



Head Teacher
Sara Harris BSc (Hons), QTS

Principal
Rabbi Zvi H. Lieberman

HEALTH, SAFETY AND WELFARE POLICY **(part of our Safeguarding Children policies)**

Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters') i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

Statement of intent

The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We make our setting a safe and healthy place for children, parents, staff and volunteers so that it is a safe, secure and pleasant working environment for everyone.

The Governing Body and Headteacher take responsibility for protecting the health, safety and welfare of all children and members of staff.

We are a no smoking environment.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Methods

We currently have 4 members of staff, trained to administer First Aid and responsible for Health and Safety. They are competent to carry out these responsibilities. They have undertaken recognised health and safety training and regularly update their knowledge and understanding. We strive to train one extra staff member as a registered First-Aider each year. We display the necessary health and safety poster in the school office and main hall.

Healthy schools initiative

- Following the publication in 1997 of the government's White Paper 'Excellence in Schools', many schools decided to participate in the healthy schools initiative. This school fully supports the aims of this initiative and we will strive to achieve the National Healthy School Standard. We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education (key Stage 2);
- encouraging children to eat healthily in school (see Food and Drink policy);
- encouraging children and their families to walk to school;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- and making sure all children have clear and appropriate targets.

The school curriculum

- 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. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum. For example, in the Geography curriculum, Key Stage 1, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic, we teach children about the danger of fire, and how to avoid accidents. Likewise, through the Science curriculum, we teach children about hazardous materials, and how to handle equipment safely.
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in science when children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.
- 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.
- Our school promotes the spiritual welfare and growth of the children through the Jewish Studies (kodesh) curriculum, through Sedra, Jewish festivals, and through the daily act of collective worship (davening).
- 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.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks (to both adults and children) indoors and outside, and in our activities and procedures;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues, which are checked:
 - daily before the session begins;
 - weekly; and
 - termly - when a full risk assessment is carried out.

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the school.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- **We work together with the Community Security Trust (CST)** and arrange for an annual INSET from them.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's safety

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.
- We always escort and supervise children in outside areas.
- We always supervise children who are eating and drinking.

Security

- Systems are in place for the safe arrival and departure of children. Children arriving late or leaving early have their arrival and departure times recorded.
- We have a fulltime security guard on site.
- We have a parent security rota for morning arrival and afternoon collection times.
- We use walkie-talkie radios on the site to keep in constant contact with the security guard, the parent security, the synagogue Nursery and the synagogue administrator.
- Parents are well informed about the security rota requirements and procedures.
- We liaise with and follow best practice as recommended by the CST. This includes an annual CST staff training session.
- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.
- The arrival and departure times of volunteers and visitors - are recorded in the visitors' book. This is kept with the security guard.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- Our systems prevent unauthorised access to our premises. All visitors have to buzz the intercom first before gaining access to the site. Unexpected visitors are not automatically let in. Rather, they are questioned at the gate first in order to ascertain if they have reasonable rights of entry. This might involve them not being let into the site, but rather being asked to contact the school first to make an appointment.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Headteacher will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.
- We have an **Intruder Alert** security procedure in place.
- We ensure that both indoor and outdoor areas are kept safe and secure. All doors are closed on arrival and departure from the premises.
- We alert both staff and parents to the dangers of allowing 'tail gaiting'.
- Our systems prevent children from leaving our premises unnoticed.
- We ensure that parents and carers are made aware of arrival and collection procedures, including early collection procedures and the procedures that are followed if they are delayed and their child is not collected.
- We require parents to inform staff in advance, either by telephone using a password, or in writing, if another adult (not listed on the registered rota arrangements) will be collecting their child.
- We do not permit children under the age of 16 to collect any child from the school.
- We ensure that children in Foundation Stage and Key Stage One are handed over personally to the adults collecting them.
- We monitor and review security procedures regularly.

- The personal possessions of staff and volunteers are securely stored during sessions.
- We have clear written procedures in place regarding Bomb Threats, Intruder Alerts and Suspicious Objects/Letters/Packages.
- We have immediate availability, including out of hours, of speaking to the CST in the event of a security incident.

Doors

- We take precautions to prevent children's fingers from being trapped in doors.
- All floors are checked daily to ensure they are clean and not uneven or damaged.

Safe play

- We check new and old equipment, toys and resources regularly to make sure they are safe and meet all regulations.
- We check the suitability and state of repair of surfaces on which the children play on a regular basis.
- We make safety checks before all activities begin. We remind the children about safe practice whenever necessary.

