

Welfare, health and safety of pupils

1.1 The School will safeguard and promote the welfare, health and safety of all pupils in the School according to “Keeping children safe in education Statutory guidance for schools and colleges from September 2018” and “The Education (Independent School Standards) Regulations 2014 (Part 3 Welfare, health and safety of pupils)”.

2.1 The school will nominate a person to co-ordinate the planning, implementation and management of safety, health and welfare of pupils.

3.1 All staff will receive appropriate safeguarding and child protection training. In addition, all staff will receive safeguarding and child protection updates (via email, e-bulletins and staff meetings) at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

3.2 All staff will be aware of their local early help process and understand their role in it.

3.3 All staff will receive the training about what to do if a child tells them he/she is being abused or neglected to know how to manage the requirement to maintain an appropriate level of confidentiality. (This means only involving those who need to be involved)

4.1 Children will also be taught 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 will be instructed to educate children in this regard as part of the normal school curriculum. For example, through the science curriculum, children will learn about such things as hazardous materials, and how to handle equipment safely. Children will also be taught respect for their bodies, and how to look after themselves. We will be able to discuss these issues with the children in personal, social and health education (PSHE) lessons, and reinforce these points in science lessons, where children will learn about nutrition, healthy lifestyles and hygiene. They will also be shown how to move and play safely in PE lessons.

5.1 Our school will also promote the spiritual and emotional welfare and growth of children through the PSHE and religious education curriculum, through special events, such as harvest festivals, and through circle time, assemblies and acts of collective worship. Pupils will have the opportunity to discuss problems or issues of concern with their teacher.

6.1 It is difficult to make the school site totally secure, however we will do all we can to ensure that the school is a safe environment for all who work or learn here. We will review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

7.1 While school is in session, entry for visitors is restricted to a single point, the front desk is manned at all times between 8.30am and 3.30pm. All adult visitors who arrive in normal school hours will be required to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

7.2 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them. All staff will be responsible for enforcing this requirement.

8.1 If any adult working in the school has suspicions that a person may be trespassing on the school site, they will have to 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.

9.1 It will be the responsibility of each teacher to ensure that all curriculum activities are safe, and will always be vigilant for hazards concerning equipment or activities related to their area of responsibility

9.2 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. A first aid box will be kept in the reception (*It is part of the H & S policy that regular checks will be made to ensure that these have been restocked*).

9.3 Should any incident involving injury to a child take place, a trained member of staff will assist. If necessary, they will telephone for emergency assistance.

9.4 All incidents involving injury will be recorded in the school logbook and, in all cases, we will inform parents or carers. Should a child be quite seriously hurt, the parents or carers will be contacted through the emergency telephone number that we will keep on file. These numbers will be updated annually, but it will be essential that parents/carers inform us when contact details change.

9.5 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 themselves or to others. In such cases, only the minimum force necessary may be used, and guidance on using physical restraint in schools will be followed. Any action taken will have to be only to restrain the pupil. Physical restraint or other kinds of physical contact as a punishment will never be used. If restraint is required, a written report will be made. Reports will be monitored by the head teacher.

10.1 Procedures for fire and other emergency evacuation will be displayed prominently in all rooms. Fire drills will be held twice each term.

11.1 The school will take very seriously its responsibilities for ensuring the safety of children whilst on school trips. Required adult to pupil ratios will always be adhered to. Risk assessments for school trips will be always carried out by the member of staff responsible for organising the trip.

12.1 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. In such cases, parents or carers will be expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office).

12.2 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 or carers will have to give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container.

13.1 The internet will be regularly used in school, because it has many educational benefits and supports pupils' learning. In order to minimise the risk of children coming across unsuitable material, we will provide constant supervision, and we will use only a filtered service, selected links, and child-friendly search engines. Parents and carers will be asked to sign authorisation for their child to use the internet. We will also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications. Parents who take photos at school events will be required to gain the permission from all parents whose children also feature in the photo before placing on a social media site.