



**Normanton
All Saints CE (A) Infant
School
Health & Safety
Premises Safety Policy
2023- 2024**



National ICT
Mark



They pass this way only once so we should aim to litter their pathway with quality experiences

Section 1: The Intent

The Governors recognise their corporate responsibility as an employer to provide a safe and healthy environment for all stakeholders who come onto the premises. They will take all reasonably practical steps within their power to fulfil this responsibility.

Wakefield Metropolitan District Council has a general Health and Safety policy, which outlines the councils' intent on health and safety issues. It is the intention of the Governors that this policy will operate within the framework of the LA's policy. However, we need to give attention to our own specific circumstances, therefore this PREMISES SAFETY POLICY (PSP) has been written to reflect our particular situation. This PSP demonstrates to staff, pupils, parents and visitors that we are concerned about the health, safety and welfare of all who use our facilities. This policy should be read alongside the business continuity policy and the emergency plan for the school (copies held by the SLT)

The Headteacher intends to provide safe and healthy working conditions for all stakeholders on the premises and to ensure work carried out by employees does not adversely affect the health and safety of others. Where any risk arises the Headteacher will, as soon as is reasonably practicable, install a system to reduce or eliminate that risk. She will call upon the help of the council's specialist Health and Safety adviser where necessary.

This policy is brought to the attention of staff and is available in staff files and the cupboard outside the main office for anyone who wishes to see it. Relevant sections are included in induction information for trainees, volunteers and work experience students.

Section 2: Duties and Responsibilities

1. **The Governing Body** has overall responsibility for protecting the Health and Safety of staff, pupils, parents and visitors to the school.

2. **The Headteacher** is responsible for

- a) Managing the day-to-day requirements of the school. This includes producing a written statement on Health and Safety issues relevant to the school premises, bringing this to the attention of all staff and monitoring its implementation. The Headteacher will attempt to resolve any Health and Safety related problems and will report any matters, which cannot be resolved at school level, to the Governors. The Headteacher has responsibility for this Premises Safety Policy. The Headteacher will liaise with the staff Health and Safety representative and the Governor's Resources Committee to monitor, maintain and improve health and safety standards on a regular basis.
- b) Organising safety procedures and reporting, recording and investigating systems eg fire, electrical, evacuations, educational visits, medicines etc
- c) Assessing substances hazardous to health, under the COSHH legislation.
- d) Ensuring staff access appropriate training for Health and Safety procedures eg induction procedures for new staff, Teamteach/REACT, Emergency First Aid, Epipen, Epilepsy, manual handling
- e) Have access to pupil contact details at home via Integris.

3. **The School's Health and Safety Representative Team** is responsible for assisting the Headteacher and Governors in implementing this PSP. Specific duties include:

- a) Assessing and monitoring the PSP and reporting findings to governors
- b) Completing section policies and keeping up to date with changes in legislation
- c) Carrying out regular safety audits (termly) and classroom hazard checks with staff.
- d) Checking new equipment for safety standards.
- e) Organising fire evacuation procedures, conducting weekly alarm testing and termly fire drills.
- f) Completing documentation and keeping this up to date eg the fire register
- g) Completing and storing risk assessments with staff, parents and pupils
- h) Filing maintenance check sheets of equipment checks eg fire equipment, lighting, PE equipment checks
- i) Ensuring the school has an effective system for reporting, recording and investigating accidents on the premises and that all reasonable steps are taken to prevent these from re-occurring.
- j) Assessing substances hazardous to health, under the COSHH legislation.
- k) Ensuring staff access appropriate training for Health and Safety issues.
- l) Reporting defective equipment to the Headteacher.
- m) Filing manufacturer's instructions / guarantees.

n) Ensuring that legal notices are displayed.

4. Staff responsibilities include:

- a) The care and control of pupils as set out in current teacher's pay and conditions of service document and teacher standards.
- b) Complying with relevant school policies and procedures e.g. Safeguarding, Code of Conduct, Administering Medication, Emergency/First aid, risk assessment procedures, Asthma care
- c) Ensuring their classroom is secure eg closing doors, windows, not hanging displays near to alarm sensors
- d) Completing half termly classroom hazard checks
- e) Checking to ensure materials are stored correctly and safely eg not placing heavy boxes on high shelves
- f) Reporting defective equipment to the Headteacher or Health and Safety representative team
- g) Admin staff will ensure contractors sign in and are give safety information eg asbestos information plan
- h) Admin staff will ensure that contact details for all pupils are completed and filed (paper and electronically)
- i) Admin staff to create and update termly an emergency contact tree for all staff to have a copy for use in an emergency situation they will also have staff details saved on parent mail.

5. Caretaker/Cleaning staff responsibilities include:

- a) Maintaining the premises in safe, clean conditions, according to their job description details
- b) Checking the handling and storage of materials.
- c) Reporting defective equipment to the Headteacher and Robertsons.
- d) Locking storeroom doors during school hours when pupils will be on the premises.
- e) Storing hazardous materials safely
- f) Displaying legal notices e.g. wet floor sign

6. Parent/carer and pupil responsibilities include:

- a) Complying with displayed health and safety procedures eg closing school gates
- b) Complying with school policies eg administering medications, informing us of up to date pupil information/contact details
- c) Complying with the home school agreement
- d) Complying with school and class safety rules and procedures
- e) Informing the Headteacher of any health and safety issues eg dogs tied up at the school gate, damaged fencing on pathways, cracked paving, obstructions such as overgrown bushes, litter, dog fouling

7. Contractors on site responsibilities include:

- a) Signing in and out
- b) Collecting safety information from the school office eg asbestos plan
- c) Complying with displayed health and safety procedures eg closing school gates
- d) Following correct safety procedures to ensure everyone is kept safe whilst they complete their work eg tools and equipment stored safely, the area is cordoned off until work is finished, area left clean and safe, complying with fire drills

8. Trainees and Visitors on site responsibilities include:

- a) Signing in and out
- b) Collecting safety information from the school office eg work experience flyers, induction packs, induction forms
- c) Complying with displayed health and safety procedures eg closing school gates
- d) Complying with school and class safety rules and procedures

Health and Safety Documentation and inspections

All relevant documentation is stored in files outside the Headteacher's office for guidance.

- Staff will be asked to inspect their rooms half termly and periodically in between, to check for hazards and repairs that may be needed
- P.E. and electrical equipment will be checked each time it is used and any faults reported immediately.
- Checks will be made to ensure that Fire Evacuation routes are clearly displayed.
- Escape routes from classrooms, corridors and main entrance doors need to be kept clear at all times.
- Details of repairs to be made should be reported to the school office.
- The Headteacher and the Health and Safety representative will make regular site checks to ensure Health

and Safety standards are maintained.

- Emergency aid posters, Safeguarding and Teamteach/React posters displayed around school.
- Non-confidential medical information is displayed in the staffroom and dining area plus the pupils photograph so that everyone is aware of needs/and or disabilities and can support as required.
- The Headteacher will give a regular Health and Safety report to the governing body.

Section 3 - Arrangements for dealing with identified safety risks (in alphabetical order)

1. Accident/injury form

- ↻ Any accident or injury to a pupil during the school day must be recorded on the *school's accident form*, from the school office. A copy is kept in school and one is sent home with the pupil. The *accident book* in the office may also need to be completed for more serious injuries if the pupil has needed hospital care. Admin staff will complete these on behalf of the Headteacher.
- ↻ Members of staff must complete the accident form if they are injured on school premises or on an educational visit. Admin staff will advise on the correct forms needed.
- ↻ Staff must seek adult help so pupils are not left unsupervised whilst they give emergency aid to an injured child or adult
- ↻ If treating a bleeding injury, plastic gloves **are available to be worn** to avoid spreading infectious diseases.
- ↻ Minor injuries can be dealt with by any member of staff but more serious injuries should be dealt with by staff trained in Emergency First Aid. There will be a paediatric first aider available in the Early Years Foundation Stage, including the off-site nursery.
- ↻ All major injuries and dangerous occurrences will be reported to the LA within 24 hours.
- ↻ Every effort will be made to inform parents. Emergency contact details will be used if necessary. The Headteacher will assume full responsibility until the parent is located.
- ↻ The Headteacher will call an ambulance if necessary, and an adult will accompany the child to hospital if the parent cannot be located.
- ↻ If a fatal accident occurred on the premises, the Headteacher must inform the Health and Safety Executive and follow set procedures. **In such cases, NOTHING AT THE SITE MUST BE MOVED UNTIL ANY NECESSARY EXAMINATIONS HAVE TAKEN PLACE.** The Chair of Governors must be informed.

