to keep staff informed of current Health and Safety issues within individual subjects.

10. Contractors

All contractors are asked to report to the office on arrival each day and each foreman should be aware of who is on site and when.

All work should be carried out with regard to current legislation and should be isolated from pupils at all times.

All work should be carried out without putting anyone on the school premises at risk.

Vehicles should not be brought onto school premises without permission and never when children are entering or leaving school, or playing in a play area nearby.

All equipment should comply with British Standards and be well maintained and fit for the task.

All contractors should be aware of COSHH regulations and any harmful substances should be discussed with the Head Teacher first.

All contractors should be given the asbestos file to ensure that they are aware of any locations in school where this may be an issue. They are then expected to act in accordance with the appropriate legislation regarding this.

Co-operation is required with regard to fire regulations and First Aid and accidents.

Failure to comply with health and safety regulations may result in practices being brought to the attention of the Education Authority or the Health and Safety Executive.

APPENDIX 1: MANAGING MEDICINES IN SCHOOLS

The following guidance draws directly on advice contained within DfES publication 'Managing Medicines in Schools and Early Years Settings'

DfES/Department of Health 2005 Ref 1448-2005 DCL-EN.

Please see also refer to the *First Aid Policy* and the *Supporting Children with Medical Needs Policy*

Procedures for Managing Prescription Medicines Which Need to be Taken During the School Day

- Staff will not accept medicines that have been taken out of the container in which they were originally dispensed, nor make changes to prescribed dosages, even if asked to by the parent.
- Short term prescription requirements will only be accepted by staff if it is detrimental to the child's health for them not to be administered.
- Staff will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines will only be accepted by staff in the original container as dispensed which should include the prescriber's instructions for administration. In all cases it should include:
 - Name of child
 - Name of medicine
 - Dosage
 - Method of administration
 - Time/frequency of administration
 - Any known side effects
 - Expiry date
- Medicines will only be accepted by staff if brought into school, by prior arrangement, by a responsible adult and a consent form signed by the parent for administration of medicine. The form can be completed at the school office.

Procedures for Managing Prescription Medicines on Trips and Outings

School will always consider what reasonable adjustments might be made to enable children with medical needs to participate fully and safely on trips. Planning arrangements will always include these children, including appropriate risk assessments.

If any staff are concerned about how they can best provide for a child's safety on a trip, they should seek parental views and/or medical advice from the school health service or the child's GP. For further guidance please refer to the DfES guidance on planning educational visits.

A Clear Statement on the Roles and Responsibility of Staff Managing Administration of Medicines and for Administering or Supervising the Administration of Medicines.

Close co-operation between the school, parents, health professionals and other agencies will provide a supportive environment for children with medical needs. An overview of the relevant legislation can be found in Annex A of the DfES document kept in the Head Teacher's office.

Responsibility for each child's safety will always be clearly defined on the appropriate paperwork (see Annex B attached to this document) and each person responsible for a child with medical needs will always be aware of what is expected of them. The school will always take full account of temporary, supply and peripatetic staff when informing staff of arrangements for the administration of medicines.

School will always designate a minimum of two people to be responsible for the administration of medicine to a child.

A Clear Statement on Parental Responsibilities in Respect of Their Child's Medical Needs.

It is the parents' responsibility to provide the Head Teacher with sufficient information about their child's medical needs if treatment or special care is needed. Parents are expected to work with the Head Teacher to reach an agreement on the school's role in supporting their child's medical needs. The Head Teacher will gain parental agreement before passing on information about the child to other staff. Sharing information is important if staff and parents are to ensure the best care for the child. If parents are having difficulty understanding their child's medical needs they will be encouraged to contact the school nurse or the health visitor as appropriate.

This policy clearly informs parents that it is their responsibility to keep children at home if they are acutely unwell.

It requires only one parent/carer to agree to or request that medicines are administered to a child. It is anticipated that this is the parent with whom the school has everyday contact. Prior written agreement should be obtained from parent/carers for any medicines to be given to a child (see forms in Annex B).

Staff will **NEVER** give a non-prescribed medicine to a child.

Assisting Children With Long Term Medical Needs

Where there are long-term medical needs a health care pro forma will be completed involving the parents and the relevant health care professionals (see Form 2). It is important for staff to be guided by the child's GP or paediatrician. School will agree with parents how often we will jointly review the health care plan in line with the

Children Carrying or Administering Their Prescribed Medication Themselves

It is school policy to support and encourage children, who are able, to take responsibility for administering their own medicines such as an inhaler for asthma. There is no set age when a child can take responsibility for their own medication so this will be a joint decision between school, parents/carers and child. When children administer their own medication it will still be stored by staff in safe custody until such time as it is required by the child. Staff will supervise if a child administers their own medication such as using an inhaler.

Staff Training in Dealing With Medical Needs

The school will contact the Local Education Authority to ensure that proper support and training is received. Staff who have a child with a medical need will always be informed about the nature of the condition and when and where the child may require extra attention. All staff will, where possible, be made aware of the likelihood of an emergency arising and what action to take if one occurs. Back up cover will always be arranged for when the member of staff responsible is absent or unavailable. During the day, as other members of staff become responsible for the child, they will also be made aware of a child's individual needs. Where necessary, staff who manage medicines will have such duties specified in their job descriptions.

Teaching Staff Giving Medicines

Teacher's conditions of employment do not include giving or supervising a pupil taking medicines. Any teaching member of staff who agrees to administer medicines will do so voluntarily. In the absence of any teaching staff member willing to administer medicines, the task will be undertaken by the Head Teacher, or the Deputy Head Teacher in her absence.

Record Keeping

Parents should inform school about the medicine/s that their child needs to take and provide details of any changes to prescription or support required. The school will take steps to ensure that this information is the same as that provided by the prescriber. Any change in prescription should be supported by new directions on the medication packaging or by letter from the prescriber.

The relevant forms (copies can be obtained from the School Office) shall be completed and reviewed regularly.

Although there is no legal requirement for schools to keep records of medicines given to children and the staff involved in the procedures, we believe that it is good practice to do so. Records will offer further protection to staff and proof that we have all followed agreed procedures.

Safe Storage of Medicines

We will only store, supervise and administer medicine that has been prescribed for an individual child. We will only store medicines strictly in line with product instructions. Staff will ensure that containers are labelled with all the relevant information. Where a child needs two or more types of medication, all will be stored in separately labelled containers. Non-healthcare staff will never transfer medication from the original container. Children will always know where their medication is and who will obtain it for them. Emergency medication, such as inhalers will be readily available and never locked away. Medication kept refrigerated can usually be stored with food if kept airtight and the refrigerator must only be accessible by limited personnel. We will always make sure medication is readily available, even if required at short notice, but only available to the prescribed user.

Disposal of Medication

School will not dispose of medication. Parents are responsible for ensuring date expired or unused medicines are returned to the pharmacy. Parents will also be informed that school will not hold medication over a holiday, so uncollected medication will be returned to the pharmacy. Sharps boxes will always be used for the disposal of needles and disposal of these boxes will be arranged through Community First.

Hygiene and Infection Control

All staff are familiar with the normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves.