

The King's School
Canterbury



V A T T A N A C V I L L E

Health and Safety Policy

Reviewed: May 2024

Review Frequency: 2 years

Next Review: May 2026

Governor sign off: Yes/No

1. Introduction

- 1.1. Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them;
- 1.2. It is important that children learn to understand and manage the risks that are a normal part of life;
- 1.3. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity;
- 1.4. Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively;
- 1.5. Employers, school staff and others have a duty to take care of pupils in the same way that a prudent parent would do so.

2. School curriculum

- 2.1. 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.
- 2.2. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.3. We teach children 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.
- 2.4. 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.
- 2.5. 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.

3. Duties as a School

The school will:

- 3.1. take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off school premises.
- 3.2. assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment.
- 3.3. introduce measures to manage identified those risks (risk management);
- 3.4. tell the staff about the risks and measures to be taken to manage the risks;
- 3.5. ensure that adequate training is given to staff on health and safety matters.

4. **Duties as a teacher**

Teachers will:

- 4.1. take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
- 4.2. cooperate with their employers on health and safety matters;
- 4.3. do their work in accordance with training and instructions;
- 4.4. inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

5. **School meals**

- 5.1. Our school provides the opportunity for children to have a morning/afternoon snack and a full meal at lunchtimes.
- 5.2. If parents choose for their child to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.
- 5.3. Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

6. **Playground Supervision**

- 6.1. Children will be supervised by an academic member of staff during play time;
- 6.2. Supervision involves actively patrolling the playground to ensure children are using the area in a safe and sensible manner.

7. **School uniform**

- 7.1. We actively discourage children from wearing jewellery in our school. An exception is earring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

8. **Child protection**

- 8.1. The named person(s) with responsibility for child protection (DSL) in our school is the Principal and the Principal and the School Operations Manager are the DDSs;
- 8.2. If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person/s named in 8.1 about their concerns.
- 8.3. 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.

9. **School security**

- 9.1. While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here;
- 9.2. The school will ensure that on-site security personnel are present at the entrance and only

authorized and safeguarding-trained school staff can have the access to the school entrances/doors;

- 9.3. We require all adult visitors who arrive in normal school hours to be accompanied by a member of staff and to wear an identification badge at all times whilst on the school premises;
- 9.4. Teachers will not allow any adult to enter their classroom if the school visitor’s badge does not identify them;
- 9.5. 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 site straight away. If the Principal has any concerns that an intruder may cause harm to anyone on the school site, the local authorities will be contacted

10. Sickness Procedures

- 10.1. Diseases such as Hand, Foot and Mouth disease are easily spread through contact.
- 10.2. School children are extremely susceptible.
- 10.3. The school must follow all guidance provided by the Ministry of Education/CDC with regards to prevention and consequences of an outbreak.
- 10.4. Actions to prevent the spread of disease in the School include:
 - 10.4.1. all children should disinfect their hands with alcohol-based hand sanitizer before arriving on the school premises;
 - 10.4.2. all children should clean their hands before entering the classroom, especially after playtime and using the toilet;
 - 10.4.3. teaching staff demonstrate healthy habits i.e. washing hands after playing / using the toilet;
 - 10.4.4. Cleaners and housekeepers to disinfect surfaces such as doorknobs, floor and tables on a daily basis.
- 10.5. Actions to take in the event a child has symptoms of a contagious disease:
 - 10.5.1. the School Nurse should be called to examine the child;
 - 10.5.2. if infected, the child should be removed to the nurse room immediately and the parents informed. The parents should then take the child to a doctor for official diagnosis;
 - 10.5.3. Timelines for returning to school after the symptoms have been diagnosis:

Symptoms/Diseases	Timeline to stay at home
Temperature	24 hours after temperature normal
Vomiting and diarrhea	48 hours
Cold, runny nose, sore throat	At discretion of parents
Pink eye	24 hours after infection cleared
Covid	
Typhoid fever	
Dengue fever	

11. Safety of children

- 11.1. It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, the Principal will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or Principal has any concerns about pupil safety, they should bring them to the attention of the Principal before that particular activity next takes place;
- 11.2. We do not take any child off the school site without the prior permission of the parent.
- 11.3. 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 keep a first aid box in the Nurse room; The school staff at the school, including academic and non-academic have been trained in first aid.
- 11.4. Should any incident involving injury to a child take place, the school Nurse will be called to assist. If necessary, the school receptionist will telephone for emergency assistance.
- 11.5. We record in the school logbook all incidents involving injury, and in all cases, we inform parents. Should a child be quite seriously hurt, we contact the parents through the 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.
- 11.6. 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. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made.

12. Fire and other emergency procedures

- 12.1. Procedures for fire and other emergency evacuation are displayed prominently in all rooms;
- 12.2. Fire drills are held once each term;
- 12.3. 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 by the building operations team.

13. Medicines

- 13.1. 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 the School Nurse will administer the medication.
- 13.2. 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 must give us prescription and

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 Nurse.

14. **Internet safety**

14.1. We regularly use the Internet in school, 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. Please refer to the Cyber Safety Policy.

15. **Theft or other criminal acts**

15.1. The teacher or other senior member of staff will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Principal will inform the local authorities, and record the incident in the incident book.

15.2. Should any incident involve physical violence against a teacher or other member of staff we will support the employee in question if he or she wishes the matter to be reported to the police.

15.3. 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 may take action to involve the police.

16. **Reporting Injuries and Accidents**

16.1. Serious work-related injuries to a member of staff or a child must be recorded and reported. The employer is responsible for this, but the School Nurse will prepare the report.