2. Administering medication, including inhalers

- ↻ Parents must sign an 'administering medication' form, requesting school staff to administer medication on their behalf. Any child who requires an inhaler the parents complete the consent form and the administering medicine form.
- ↻ A delegated person will administer medication to the pupil, in accordance with the instructions left by the parent on the 'administering medication' form.
- ↻ Medication is stored securely in the staff room, except inhalers which are stored for immediate access in class. Medication for pupils who may require an Education Health Care Plan (EHCP) or Health Care Plan (HCP) due to long term and/ or life-threatening illness/ condition will be stored in accordance to the need and advice from external agencies. This may be stored in a classroom or an area where the child is mostly present for quick access.
- ↻ Medication must be prescribed, named and in the container, it was dispensed in from the chemist.
- ↻ Staff will follow the asthma care policy (*see asthma care policy*)
- ↻ Lunchtime supervisors know where they are kept in case they are needed at lunchtimes.
- ↻ Medical information is recorded on pupil's records. Non-confidential information is displayed in the staffroom and dining area plus the pupils photograph so that everyone is aware and can support as required.

3. Anaphylaxis care (see policy details in appendices section)

4. Asthma care (see policy details in appendices section)

5. Behaviour (see behaviour policy). Pupils with high/ challenging behavioural concerns/ needs will have an individual risk assessment and / or individual education/ behaviour plan which will be shared with school staff and parents of the child.

6. Buildings and grounds

- ↻ All rooms will be kept tidy so that staff and pupils actively support the cleaning staff in their work.
- ↻ Bins will be provided and emptied at the end of each day.
- ↻ Defects in heating, lighting, plaster work, masonry, doors, windows, playground surfaces, paths, steps, fences etc. must be reported to the Headteacher or Health and Safety representative.
- ↻ Cleaning staff must ensure the storeroom door is locked when not in use.

- ↪ All staff will maintain agreed gate safety procedures. Gates will be locked at all times except for the start and end of the school day to allow parents to drop off or collect their child.
- ↪ All staff and pupils are made aware of safety rules to adhere to inside the building and on the playground
- ↪ All are aware that we must keep well away from the church wall, the boundary with our playing field
- ↪ The absconding policy is in place and shared with governors and staff and will be reviewed if and when needed

7. Boiler room/cellar

- ↪ Access to these areas is limited to authorised persons only. Keys available in the school office
- ↪ The Headteacher will have direct responsibility for the upkeep and maintenance of these areas, which should be kept locked at all times when unattended.
- ↪ The Headteacher will ensure clear access to these areas and that they are kept clean and tidy
- ↪ The main boiler room will not be used for storage purposes
- ↪ Designated staff will be aware of the operating procedures for the heating system

8. Bomb alerts

- ↪ Anyone receiving the threat should take careful details of the message and note the exact time.
- ↪ The school will follow the evacuation/ invacuation policy (lock down). A lock down drill will take place at least annually.
- ↪ The police and the chair of governors will be informed.
- ↪ School will re-open at the discretion of the Headteacher, after consultation with the emergency services.

9. Lockdown procedures (See policy)

10. Children left on the premises at the end of the day

- ↪ Every effort will be made to contact the parents or the pupil's emergency contact person. The Headteacher or Assistant Headteacher or SLT will remain with the pupil. If a parent or contact cannot be found by 4.45pm the Headteacher will inform the EWO / Social Services.
- ↪ Pupils will be supervised in the main entrance and the person collecting will collect from there.
- ↪ Pupils who take part in after school clubs will be supervised at the end of the activity by either their own teacher or another member of staff, to ensure they have been collected by the appropriate adult.

