



Ysgol Padarn Sant
Autumn 2015

Ysgol Padarn Sant Policy for



Child Protection and Safeguarding

Date Policy Adopted	September 30 th 2015
Signed Chair Of Governors	
Date Policy for Review	September 2016
Named persons for review of this policy are:	The Headteacher and Chair of Governors

Introduction

- THIS DOCUMENT IS a statement of the aims, principles and strategies for ensuring Health and Safety at St. Padarn's RC Primary School.
- THE L.A. HEALTH AND SAFETY POLICY EXEMPLAR has been taken into consideration in the formulation of this document.
- IT WAS REVISED during the Autumn Term of 2015 and involved a process of consultation between all members of the school community - teaching and non-teaching staff, governors and input by parents through P.T.A.
- IT WAS APPROVED by the governing body on 30th September 2015
- THIS POLICY WAS LAST REVIEWED in Spring 2014 in accordance with a schedule of review for this and all other policy documents, as set out in the School Improvement Plan.
- THIS POLICY WAS REVIEWED BY the school's designated Health and Safety Officer - the Head Teacher.

Purpose of the Policy

- THIS HEALTH AND SAFETY POLICY should be read in conjunction with the L.A. guidelines for schools which indicates the Authority's attitude towards health and safety (see appendix). The school operates within this framework and considers all instructions and advice issued by the Education Department's Health & Safety officers
- THIS DOCUMENT provides a framework for the creation of a safe environment in which to work and learn. It is written for all members of the school community, to allow each to understand the policy of the school and their own responsibilities within this.

Aims

- OUR AIMS FOR HEALTH AND SAFETY are to
 - (a) provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
 - (b) ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

- THE ESTABLISHMENT OF A HEALTHY AND SAFE ENVIRONMENT is an essential requirement for the work of the school. It is also a statutory requirement and is dependent upon sensible management, alert supervision and the cooperation of all those on site (children and adults).

Responsibilities

- The school's Health and Safety Officer is Peter Leggett (Headteacher)
- The Headteacher, Mr Peter Leggett is the Nominated person with responsibility for the review of this policy along with the Chair of Governors, Mrs Anne Adamson.
- ALL MEMBERS OF THE SCHOOL COMMUNITY:
The School has an established Health and Safety committee, which comprises the Head Teacher, the Deputy Head Teacher, an ancillary member of staff (the School Cook) and the Chair of Governors. Importantly, all teaching and non-teaching staff, parents, pupils and governors also work towards the school's aims by:-
 - (a) being fully aware of their own responsibilities for maintaining a safe and healthy environment.
 - (b) being familiar with all instructions and guidance on safety within the school.
 - (c) using common sense at all times to take reasonable care for their own safety and that of others.
 - (d) reporting any identified hazards to the Head Teacher without delay.
- THE MANAGEMENT TEAM (governors, Head Teacher and staff) work towards the school's aims by:-
 - (a) recognising their responsibility for ensuring that the Health and Safety Policy of the Education Authority is implemented in school.
 - (b) ensuring that safe working practices and procedures are applied

within the school.

- (c) appointing a committee to make regular inspections to ensure that a safe and healthy environment is maintained.
- (d) establishing a system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.
- (e) ensuring that all members of the school community are aware of their own responsibilities.
- (f) taking responsibility for devising and implementing a Health and Safety Policy.
- (g) monitoring and reviewing this policy and ensuring that necessary revisions are undertaken.
- (h) ensuring that all staff are familiar with the Health and Safety Policy of the school and the L.A. and any other relevant codes of practice.
- (i) identifying aspects which require staff training and ensuring that this training takes place.
- (j) taking active steps to ensure that equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly rectified.
- (k) ensuring that there are arrangements for the speedy evacuation of the buildings in case of fire or other emergency and that fire fighting equipment is available and maintained.

The Head Teacher works towards the school's aims by:-

- taking responsibility for the day-to-day operation of the Health and Safety Policy
- close liaison with any trade union appointed safety representative and with the school nurse and doctor.

