

# **HEALTH, SAFETY, SECURITY PROCEDURES**

## **Current procedures in place**

### *Start of the day*

**8.50am:** The Main Gate is opened. Children go directly to classrooms, where teachers are waiting to receive them.

**9.00am:** The Gate is closed promptly. Parents leaving should not allow access to other parents and/or children, known or unknown, or any other adults. Parents/children arriving late should ring the bell by Main Gate and await an authorised member of school staff. Any child arriving late will need to sign into the office.

### *End of the day*

**3.10pm:** Gates are opened. Children in KS1 will remain with their teacher until they are collected. Please sign the sheet which is available outside the classroom if someone other than yourselves is collecting your child. Uncollected children will go to the office where they will be looked after until you arrive.

**3.30pm:** The gates are closed.

Most parents in **KS2** take the precaution of informing the school office or the class teacher if collection arrangements change. Children expected/allowed to walk home alone should have first brought a letter to school confirming the arrangement.

Parents who have delegated regular collection to another adult – au pair, neighbour etc – should introduce that adult to the class teacher and to the school secretary.

A list of children attending afterschool clubs is kept in the office. It is essential that school is kept informed of arrangements.

Collection by taxi is a private arrangement and parents take full responsibility once we have, at your request, put the child into the care of the taxi's driver.

Messages about collection received during the course of the day are followed up by the school secretary. If parents are unavoidably detained, we do prefer that you let us know, as children become quite distressed if the expected collector is not waiting for them.

Each day Ms O'Malley and Mrs Leedham are 'on duty' around the office area or, in their absence, the headteacher.

**No child who is awaiting collection may leave school premises.**

### *During the day*

Mrs Shankland, Mrs Wares and Mrs McCrossan are the school's principal first aiders. They are also paediatric first aiders.

Other members of school staff are trained in basic first aid. Their names are displayed in the medical room. Children who bang their heads are given a sticker/letter to take home to parents.

If your child becomes ill during the day the school will contact you and the child will await collection in the medical room cared for by a member of staff. Please do not send to school children who are unwell, or those who have been sick or had diarrhoea during the past 48 hours, as this may spread infection to other children and staff members.

No unprescribed medicines are allowed in school. If it is essential that a dose of prescribed medicine is given during school time, the medicine must be labelled with the child's name and taken to the school office where explicit instructions must be given as to its administration and a form completed.

The law (Children's Act 1989) requires all school staff to pass on any information which raises concern that a child may be at risk from non-accidental injury, neglect, emotional or sexual abuse. We are encouraged to be cautious rather than risk a child's safety. Therefore the school has an unavoidable duty to contact social services in certain circumstances.

Off-site visits are subject of individual risk assessment and a separate health and safety policy is in place.

### *Jesus Green*

Jesus Green is used whenever the weather permits at lunchtime. It is also used for PE and games and as the rallying point for fire practice, held termly.

At lunchtime our midday supervisors are deployed around the play area watching the children at all times. First aid equipment is taken to the Green. Strict rules for the children are in place.

- The children are not allowed to speak to any adult or child who is not a member of the school. Adults who wish to speak to children are asked first to identify themselves to a supervisor who will then accompany the adult during conversation with the child. Anyone approaching any child on Jesus Green is politely challenged immediately
- Children must not touch anything they find on the Green (sticks, stones, litter, broken glass etc) but must immediately report its presence to a supervisor who will remove the object using appropriate protection
- The area in which we play is bounded by the railings on two sides, the path and a notional line from the lamppost to the first bench. Balls etc crossing the lines will be retrieved by a supervisor.
- We walk carefully to and from the Green, stopping at Park Parade until safe to cross and not walking in the road.

These rules are rehearsed weekly during lunch for both key stages and are reinforced by all members of staff as appropriate.

### *Fire Alarm*

The School carries out regular fire evaluation procedures.

### *Maintenance*

Equipment is regularly inspected following the health and safety procedures.

*Working with children*

Everyone working with children, inclusive of volunteers, is CRB checked

*Complaints*

If you have any concern regarding health and safety, please contact your child's class teacher. If s/he cannot solve the problem, an appointment can be made with the Headteacher. The school has an official complaints procedure a copy of which is available from the school office.

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