



## **Farnborough Road Infant School**

### **Policy on Health and Welfare**

“Learning, Caring and Achieving Together”

#### **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, safety and welfare of all children and members of staff.

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 **Relationships and Sex Education** and Drugs Education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living including mental health and well-being;
- 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, via School's Council and **Voice 21 discussions and debates**,
- 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 and healthy lives. Teachers take every opportunity to educate children in this regard as part of the curriculum. In our PSHE and Science curriculums children learn respect for their bodies, and how to look after themselves. We discuss these issues with the children 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 learn about safety and drugs in PSHE and Science.

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, moral, social and cultural development of the children through the RE curriculum, through British Values, special events, such as harvest festivals, and through the daily act of collective worship in the classroom, hall or studio.

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 universal free school meals for all 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. Children under five are also entitled to free milk each school day and each child has a portion of fruit each day funded by the Fruit for Schools Scheme.

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

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. Children are also provided with a water bottle which is kept in the classroom to enable children to access them throughout the day.

### **School uniform**

It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised events, even if outside normal school hours. We agree the requirements for school uniform with parents, and we review these requirements regularly. Children are required to wear a school PE kit for all PE lessons. Staff also dress appropriately for the lessons.

We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs.

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.

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, our school will do all it can to support the parent including providing free nearly new uniform through the Family Wellbeing Centre. 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. 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 Designated Safeguarding Lead in school is the Headteacher Ms Jennifer Sephton with Mrs Jenny Price and Mrs Clare Horton as Deputy DSLs. We will 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 in their class may be the victim of abuse, they should follow the school's Safeguarding and Child Protection Policy.

When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the LSCB – Local Safeguarding Children's Board. 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 helpers in school have DBS clearance and files are kept with the relevant documentation. These are updated 3 months before they need to be renewed.

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**

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, health and safety consultants).

We require all adult visitors, who arrive in normal school hours, to sign in using the visitors' electronic entry system in the reception area and to wear a lanyard at all times whilst on the school premises. Information on the visitor's pass will be dated and coloured lanyards indicate their level of contact with pupils.

**Green Lanyards** indicate enhanced DBS clearance – adults are able to work with children alone e.g. Educational Psychologists, Social Services Staff (SWACA, CAMHS) some health Staff

**Orange Lanyards** indicate enhanced DBS clearance- adults are able to work with children under the supervision of school staff e.g. parent helpers, governors, one off visitors- theatre companies, police, fire, invited visitors.

**Red Lanyards** indicate adults may have DBS clearance but **No contact with children is permitted.** Eg contractors, deliveries.

Teachers will not allow any adult to enter their classroom if the school visitor's pass does not identify them.

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, s/he will contact the police.

## **Safety of children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, Key Stage or 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, she should bring them to the attention of the Headteacher **before** the particular activity takes place.

We do not take any child off the school site without the prior signed permission of the parent and all outside visits are risk assessed by staff.

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 have a first aid station in each year group area. A list of qualified Paediatric first aiders is displayed throughout the school.

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, a member of the office team will telephone for emergency assistance. All children who have injuries are given an accident note to take home. Parents are informed if a child has a head injury and are encouraged to come to school and see the child. They may be asked to take the child home for close monitoring or encouraged to seek medical advice.

We record in the school accident book all incidents involving injury, and, in serious cases a serious incident form is completed and a copy given to the parent and the Office Manager to be kept in the Accident Record File. Parents are contacted using their 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 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. If restraint has been required, a written positive handling report will be completed and scanned onto CPOMS and the child's parents will be informed.

## **Fire and other emergency procedures**

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held each term and Lockdown is practiced once a year. 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 Educational Visits). All visits are fully risk assessed and discussed prior to the visit.

### **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. If it is necessary to transport a child in a car, a booster seat will be used. These are stored in the Head Teachers office.

### **Medicines**

Some pupils will at some time have a condition requiring medication (See medical needs and medicines policy). For many, the condition will be short-term and 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 expected to fill in a medication in school form stating required dose and dates/times needed. Medicines will be administered by a member of the SLT and the form signed and dated.

We will do everything we can to enable children who have long-term medical needs 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 and a IHCP (Individual Health Care Plan) written with the support of the Headteacher, SENCO, parents and Health Professionals.

Staff involved in administering the medication will receive training, usually from the school nurse.

### **Internet safety**

We regularly use the Internet in school, (see E- Safety Policy) 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. We seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

### **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 in the incident book.

Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive, and support the member of staff in question if s/he 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. 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 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, and take action in line with the LA's protocol on school and the police.

**Monitoring and review**

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 termly on health and safety issues.

This policy will be reviewed regularly.

**October 2023**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Headteacher.**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Chair of Governors.**