Teachers and Support Staff work towards the school's aims by:-

- promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- being good role models - vigilant and careful.
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- providing opportunities for children to discuss appropriate health and safety issues.

Pupils work toward the school's aims by:-

- developing a growing understanding of health and safety issues.
- contributing to the development of codes and practices.
- conducting themselves in an orderly manner in line with these codes.
- taking growing responsibility for maintaining a safe and healthy environment and for their own safe conduct within it.

Parents work toward the school's aims by:-

- ensuring that children attend school in good health.
- providing prompt notes or phone calls to explain all absences.
- providing support for the discipline in the school and for the teacher's role.
- ensuring early contact with the school to discuss matters concerning the health and safety of their children or of others.
- allowing children to take increasing and personal responsibility as they progress throughout the school.
- accepting responsibility for the conduct of their children at all times.
- ensuring that the school is supplied with up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

Lunchtime Supervisors work towards the school's aims by:-

- promoting safety awareness among children and ensuring that they are aware of their responsibilities in taking reasonable care for their own safety and that of others.
- being good role models - vigilant and careful.
- taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.

Procedures

FOR ENSURING INVOLVEMENT OF ALL MEMBERS OF THE SCHOOL COMMUNITY include

- setting up a Health and Safety Working Party (comprising teaching and non-teaching members of staff, governors and parents) in order to develop and monitor health and safety policy and its implementation. The current committee is comprised of - Headteacher, teacher, ancillary staff member and Chair of Governors in order to develop and monitor health and safety policy and its implementation. It is our intention to include the parent governor on this committee, as well as members of the School Council.

FOR ACQUAINTING CHILDREN WITH HEALTH AND SAFETY ISSUES AND ENSURING THEIR UNDERSTANDING OF THEM include

- incorporating aspects of personal, social and health education into the curriculum, in order to promote self discipline and social responsibility.
- a programme of health education (individual programme or incorporation into a curriculum area).
- making certain that all children are aware of existing School Rules, the reason for the existence of these rules and inviting the children's input into devising or adjusting school rules (particularly the School Council).

FOR ACCIDENT PREVENTION, REPORTING AND INVESTIGATION include

- vigilance by all staff and children to spot potential causes of accidents and to take action to prevent these where possible.
- promptness in reporting any potential hazards to Head Teacher.
- immediate response to such reports involving investigation and rectification of the hazard.
- reporting all accidents to the Head Teacher.
- recording all accidents which require treatment in the School Accident Book and send a copy of the accident report home with the child.
- notifying parents as soon as possible in the case of accidents to children and immediately in the case of head injury.
- prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.

FOR FIRST AID PROVISION include

- the use of hygienic first aid practices by all staff.
- annual identification of trained First Aiders and using them whenever possible.
- provision of a fully stocked first aid box which is located in the staffroom and a secondary box situated in the Year 1/2 classroom. These boxes to be regularly maintained by the Head Teacher.
- The provision of First Aid belts for staff on duty on the playground. These contain basic items necessary for administering minor first aid.
- summoning of an ambulance where necessary by any responsible adult. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will

accompany a child to hospital.

FIRE PRECAUTIONS include

- a set of written regulations for emergency evacuations displayed in each classroom, hall and staffroom.
- a termly fire drill which is monitored and timed.
- regular checks and maintenance of alarms and fire fighting equipment by specialist contractors employed by the authority. Details of these inspections are kept in a Fire Book.
- periodic checks of equipment, procedures and exits by the local fire brigade.

FOR THE USE AND CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH include

- storage of such substances, clearly labelled, in locked cupboards which are not accessible to children.
- the wearing of appropriate protective clothing when such substances are used (e.g. rubber gloves).

FOR ELECTRICAL SAFETY include

- careful siting of equipment to avoid trailing leads or other hazards.
- regular checks by LEA appointed electrical contractors on all electrical installations and equipment.
- ensuring that all children are aware that they may not bring any mains powered electrical equipment from home for use in school.

