

# Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

**Proprietors:**  
Ms S. Hall & Miss Z. Campbell  
**Head Teacher:**  
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## Health, Safety and Welfare Policy

### 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 Proprietors take responsibility for protecting the health and safety 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, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic 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 PSHE lessons, and we reinforce these points in science, 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 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.

## **School meals**

Our school provides the opportunity for children to have a meal at lunchtimes. 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.

## **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 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 Head teacher to ensure that the school uniform policy is enforced.

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. 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.

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

## **Child protection**

The named person with responsibility for child protection in our school is Emma O'Donnell, she will follow the procedures for child protection drawn up by the LEA.

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named above about their concerns.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with MASH. 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 by the police, in order to check that there is no evidence of offences involving children or abuse.

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.

## **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. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal school hours to sign the visitors' book in the entrance hall.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Head teacher immediately. The Head teacher will warn any intruder that they must leave the school site straight away. If the Head teacher has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

## **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, they should bring them to the attention of the Head teacher 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 inside the staffroom. All staff have been trained in first aid.

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

We record in the school logbook 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 number 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 where it is necessary for staff to restrain a pupil physically, to prevent them 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.

## **Fire and other emergency procedures**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once 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 testing of the fire alarm system.

## **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).

## **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.

## **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.

Where on the other hand 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 only be those trained in first aid.

## **Theft or other criminal acts**

The teacher or Head teacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Head teacher will inform the police, and 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 he or she wishes the matter to be reported to the police.

## **The health and welfare of staff**

The school takes very seriously the need to safeguard the health and welfare of all our staff. 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 Head teacher without delay.

**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.**

## **Monitoring and review**

The Proprietors of the school are responsible for health and safety matters and, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Head teacher 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.

This policy will be reviewed at least once every two years.

Signed: S. Hall  
Z. Campbell

Date: March 2020