

# Kenmore Park Infant & Nursery School



## Health, Safety & Welfare Policy

Policy reviewed: September 2019

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Next review date: September 2021

## Health, Safety and Welfare Policy

### 1 Introduction

- 1.1 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. ***(CRC Article 19: Governments should ensure that children are properly cared for, and protect them from violence, abuse and neglect by their parents, or anyone else who looks after them).***

### 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 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. For example, road safety workshops are organised and lead by the LA Road Safety Officer, fire safety talks lead by the London Fire Brigade. Through these workshops we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely. ***(CRC Article 6: Every child has the right to life. Governments must do all they can to ensure that children survive and grow up healthy).***
- 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 technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. ***(CRC Article 24: Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy).***
- 2.2 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, and through the daily act of collective worship.
- 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. Teachers handle these concerns with sensitivity. We also have a service level agreement with the Harrow Schools Counselling Partnership who offer support to pupils, staff and pupils who can self refer.

### 3 School meals

- 3.1 Children are entitled to a free school meal (from September 2014) as part of the universal free school meal offer we therefore expect all parents to take up the offer and no longer allow children to bring in a packed lunch except in exceptional circumstances such as children have a severe medical condition/allergies or religious reasons/special

diets that the school is unable to cater for. Where certain religious days require families to avoid certain foods, parents must put in writing in advance the dates and are allowed to send in a healthy packed lunch which is in line with the schools food policy and healthy packed lunches.

If parents are in receipt of any of the following the child will be eligible for free school meals and further subsidised provision in the school such as extra-curricular clubs and educational visits. :

- Income Support,
- Income Based Jobseekers Allowance, I
- Income related employment and support allowances,
- Support under Part V1 of the immigration and Asylum Act 1999,
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
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We do all we can to ensure that the meals provided have a suitable nutritional value, in line with the requirements of the National School Food Standards and January 2015.

- 3.2** All children are served their food in the school canteen where they eat their meals and are supervised throughout this time.
- 3.3** Our school promotes a healthy lifestyle and is a NUT FREE school raising awareness of food allergies caused by nuts which are life threatening to children in our school (see Allergy Policy). The London Borough of Harrow has the worst oral hygiene statistics across London for under 5 year olds and tooth extractions, in support of the health and welfare of our young people the school takes the hard line that sweets and confectionary are damaging to children's teeth, therefore we do not allow sweets to be brought into school as part of a packed lunch. We ask parents to provide a snack for break time which should be a piece of fruit or vegetable. Children are also allowed to have a bottle of water in the class so that they can quench their thirst at any time during the school day.

#### **4 School uniform**

- 4.1** It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. We agree the requirements for school uniform with parents and we review these regularly.
- 4.2** We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.
- 4.3** It is the responsibility of the headteacher to ensure that the school uniform policy is supported. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 4.4** We consider it the parent's responsibility 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. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves.

We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

- 4.5** On grounds of health and safety we do not allow children to wear jewellery in our school. The rule is **NO** ear-ring studs in pierced ears. Similarly beads worn around the neck as part of a religious practice should be avoided where possible but if not parents must ensure that the beaded string is long enough to be able to lift over the head to remove for PE lessons. Bangles worn for religious purposes should be covered during PE to avoid injury.

## **5 Child protection**

There are designated safeguarding leads responsible for child protection in the school. This is the headteacher (designated safeguarding lead) and the deputy head/Inclusion Leader (Deputy safeguarding lead).

- 5.2** If any teacher suspects that a child in their class may be the victim of abuse, they should inform the designated safeguarding lead immediately about their concerns and also put their concern in writing using the relevant forms which can be found on the staffroom notice board.
- 5.3** The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.
- 5.4** We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

## **6 School security**

- 6.1** We will do all we can to ensure the school is a safe environment for all who work or learn here. There is improved security around the school with electronic entry systems and CCTV 24 hours surveillance cameras inside and outside the school site. All visitors to the school are required to sign in on the school's electronic signing in screen where a photographic image is also taken.
- 6.2** We require all adult visitors to the school who arrive in normal school hours to sign in on the inventory electronic screen in the reception area, and to wear an identification badge at all times whilst on the school premises. Photo ID and DBS checks are also requested for regular visitors to the school who are not supervised at all times when on site and engaging in work/ activities involving young people.
- 6.3** Teachers will not allow any adult to enter their classroom if the school visitor's badge

does not identify them.

- 6.4** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must challenge them if it is safe to do so or alternatively inform the headteacher/site staff immediately. The headteacher/site staff 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. Such concerns may also trigger a school lockdown.
- 6.5** Parents should not come into school with their children in the mornings unless it is really important as this would create further overcrowding in our narrow corridors, especially if other siblings & prams are involved.

**7 Safety of children**

- 7.1** 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 and complete a risk assessment which will need to be signed off by the Headteacher and members of staff overseeing the activity too.
- 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, 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 the school Welfare Room, School Office, Year 2 extension building, Reception & Nursery classes and the Site Managers Office. The following staff at the school have been trained in first aid:

<b>First Aid at Work</b>	<b>Paediatric First Aid.</b>
<b>Mrs. Nubour</b> <b>Mrs. Savva</b> <b>Mrs. Powell</b> <b>Mrs. Bhoja</b> <b>Mrs. Gilman</b> <b>Mrs. Gorsia</b> <b>Mrs. Billah</b> <b>Mrs. D. Shah</b> <b>Mrs. N. Shah</b> <b>Mrs. Parekh</b> <b>Mrs. Mahil-Pooni</b> <b>Mr. Bebbington</b>	<b>Mrs. Karapaty</b> <b>Ms. N. Shah</b> <b>Mrs. Shea</b> <b>Miss. Wackett</b> <b>Mrs. Karia</b> <b>Mrs. Hirtopanu</b> <b>Ms. Tudor</b> <b>Mrs. Wijesinghe</b> <b>Miss. V. Patel</b>

- 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 welfare or administration staff will telephone for emergency assistance.
- 7.5** We record all incidents involving injury in the school logbook, and we inform parents in all cases( they receive a carbon copy of the logged incident. Should a child be seriously hurt, or sustain a head injury we would always contact the parents through the emergency telephone number that we keep on the school files.
- 7.6** Should we need to call an ambulance a member of the Welfare/teaching staff will

accompany the child to hospital if a parent/ carer is not present on the arrival of the emergency services.

7.7 We record all incidences involving 'Drugs' in a School Incident Log Book. ***(CRC Article 33: Governments must protect children from the use of illegal drugs).***

## 8 Seat belts

8.1 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 and adults sit amongst the children to ensure compliance and monitor their safety.

## 9 Theft or other criminal acts

9.1 The teacher or headteacher will investigate any incidents of theft involving children.

9.2 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.

9.3 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 he or she wishes the matter to be reported to the police.

## 10 Monitoring and review

10.1 The governing body has a named governor with responsibility for health and safety matters. 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 processes and procedures with regard to health and safety matters. The governor in question also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

10.2 The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

10.3 The headteacher implements the school 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. ***(CRC Article 32: Governments must protect children from work that is dangerous or might harm their health or education).***

10.4 The headteacher reports to governors annually on health and safety issues.

10.5 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

**This policy promotes the United Nations Convention on the Rights of the Child with strong links to the following articles:**