- 11. Classroom hazard checklist** Each class teacher will complete a H&S checklist for their classroom and the caretaker will complete other checklists for other areas in the school. The caretaker/ SBM will check these forms and the caretaker will complete jobs. If there are other issues highlighted the SBM will contact Wakefield Council / Robertsons to complete these jobs.

12. Contractors working on-site

- ↪ Site meetings will be held with contractors as necessary and working practices will be agreed.
- ↪ They must report to the office to collect safety information e.g. asbestos plan
- ↪ They must sign in and out
- ↪ They must comply with displayed health and safety procedures
- ↪ They must follow correct safety procedures to ensure everyone is kept safe whilst they complete their work eg equipment stored safely, the area is cordoned off until work is finished, area left clean and safe
- ↪ They should report to the caretaker during holiday periods.
- ↪ The Headteacher/ designated member of staff will make periodic checks on contractor's activities.
- ↪ Where practices or work is not satisfactory the Headteacher will request that correct procedures are followed. If this cannot be agreed, the contractors will be told to leave the site. The Chair of Governors will be informed.

13. Curriculum

a) Animals

- Animals must not be brought onto the premises without the permission of the Headteacher.
- Staff wishing to foster 'care for animals' through the introduction of a class/school pet, must seek the approval of the Headteacher. Only suitable animals will be allowed and a risk assessment will be carried out and displayed.
- Dangerous animals must not be brought into school. Specialist animal groups eg Zoolab are able to attend school provided they submit risk assessments and give the highest priority to animal welfare and the safety of staff and pupils
- Good hand hygiene must be adhered too before and after handling the school's pets.
- School chickens will be kept inline with current guidance in relation to bird flu restrictions.

b) Art, Design and Technology

- Staff must ensure that pupils are supervised at all times.
- Appropriate protective clothing should be worn.
- Sharp tools should be stored safely.
- Tools must only be used for their intended purpose.
- Glue guns should only be used by an adult.

c) Equipment and Materials

- Correction fluid must not be used by pupils
- Marker pens should be water based
- Pen tops should have ventilation holes
- Polystyrene from packaging will not be used by pupils
- Materials should be stored and labelled carefully and appropriately

d) Food Technology

- Pupils should be supervised at all times.
- The floor, work surfaces and utensils must be clean.
- Food used should be within the 'use by' date.
- Waste should be disposed of correctly.
- Pupils should wear aprons and wash their hands
- Staff must wash aprons after use
- Pupils should not carry hot food or liquids themselves
- Pupils must not put items into a hot oven or take them out, an adult should do this for them
- Oven gloves are available for adults to use
- Colour coded system is in place and will be followed during BBC and cookery sessions to prevent cross-contamination.
- A small number of staff will hold a food hygiene certificate including members of the BBC.
- All pupils must wash their hands and have hand gel applied.

e) Physical Education

- Staff must complete safety checks each lesson and notify the Headteacher of any concerns.
- Contractors check the large PE equipment annually
- Pupils are taught safe storage and handling techniques
- All staff are responsible for the correct storage of P.E. equipment and every effort must be made to return the equipment to the appropriate place within the P.E. store at the end of each lesson.
- A member of the subject leader team for PE will check the P.E. store weekly and tidy it, if necessary.
- Pupils will wear the correct PE kit and footwear. Earrings will be taped in PE sessions. Long hair will be tied back.

f) Study Support

- Written parental consent must be obtained if a pupil is to take part in after school activities.
- Parents will be informed as soon as possible if activities have had to be cancelled at short notice. Pupils who cannot be collected by parents must be kept in school until the time the activity would normally have ended.
- Study support leaders must maintain an attendance register, provided by admin staff.
- The Headteacher or a member of staff designated in her absence will remain on the school premises until the study support activity has ended to ensure all pupils have been collected. If a pupil is not collected, every effort will be made to contact the parents or the pupil's emergency contact person. If a parent or contact cannot be found by 4.45pm the Headteacher will inform the EWO / Social Services.

14. Drugs (see policy details in appendices section)

15. Discarded needles (see policy details in appendices section)

16. Educational Visits

- ↻ The Headteacher must be informed of all planned visits and will seek the Governing Body's approval
- ↻ A risk assessment must be carried out prior to the visit and the Evolve system for Wakefield Council will be used. The Headteacher will approve risk assessments.
- ↻ The relevant staff must have previewed all planned visits whenever possible.
- ↻ Letters should be sent to parents giving details of the visit, contribution costs, dates, times, spending

money, special clothing etc.

- ↻ Parents must complete a consent form before their child will be taken on the visit. The adult:pupil ratio will vary according to the nature of the event. A simple guide would be 1 adult to 8 pupils on an indoor visit e.g. to the theatre or 1 adult to 6 pupils if walking in the locality. Preferably more adult help would be used whenever possible.
- ↻ Staff with a current emergency aid/first aid certificate must attend educational visits.
- ↻ Pupils may walk to certain venues. Coaches (fitted with seat belts) will be used for transporting pupils to distant venues.
- ↻ A member of school staff will be present on each coach
- ↻ Each child will have their own seat, with a seat belt
- ↻ The leader should carry a list of all pupils, including pupil's medical condition, medication, etc.
- ↻ The leader should inform all helpers of any medical conditions of pupils on the visit, including information on how to deal with any condition which may prevail.
- ↻ The Headteacher should have a list of all the pupils taken on the visit.
- ↻ First Aid equipment must be taken.
- ↻ If a serious accident / emergency situation occurs, similar procedures should be adopted to those required within school. The Headteacher should be notified as soon as possible. Pupils should not be left unsupervised.
- ↻ All pupils should be given clear instructions regarding behaviour and safety rules.
- ↻ Staff should carry out regular headcounts and have an agreed procedure if groups become separated from the main party.
- ↻ Senior leaders will have attended educational visits coordinator training.

17. Electrical safety

- ↻ The ICT technician/ SBM and Health and Safety representative will co-ordinate the registration, inspection and annual Portable Appliance Testing of all electrical equipment.
- ↻ All portable electrical appliances will be listed in the inventory and records kept of inspections and repair
- ↻ Faults in electrical devices will be reported immediately to the Health and Safety representative
- ↻ Faulty devices should be taken out of use until they have been checked and repaired
- ↻ Emergency lighting checks are carried out annually by LA contractors and carried out monthly by the caretaker

18. Emergency Aid/First Aid

- ↻ There are specified adults who have been trained to administer First Aid and members of the EYFS team who hold a paediatric first aid qualification and lists of these members of staff are displayed in the school office and various areas within school including health and safety boards.
- ↻ First Aid boxes are located in the following areas: -
 - School office Breakfast Club Nursery
- ↻ A basic set of equipment will be available in each cloakroom/ classroom e.g. apron, plastic gloves, wipes, anti bacterial gel
- ↻ Office staff will check the stock weekly and replenish as necessary.
- ↻ The lead teacher of an educational visit will ensure a first aider also attends
- ↻ The first aider will make up a first aid travel kit to take with them
- ↻ Creams, lotions, etc, will not be used.
- ↻ Plastic gloves must be worn when treating bleeding injuries and waste should be disposed of correctly
- ↻ Surfaces contaminated with blood should be washed with disinfectant.
- ↻ If a pupil vomits, this should be covered with biohazard material and then cleaned away.
- ↻ Parents of a pupil who is ill at school will be contacted to collect them as soon as possible.
- ↻ Parents are asked not to send their child back to school until they have had 48 hours without sickness.
- ↻ First aid kit to be taken onto the playground by duty staff.

19. Emergency Plan / Emergency Response and Business Continuity Plan See information located outside the Headteacher's office. Each member of staff named on the emergency plan will understand their own responsibilities and will have their own copy of this.

20. Epileptic care (see policy details in appendices section).

21. Fire

- ↻ Staff should follow fire drill procedures, clearly displayed around school
- ↻ The fire alarm must be raised by switching on the system. There is a fire alarm point located at every exit

door throughout the school (see school plan).

On hearing the alarm bell, each class will leave the building immediately by the nearest door.

The teacher and any adult with the class will take pupils outside.

Each class registers to be taken onto the playground.

All classes will assemble on the playground for a roll call.

Office staff will take out the various signing in/out logs in the entrance hall and 'Children leaving the premises early' log to aid with the roll call.

Each teacher will report to the senior teacher on duty and confirm all pupils are present.

For a bomb alert please follow the same instructions as above.

Any missing children will be reported to the Headteacher, who will endeavour to find them.

If it is safe to do so, staff can attack the fire using extinguishers located in the following areas: -

Fire equipment in school			
Location	Equipment	Type	Use
1. Car park entrance	Extinguisher	Foam	Non-electrical
2. Car park entrance	Extinguisher	CO ₂	Electrical
3. Outer office hub	Extinguisher	CO ₂	Electrical
4. Outer office hub	Extinguisher	Hydrosprax	Wood/ Paper
5. Staffroom	Extinguisher	CO ₂	Electrical
6. Office	Extinguisher	CO ₂	Electrical
7. ICT Suite	Extinguisher	CO ₂	Electrical
8. Outside the caretaker store	Extinguisher	Hydrosprax	Wood/ Paper
9. Hall	Extinguisher	Foam	Non-electrical
10. Kitchen	Extinguisher	CO ₂	Electrical
11. Breakfast Club	Extinguisher	CO ₂	Electrical
12. Breakfast Club	Fire reel hose	Water	Non-electrical
13. UFC3 (Upper Foundation)	Extinguisher	Foam	Non-electrical
14. UFC3 (upper Foundation)	Extinguisher	CO ₂	Electrical
15. UFC1 (Upper Foundation)	Extinguisher	Foam	Non-electrical
16. UFC1 (Upper Foundation)	Extinguisher	CO ₂	Electrical
17. Year 1 middle room	Extinguisher	CO ₂	Electrical
18. Main entrance	Extinguisher	CO ₂	Electrical
19. Main entrance	Extinguisher	Hydrosprax	Wood/ Paper
20. Outside cleaner's store	Fire reel hose	Water	Non-electrical
21. Outside cleaner's store	Extinguisher	CO ₂	Electrical
22. Outside cleaner's store	Extinguisher	Foam	Non-electrical
23 & 24 Boiler house	Extinguisher x 2	CO ₂	Electrical
25. Breakfast Club	Battery smoke alarm		
26. Breakfast Club	Fire Blanket		Pan fire
27. Breakfast Club	Fire Blanket		Pan fire
28. Breakfast Club	Fire Blanket		Pan fire
29. Breakfast Club	Fire Blanket		Pan fire
30. Kitchen	Fire Blanket		Pan fire
31. Staffroom	Fire Blanket		Pan fire

If the escape route is cut off, go to a room with a window, close the door behind you and call for help

If in a smoke-filled area, crawl on hands and knees, keeping face close to the floor as air will be clearer

Staff to complete their register, reporting missing pupils to the Headteacher who will endeavour to find them

No one to re-enter the building until the Fire Brigade have declared the building is safe to do so

The Health and Safety representative will make weekly alarm checks

The Health and Safety representative will organise termly fire drills and record details in a fire register

All staff will ensure all fire doors are closed and in good condition and exits are free from obstructions

Alarms, extinguishers and emergency lighting systems are maintained by contractors (WMDC).

A Fire Liaison Officer from Wakefield MDC carries out an annual Fire Risk Assessment Review

School will keep records of these and the action plans created.

Displays are to be sprayed with fire retardant spray and this is to be recorded. If the fire service request materials to be tested the school caretaker will do this and the school business manager will record the findings. Any materials found to be of a concern will be removed.

After a fire drill written records will be completed and sent to Wakefield LA.

↪ Once evacuated, pupils are to be lined up away from the school building.

Fire ~ Lunchtime Procedures This procedure involves the lunchtime supervisors taking initial responsibility to quickly and safely evacuate all pupils without the help of teaching staff, other than the Headteacher. Teaching staff will obviously help with the evacuation if they are on the premises at lunchtime, but they are not required to stay on the premises during lunchtime and cannot be relied upon at this time.

If a fire is discovered: -

1. The alarm must be raised by sounding one of the fire bells
2. Pupils and lunchtime staff in the hall must walk out to the assembly point using either ramp doors or through the dining area
3. Pupils and lunchtime staff in the dining area must walk out to the assembly point through the nearest safest classroom door
4. Pupils and lunchtime staff already outside must walk to the assembly point on the playground.
5. Pupils to line up in classes ready for class register check.
6. Lunchtime staff to check pupils in own class against pocket register information.
7. Lunchtime supervisor to telephone the fire brigade then go outside and assist with the register count.
8. Report missing pupils to the Headteacher who will endeavour to find them.
9. Headteacher and senior staff to check all toilets and return to assembly point to assist register count.

Fire ~ Brainy Breakfast Club (BBC)

If a fire is discovered, BBC staff should follow fire drill procedures as above, taking pupils out to the playground assembly point by the nearest safe door. They will use the BBC register for a roll call.

22. Head lice (see policy)

22. Hot drinks

- Hot drinks in an open top mug may be offered in a designated safe area where there are no pupils present.
- No hot drinks are permitted during playtimes
- Hot drinks will not be consumed where pupils are present.

23. Infectious diseases

- ↪ A list of diseases in the school and nursery office (HSE poster) gives guidance, including when pupils can return to school
- ↪ Parents will be contacted to collect their child
- ↪ If an outbreak occurs the Headteacher will inform the Environmental Health Medical Officer as required.
- ↪ Parents and the school nurse will also be notified

24. Interactive whiteboards and projectors. The ICT technician will ensure all whiteboards and projectors are turned off at the end of each half term. They will be cleaned and checked regularly.

25. Legal notices

These are displayed and used to highlight potential hazards or help in emergencies. They include: -

- ↪ Fire evacuation routes
- ↪ Fire alarm and extinguisher locations
- ↪ Fire door notices
- ↪ Exit and Fire exit signs
- ↪ First Aid location signs
- ↪ Emergency First Aid certificate holder poster
- ↪ Wet floor signs
- ↪ Hazard warning tape / barrier and signs
- ↪ Anti-vandal paint signs
- ↪ Safeguarding statement posters ~ Child Protection, Safer recruitment, Data Protection
- ↪ Designated Teacher & Governor for Child Protection
- ↪ Team Teach/REACT certificate holder poster

26. No Smoking and Vaping

↪ No smoking/ vaping is allowed on the school site, this includes the use of e-cigarettes. This includes on the playground and on the outside of the premises.

- ☞ Legal notices are posted on each outside door

27. Physical restraint

- ☞ Several staff have been trained by the LA and in physical restraint techniques (Team Teach / REACT). Team Teach/REACT is used as a last resort.
- ☞ Notices are placed around school to notify all staff of who can support them if a pupil needs to be restrained. Non-trained staff must not restrain pupils.
- ☞ Refresher training is provided every 3 years
- ☞ Red card system is in place to alert staff when behavioural concerns have been raised and staff respond immediately. Identified children will have a positive handling plan and a risk assessment.
- ☞ New staff are trained as appropriate
- ☞ If a pupil has had to be restrained the incident will be recorded in the Bound and Numbered book/React log and parents will be informed.
- ☞ If an injury (staff or pupil) has occurred then the appropriate form (including the violent incident form) will be completed and given to the Headteacher. Violent Incidents will be logged by the SBM with the LA as per the guidance.

28. Playtime ~ Outdoors

- ☞ Staff follow a rota for playground duty, which is displayed in the staffroom.
- ☞ There are at least two members of staff on duty. At least one needs to be first out onto the playground, usually after assembly which ends at around 10.30am. It is essential the other classes wait until at least one of these members of staff has reached the playground before sending out their own class, to ensure no pupils are sent out unsupervised.
- ☞ Each member of staff on duty must take a whistle out onto the playground, to be used in emergencies.
- ☞ Pupils who are injured on the playground must be escorted inside by another pupil, who will take them to the staffroom to be treated.
- ☞ If a serious accident occurs a first aider and/ or the Headteacher/ senior leader will be called.
- ☞ A few minutes before the end of playtime, playground staff also patrol the side of school.
- ☞ At the same time pupils can enter school without delay.
- ☞ Pupils will be sent in when duty staff stand down the side of school.
- ☞ Pupils are expected to walk quietly, in an orderly manner, back into school.
- ☞ Staff should be back in class before their pupils, to ensure correct supervision is given.

Indoors

- ☞ In cases where the weather is too bad to go outside pupils will remain indoors in their own classrooms.
- ☞ They will be given a variety of play activities and must remain in their own classrooms during break time.
- ☞ Good behaviour is expected at all times.
- ☞ Duty staff will agree which area to patrol, either F/Year 1 or Year 1/Year 2 areas of the building.

- 29. Risk assessments** Risk assessments are in place for individual children if required, all children who are temporarily incapacitated and also areas of the school.

- 30. Safeguarding (child protection, safer recruitment, data protection, managing allegations)**
(see Safeguarding policy on display boards and in file)

31. Serving Kitchen

- ☞ Food is delivered directly to the kitchen area in canisters which are then heated in the ovens. The kitchen door is opened by a member of the office staff/ kitchen staff who supervise the delivery and collection of dinners at all times. The internal kitchen door should remain closed when pupils are in the building.
- ☞ Kitchen staff report faults/concerns to catering contractors and the Headteacher/ SBM
- ☞ A fire blanket is available in the kitchen. Fire extinguishers are located in the dining hall.

32. Security

- ☞ The caretaker will carry out security checks each morning and report any incidences to the Headteacher.
- ☞ Staff will be vigilant in closing windows and doors and looking out for intruders on the premises and reporting this to the Headteacher
- ☞ A locking system operates within school, so that external doors lock automatically as they close, to prevent intruders entering the building. Doors can only be opened from outside with the relevant key.
- ☞ External doors should be closed by 8.45am and care should be taken to ensure that all doors are closed at playtimes and lunchtimes. People who arrive later than 8.45am must enter school through the main office.

- ↵ External doors should be closed by 3.25pm.
- ↵ The caretaker will carry out a security check each evening, prior to setting the burglar alarm.
- ↵ School gates should be locked when not in use, to ensure the safety of the pupils during the school day.

Section 4

Inclusion The policy will be applied to all pupils. We welcome our general responsibilities under the Disability Equality Duty by promoting equal opportunities, eliminating discrimination and improving access to learning for disabled people. In order to comply with the requirements of the DDA 2006 we will make reasonable adjustments to ensure all stakeholders understand and can follow this policy. We will actively seek to remove any barriers to learning and participation that may hinder or exclude individuals or groups of pupils.

Safeguarding statement

Child Protection Through their day-to-day contact with pupils and direct work with families, education staff have a crucial role to play in noticing indicators of possible abuse or neglect. Where it appears to a member of staff that a child may have been abused, the school is required, as part of local child protection procedures, to report their concerns to social services immediately. The Headteacher (and the Deputy Headteacher in her absence) is the designated teacher responsible for child protection. The Chair of Governors is the designated governor responsible for child protection.

GDPR

UK General Data Protection Regulation: The school is collecting this data in order to meet its statutory responsibilities for the provision of education to children in accordance with the requirements of the Education Act 2002 and The School Standards and Framework Act 1998. Some of this data will be shared with Wakefield Metropolitan District Council and may be shared with other agencies that are involved in the health and welfare of school children Please see the privacy notice on the website for more information on how your data is used.

Safe recruitment and selection of staff. This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts are exempt from the Rehabilitation of Offenders Act; therefore, all convictions must be declared. Providing false information is an offence. Appointed staff, governors, regular volunteers and trainees have identity, qualification and DBS checks and have been successfully cleared to work with children.

Monitoring and review This policy is monitored by the Headteacher, who reports to governors about the effectiveness of the policy on request. It will be reviewed appropriate to new legislation or to the needs of the school.

Related policies

Accident/injury form	Administering medication policy	Asthma care policy	Anaphylaxis care
Behaviour policy	Classroom hazard checklist	Drugs policy	Discarded needles policy
Aid/First Aid certificate holder poster	Epileptic care	Head lice policy	Emergency
Risk Assessment Policy and risk assessments certificate holder poster	Safeguarding policy & related posters	Team Teach	
Absconding policy	Emergency plan	Business continuity plan	GDPR policy
Covid risk assessment and all associated amendments to the above policies as appropriate.			