FOR COPING WITH SPECIAL MEDICAL CONDITIONS include

- the use of hygienic first aid practices by all staff.
- regular liaison with the school nurse and doctor.
- informing all staff about any special medical conditions of all children in the school and about what response may be required in an emergency.
- a statement in the School Brochure explaining that no child may bring medicines (including inhalers) to school unless parents have consulted the class teacher.
- a requirement that all medicines (including inhalers) brought to school must be handed in to the school staffroom in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of the dosage.
- storage of all such medicines in a cabinet which is inaccessible to the children. A member of staff must be present to administer the doses and parents must have first signed an administering of

medicines form (see appendix).

- a list of all pupils with specific illnesses requiring staff awareness to be posted at the main First Aid point and this to be updated annually.

FOR ENSURING ROAD SAFETY include

- a Crossing Patrol Officer, whose duty it is to ensure children's safety from kerb to kerb at the crossing points next to the main school entrance.
- warning lights and signs situated on the approach road to the school.
- parking restrictions in the road outside the school which parents are regularly urged to obey.
- regular visits from Community Police Officer who speaks to the children about issues of road safety.
- 'Kerbcraft' lessons for all children in Year 1 to teach them how to cross the road safely
- Cycling Proficiency for Year 6 children.

FOR ENSURING PERSONAL HYGIENE include

- encouragement of a high standard of personal hygiene for all staff and children. This involves teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this.
- the maintenance of a stock of sanitary towels within the first aid cupboard in the staffroom.
- the provision of sanitary disposal equipment in the staff toilet.

FOR ENSURING FOOD AND DRINK HYGIENE include

- a rigidly enforced code of practice for hygiene in the school kitchen.

FOR PROMOTING HEALTHY FOOD CHOICES include

- involvement in the Ceredigion Network of Healthy Schools initiative.
- a school meals service which offers a carefully balanced diet.
- a school rule which asks the children to bring a piece of fruit for mid-morning snack, as opposed to crisps or sweets, and water to be drunk during the day.
- a statement within the School Brochure which encourages parents to supply packed lunches which are healthy and well-balanced.
- a programme of health education within the PSE curriculum, which includes the study of diet.

FOR ENSURING PLAYGROUND SAFETY include

- attempting to provide a well designed playground layout.
- conscientious supervision of playgrounds, involving two members of staff on duty in the playground at playtimes, two lunchtime supervisors in the playground at lunchtimes and two members of staff on gate duty at the end of the school day.
- regular maintenance of playgrounds.
- school rules about playground behaviour designed to maximise playground safety.

FOR ENSURING SAFETY WITHIN THE CURRICULUM include

- a statement about health and safety within each curriculum policy where necessary, which identifies potential problems specific to that subject of the curriculum.
- training children to use tools and other equipment safely and properly.
- regulations which require that long hair be tied back at all times and that no jewellery is worn which may lead to an accident.

FOR PROMOTING A SAFE PHYSICAL ENVIRONMENT include

- a limit on pupil numbers to prevent overcrowding with its attendant risks of accidents.
- termly inspection of school by members of the Health and Safety Working Party.
- a No Smoking Policy in all areas of the school buildings and grounds, advertised by the display of suitable notices.
- a No Dogs Policy in all areas of the school buildings and grounds, advertised by the display of suitable notices (guide dogs excepted).
- provision of furniture of the appropriate height for each age group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- teaching children to dispose of rubbish appropriately and the prompt collection of any litter by staff.
- prohibiting the use of toxic weed killers.
- installation of security lighting and alarm systems.
- installation of deadlock security doors with access monitored by staff in the school.
- visitors requested to wear a St. Padarn's visitor's badge.

THE CONTENT OF THIS POLICY IS REFLECTED IN THE FOLLOWING DOCUMENTATION

- Staff Handbook
- Fire Regulations
- School Brochure
- Information for New Parents

Signed & dated: _____ **(Chair of Governors)**

Signed & dated: _____ **(Head Teacher)**

(This policy is due for review during the Autumn term 2016)

St Padarn's RC Primary School Policy on Emergency Planning

1 Aims and objectives

The aim of St. Padarn's School Emergency Plan is to manage the effects of any emergency which might occur within the school so that every reasonable step is taken to:

- prevent or minimise the loss of life and injury to pupils, staff and the building's shared occupants;
- alert relevant parties, e.g. the emergency services, the local authority, parents/carers, shared occupants and school governors;
- take control at the scene until the emergency services arrive;
- minimise disruption to the normal daily routine of staff and pupils;
- support staff, pupils and parents in the aftermath of an incident;
- ensure effective working with the media.

We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

2 The basic emergency plan

The school maintains an up-to-date contact directory within the staff Handbook (including out of hours information) which is updated annually.

The school's Emergency Plan is displayed clearly in each classroom and across the school defining the role of staff members in the event of an Emergency and the exit routes to the muster point. The muster point is the school playground, unless it is a site evacuation, where the school evacuates to Plascrug Leisure Centre. This is handed to all new staff members (including supply teachers) and forms a part of the school's induction process for new staff. All staff members sign and return a copy of this procedure which is held in the school's Health and Safety file.

Partners of the school i.e. Playgroup, offices and residential flats who form part of the school's shared occupancy are also aware of the school's Emergency Plan and are clear on how to respond in an emergency situation. Other areas of the adjoined building have fitted fire alarm systems, however, these are not linked to the school's fire alarm system. Agreed action has been taken to ensure that, in the event of an emergency, the responsible persons within the shared occupancy agreement take practical steps to safeguard other occupants, including the school.

The school office is the designated co-ordination point.

The fire alarm will be sounded in the case of any emergency that requires the evacuation of the school premises. Procedures and evacuation routes are displayed in each room within the school.

The designated building in the event of a whole school emergency site evacuation is Plascrug Leisure Centre. Copies of the plan are also held off site by Leisure Centre officials in case the school premises cannot be accessed.

The Headteacher, or next senior teacher in his/her absence, is responsible for managing information exchange between staff, governors, parents, emergency services and the LA.

All new staff joining the school are made aware of the plan and all staff take part in annual training and exercises to test its effectiveness.

3 Types of emergency

The school recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the more common emergencies, including a deliberate act of violence, fire, the destruction or serious vandalism of part of the school, or public health threats (e.g. meningitis).

The school recognises that some emergencies which occur off the school site can affect its staff or pupils. Staff training includes regular discussion of the steps to be taken in the more common examples, including the death of a pupil or member of staff through natural causes or accidents, or a transport-related accident involving pupils and/or members of staff. Further advice and support can be received through the LA by contacting: [01970 633601](tel:01970633601)

The school adheres to the specific guidance issued by the local authority in relation to school closures caused by severe weather or heating failure.

The school will inform parents as soon as possible of any likelihood of closure due to severe weather following the guidelines provided by the LA, or if children are being sent home early or at short notice. Parents are advised to listen to Radio Ceredigion (103.3 - 97.4 - 96.6 FM), check their e-mail accounts for messages sent by the school, view the school website and twitter account, and the school will send SMS text messages to all parents signed up to Parent mail. Information is also displayed on the Ceredigion County Council website.

The school is fully aware of the possible dangers of its proximity to the main road. All pupils are given regular instruction on safe play, stranger danger and safe travel to and from school.

School website: www.stpadarnsschool.weebly.com

School twitter: [@stpadarnsrcp](https://twitter.com/stpadarnsrcp)

Ceredigion website: www.ceredigion.gov.uk

4 Monitoring and review

Class teachers include regular references to safe and sensible conduct in lessons. Fire drills occur on a termly basis, and their outcomes are logged and reported to the governing body.

The school's procedures for emergencies will be monitored by the Headteacher as part of his or her regular duties. A report regarding emergency evacuation will be presented to the governing body on a termly basis.

