



The Viking Preparatory and Pre-School
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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 Principal takes 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 to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate the children in this regard in the normal school curriculum. For example, in the geography curriculum for year 1, the unit of work "studying the local area", covers the work of the police and fire service. Through this topic 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.

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 and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as Harvest Festivals and through daily class worship.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy).

Each class has the opportunity to discuss problems or issues of concerns with their teacher. Teachers use circle time to help children discuss and overcome any fears and worries that they might have. Teachers handle these concerns with sensitivity.

School Meals

Our school provides the opportunity for children to have a hot meal at lunchtime. We do all we can to ensure that the meals provided have a suitable nutritional value. Some children may bring a dinner from home only if they have a medical problem or a specialist diet. Children are supervised at all times.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

School Uniform

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.

We always have a sensitive approach where the issues 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.

It is the responsibility of the Headmistress to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from 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, 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.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears, one ring, one watch and small objects of religious significance. We ask children to either remove these during PE and games or to cover them with a plaster.

Child Protection

There is a named person responsible for child protection in the school. This is normally the Headmistress, but she may delegate this responsibility in some cases. Our Designated Safeguarding Lead in this instance is Mrs. Karen. Presgraves.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns.

The school's name Safeguarding Lead works closely with social services and the Areas 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.

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.

School Security

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all that 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 to the school who arrive in normal school hours to sign the visitor's book at the entrance.

Teachers will not allow any adult to enter their classroom if they are not identifiable.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headmistress immediately. The Headmistress will warn any intruder that they must leave the school site straight away. If the Headmistress 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. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headmistress before the activity takes place.

We do not take any child off the school site without prior permission of the parent.

If an accident does happen, resulting in injury to the child, the teacher will do all he / she can to aid the child concerned. We keep a first aid box in the conservatory. There are members of staff who are trained in first-aid.

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

We will record all incidents involving injury in the school accident book, and we will inform parents if a child needed medical treatment. Should a child be seriously hurt, we contact the parents through the telephone number that we keep in the contact book.

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. On such cases only the minimum force necessary may be used, and any action taken must only be 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 evacuations are displayed prominently in all rooms. Fire drills are held twice a 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.

Educational Visits

The school takes very seriously its responsibility for ensuring the safety of children whilst on school trips.

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. In such cases parents will be expected to sign the medicine book stating what time, dosage and name of medication is needed.

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 conditions 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.

Illness and Accidents

We must ask parents not to bring their children to school if he / she is unwell as infections can pass very quickly in a working school environment. Stomach upsets and conjunctivitis are two of the worst offenders. We insist that a child who is ill remains at home for at least 48 hours after the illness has disappeared.

Parents will be contacted if a child becomes unwell at school, so that a time can be arranged for you to come and collect your child.

If your child has an accident at school it will be recorded in the first aid book. If a child sustains a bang to the head then a letter is sent home to inform you of what happened, when and how it was dealt with.

If we are worried about a child who is unwell, injured or requires medical treatment, we will contact parents / carers and the ambulance / doctors as necessary.

Head lice

From time to time we have children in school who are infected with head lice. Although this is no longer considered a serious problem it is still a nuisance and we still ask parents to inform the school of such cases. There should be no stigma attached to children catching head lice and they can be treated very quickly and efficiently with lotions that are available from your local chemist or doctor.

In the event of a teacher discovering head lice in a child's hair, the parents will be informed in a discreet way. We also notify all parents if a report of head lice is made to the school and deemed necessary to do so.

With all of the above it is, of course, the Principal's decision as to whether we extend the length of absence from school if she feels it is in the best interests of the children and the school to do so. Doctors and chemists are consulted regularly with regards to the length of time that a child must remain off school.

Seat Belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seatbelts at all times when the bus is moving.

Theft or other criminal acts

The teacher or Headmistress will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headmistress will inform the police.

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. This includes their professional development which we address in our CPD Policy. 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 he / she should inform the Headmistress 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 LEA'S protocol on school and the police.

Monitoring and Review

The Principal and Headmistress have the responsibility for health and safety matters. It is the Principal's responsibility to keep the staff 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 Principal also liaises with the LEA and other external agencies, to ensure that the school procedures are in line with those of the LEA.

The Principal and staff carry out risk assessments where necessary to ensure that the school is a safe environment.

The Headmistress implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all are aware of the details of the policy as it applies to them.

The Headmistress reports to the Principal annually on health and safety issues.

This policy was drawn up, discussed and agreed by members of the Viking School. This policy will be reviewed again in two years time.

Signed:

Dated: