

*KILLOWEN PRIMARY SCHOOL*

**HEALTH, SAFETY  
& WELFARE POLICY**

**JUNE 2016**

# Killowen PS Health, Safety and Welfare Policy

## **1 Introduction**

- 1.1** The health, safety and welfare of all the people who work or learn in Killowen Primary School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the EA and CCMS, takes responsibility for protecting the health and safety of all children and members of staff.

## **2 The School Curriculum**

- 2.1** 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 children in this regard in the normal school curriculum. For example, in the World Around Us teaching during the Foundation Stage, the topic 'People who help us' deals with the work of the police and fire service. Through this topic we can also 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 safely.
- 2.2** We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PDMU lessons and we reinforce these points as children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3** Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter, and key Stage 2 children also receive lessons on the dangers of misusing drugs/alcohol etc.
- 2.4** Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as First communion ,confirmation services , and through daily lessons and prayer times .
- 2.5** Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers may use circle time to help children discuss and overcome any fears and worries that they may have. Teachers always handle these concerns with sensitivity.

## **3 School Meals**

- 3.1** Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value, in line with government standards.

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- 3.2** If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.
- 3.3** Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten at break-time or lunch times . Our healthy eating break policy is implemented on a daily basis.

## **4 School Uniform**

- 4.1** It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours. We inform parents of the requirements for school uniform and we review these regularly.
- 4.2** We seek to have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.
- 4.3** It is the responsibility of the Principal to ensure that the school uniform policy is enforced. It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.
- 4.4** 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.
- 4.5** On grounds of health and safety we do not allow children to wear any items of jewellery in school.

## **5 Child Protection**

- 5.1** There is a Safeguarding team responsible for child protection in the school. This is the Principal, Designated Teacher and Deputy Designated Teacher.
- 5.2** 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.
- 5.3** The school's named safeguarding team works closely with social services and the EAs child welfare department when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

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- 5.4** 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.

### **6 School Security**

- 6.1** 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 who work or learn here.
- 6.2** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal immediately. The Principal will warn any intruder that they must leave the school grounds immediately. If the Principal has any concerns that an intruder may cause harm to anyone on the school site, he will contact the police.

### **7 Safety of Children**

- 7.1** 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 Principal before the activity takes place.
- 7.2** We do not take any child off the school site without the prior permission of the parent.
- 7.3** If an accident does happen, resulting in an injury to a child, the teacher will do all he can to aid the child concerned. We keep a first-aid box in school. A teacher in school have been trained in first aid.
- 7.4** Should any incident involving injury to a child take place, one of the teachers will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 7.5** We record all incidents involving injury, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files.

### **8 Seat Belts**

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

### **9 Theft or Other Criminal Acts**

- 9.1** The teacher or Principal will investigate any incidents of theft involving children.
- 9.2** If there are serious incidents of theft from the school, the Principal will inform the police and record the incident.

- 93** Should any incident involve physical violence against a teacher, we will report this to the EA and support the teacher in question if he or she wishes the matter to be reported to the police.

**10 Monitoring and Review**

- 10.1** The school governors also have responsibility for health and safety matters. It is their responsibility to keep 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 governors also liaise with the EA and other external agencies, to ensure that the school procedures are following the correct guidelines.
- 10.2** The governing body, in consultation with professional advisors, carries out periodical risk assessments to ensure that the school is a safe environment.
- 10.3** The Principal implements the school 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.
- 10.4** The Principal reports to governors annually on any health and safety issues/concerns.
- 10.5** This policy will be reviewed at any time at the request of the governors, or at least once every two years.