This policy will be reviewed by the governing body annually or earlier if necessary.

St Padarn's RC Primary School Emergency Evacuation Plan

1. In the event of fire or any Emergency Evacuation, the fire alarm must be sounded via the nearest call point. Call points are located by every exit.
2. Exit the building immediately through the nearest fire exit. Walk on the left side of stairways and corridors in single file. Do not rush, push or stop to collect personal belongings.
 - The year 5/6 class to exit via the Fire Exit (side door to Playgroup) walk round the front of the Convent and to the playground. The year 5/6 class teacher should check the junior boys' toilets on the way out (if it is safe to do so) to ensure the area is clear. Check cubicles. Call "Is there anyone in here?"
 - The year 4/5 class to exit through the main entrance and on to the playground keeping to the left, unless the hazard is blocking this route in which case, the back staircase should be used to exit via the fire exit at the bottom of the stairs. All should follow the fire escape path round the back of the school to the playground. The year 4/5 class teacher should check the Library and junior girls' toilets, on the way out (if it is safe to do so) to ensure these areas are clear. Check cubicles. Call "Is there anyone in here?" In the absence of the year 4/5 teacher, these responsibilities fall to the year 3 class teacher.
 - The year 3 class should exit through the main entrance on to the playground, unless the hazard is blocking this route in which case, the back staircase should be used. All pupils should keep to the left hand side of the staircase and on the ramp. The year 3 class teacher is responsible for checking the little room and collecting the paper registers from the main entrance and distributing them to the class teachers on the playground.
 - The year 1/2 class should exit through the main entrance to the hall and walk across the patio down on to the playground. The year 1/2 class teacher is responsible for collecting the paper register and opening the gate at the far end of the patio. The year 1/2 Teaching Assistants are responsible for checking the infant girls' and boys' toilets, the learning den and the hall (if it is safe to do so) to ensure the area is clear. Check cubicles. Call "Is there anyone in here?"
 - The Reception class should exit through their patio door in the classroom. All pupils should be led out by the class teacher, keeping to the right hand side of the ramp. The Reception class Teaching Assistants are responsible for checking the reception toilets and downstairs junior girls' toilet (if it is safe to do so) to ensure the area is clear. Check cubicles. Call "Is there anyone in here?"
 - The Headteacher is responsible for coordinating all Emergency Evacuations. ONLY the Headteacher (or Deputy in his absence) can authorise the return to the school building / premises following an evacuation. H.T to check staffroom on exit.

Signed: _____ Name: _____ Date: _____

St Padarn's RC Primary School Emergency Evacuation Plan

St Padarn's RC Primary School recognises its duty of care to residents and partners of the whole site's joint-occupancy. To this end, the following action has been agreed by all occupants on the site of the School, Convent, Playgroup and residential flats.

1. In the event of an Emergency Evacuation of the school site, the school agrees to take the following steps, where practical, to ensure the wellbeing of all occupants on the joint site:
 - The Headteacher coordinating the Emergency Evacuation will in the first instance ensure that the school building is safely evacuated. The Headteacher will (where it is safe to do so) send a member / members of staff to alert joint occupants, including: St Padarn's Playgroup, Kyffin and Co / The Old Convent and Residential Flats.

Signed: _____ (Name): _____ Date: _____

2. In the event of an Emergency Evacuation of St Padarn's Playgroup, the Playgroup agrees to take the following steps, where practical, to ensure the wellbeing of all occupants on the joint site:
 - The Person coordinating the Emergency Evacuation will in the first instance ensure that the Playgroup building is safely evacuated. The Person in charge will (where it is safe to do so) send a member / members of staff to alert joint occupants, including: St Padarn's School, Kyffin and Co / The Old Convent and Residential Flats.

Signed: _____ (Name): _____ Date: _____

3. As occupants in the Old Convent / Residential flats, we agree to take practical steps (as above) to alert the school and surrounding buildings in the event of an Emergency Evacuation

Signed: _____ (Name): _____ Date: _____

Signed: _____ (Name): _____ Date: _____

Signed: _____ (Name): _____ Date: _____

Agreement of Use of Premises by St Padarn's Playgroup

St Padarn's RC Primary School recognises the importance of a strong partnership between school and playgroup to ensure the best possible use of resources and transfer of pupils. To this end, the school grants permission to St Padarn's Playgroup to access the 'top court' on school grounds providing the following instructions are followed:

1. Only staff members of St Padarn's Playgroup who have been fully vetted through the Disclosure and Barring Service (DBS) are entitled to hold a key, to pass through and have independent access to school property.
2. It is possible, as Playgroup have access to school property, that staff may come in to contact with St Padarn's School pupils. Where playgroup staff have any concern regarding the welfare or wellbeing of a pupil, this must be reported immediately to the Nominated person responsible for Child Protection, which is Peter Leggett (Headteacher) or in his absence Mrs Patricia Slater (Deputy). Points of contact in cases of child protection are visible throughout the school and by every exit door.
3. Playgroup staff must accompany pupils at all times and are expected to walk through the school quietly and respectfully.
4. **All doors** to the school must be locked at all times.
5. In the event of an Emergency Evacuation where the fire alarm is sounded and Playgroup are on top court, under no circumstances should **anyone** re-enter the school building. Playgroup should follow the fire escape path round the back of the school building to the playground. A register of Playgroup pupils should be carried by Playgroup staff at all times and used to check pupils at the muster point (school playground).
6. Where staff are aware of faulty playground equipment or have any concern regarding the safety of pupils and staff on the top court, Playgroup should notify the Headteacher immediately. In such an eventuality, the Playgroup Leader must make an immediate risk assessment to establish whether or not it is safe to continue with the activity.
7. No hot drinks should be carried through the school building, unless in a sealed flask.
8. Playgroup staff should be sufficiently equipped to deal with any First Aid / Medical issues on top court.

Signed: _____ Position: _____ Date: _____

St Padarn's RC Primary School Emergency Evacuation Plan

Breakfast Club: Breakfast Club runs between 08:15 and 08:45 in the school hall. Two members of staff are responsible for the supervision of pupils during this period. All pupils must be recorded present on arrival, on the paper register. In the event of an Emergency Evacuation, all pupils and staff should exit through the fire exit to the side of the patio and down to the yard. The register will then be called at the muster point (playground).

Lunchtime: At lunchtime, all pupils are supervised in the hall by Teaching Assistants and should not re-enter the main building until after lunch. In the event of an Emergency Evacuation, all pupils and staff should exit through the fire exit to the side of the patio and down to the yard. Yr 4, 5 and 6 pupils should enter the playground via the patio steps. Reception, year 1, 2 and 3 pupils should exit via the ramp to the playground. All staff will meet at the muster point and will be handed the registers by the Deputy Headteacher. All staff will undertake usual responsibilities in an Emergency Evacuation where it is safe and practical to do so. In the event where a member of staff is off site during the lunch period, the Headteacher or Deputy Headteacher will delegate roles and responsibilities where needed.

Where there is a lunchtime club i.e. running club off site, a register of pupils attending must be kept and left with the paper registers by the main entrance.

After School Clubs: A register of all pupils attending afterschool clubs must be kept. Clubs are organised in specific areas of the school and pupils are contained to these areas and adequately supervised at all times. In the event of an Emergency Evacuation, staff and pupils will exit to the nearest fire exit and congregate at the muster point (playground). The register will then be called at the muster point.

After hours activities: When there are such events as school concerts, discos or similar events, these are always contained to specific areas within the school. Free access across the school during such events is prohibited. Although a register of people in attendance isn't kept, in the Event of an Emergency Evacuation, the school staff will assume roles and check all accessed areas (where it is safe to do so) to ensure that they're clear. All people must exit via the nearest fire exit and assemble at the muster point (The school playground).