Kitchen

- We do not use the synagogue kitchen.
- Children do not have any access to the kitchen – it has an additional high handle.

Electrical/gas equipment

- All electrical and gas equipment conforms to safety requirements and is checked regularly.
- Our boiler, and meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters (where applicable) are checked daily to make sure they are not covered.
- There are sufficient sockets to prevent overloading.
- We arrange for PAT testing of our electrical equipment once a year.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers, where applicable, of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Our outdoor sand pit (where applicable) is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

The Health and Welfare of Staff

- The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the headteacher without delay.
- We encourage staff to develop a healthy work-life balance.
- 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 take action immediately (in line with the LA's protocol on school) and, if necessary, involve the police.

Outings and Visits (see also Out of School Visits Policy)

- We have agreed procedures for the safe conduct of outings.

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the school (for example to the park, library, post-box etc.).
- We seek parental permission in writing before any organised trip. No child will be taken out from the premises without parental permission.
- Before any outing or trip a member of staff makes a visit to the venue to assess any risks or dangers that may occur there, or on the journey. A risk assessment form is completed before any trip.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in an outings record book stating:
 - the date and time of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - estimated time of return
 - mobile telephone contact number
- Staff take a mobile phone on any trip in case of an emergency. They also take, as necessary, First Aid equipment/medication, such as inhalers; spare clothing and adequate drinking water.
- The trip leader takes with emergency contact details of both children and adults.
- Where applicable, records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- We check that sufficient seatbelts are fitted and that there is a seat (with a seatbelt) available for every child and adult.
 - A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

Missing child

If a child goes missing from the school:

- The person in charge will carry out a thorough search of the building and playground.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Headteacher talks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures the following procedure is followed:

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone

astray. One member of staff searches the immediate vicinity, but does not search beyond that.

- The Headteacher is informed. If s/he is not on the outing s/he makes his/her way to the venue (if possible) to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.
- The Headteacher contacts the child's parent(s) who make(s) their way to the school or outing venue as agreed with the Headteacher.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The Headteacher contacts the Chair of Governors who comes to the school as soon as possible.

The investigation:

- The Chairperson of the Governors carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/ staff writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.
- (The Insurance Department at the Pre-School Learning Alliance is informed.)

Animals

- Any animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

- Outdoor footwear worn to visit farms is cleaned of mud and debris and should not be worn indoors.

Fire safety

- Fire doors are clearly marked, never obstructed and easily opened from inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises and in all classes;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once a term.
- Records are kept of fire drills and the servicing of fire safety equipment.
- Staff receive training regarding the use of fire extinguishers.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and changing areas.
- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies (where applicable).
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - providing tissues and wipes.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

Individual Pupil Registration Form

Prior to admission, we ask families to complete an Individual Pupil Registration Form. This information is updated every year. The form asks for information regarding the following:

- family contact details and confirmation of parental responsibility (PR)
- two additional emergency contacts per child
- persons authorised to collect
- child's health details including current past vaccinations and current medications
- any special educational needs and involved professionals
- parent signed agreement regarding school acting *in loco parentis* in the event of an emergency
- parent signed agreement regarding permission to take child out of school on local 'spontaneous' walking trips eg to the library, park etc

First aid and medication

At least one member of staff with current first aid training is on the premises or on an outing at any one time.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a designated member of staff and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.
- At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- Parents sign a consent form at admission allowing the school to call Hatzolah.
- Parents sign a consent form at admission allowing the staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult on school premises or whilst on an out-of-school visit.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) (see notes in the back of the Pre-School Learning Alliance Accident Record for procedures to follow).

Dealing with incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our Incident Book. See below.

Information for reporting the incident to Health and Safety Officer is detailed in the Pre-school Learning Alliance's publication, Accident Record.

Our Incident Book

- We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
 - break in, burglary, theft of personal or the setting's property;
 - fire, flood, gas leak or electrical failure;
 - attack on member of staff or parent on the premises or near by;
 - any racist incident involving a staff or family on the centre's premises;
 - death of a child, and
 - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of their key children. The incident is recorded when the threat is averted.
- In the unlikely even of a child dying on the premises, the emergency services are called, and the advice of these services is followed.
- The incident book is not for recording issues of concern involving a child. This is recorded in the child's own file.

Administration of medication

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled with the required dosage and are inaccessible to the children. Appropriate medicine spoons/dispensers must be provided by the children's parents.
- All medication is stored in the fridge in the school office. The office is never left unattended, or if it is, it is locked.
- We use a medication record to record all episodes of administering medication.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the medication record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- We receive epipen training once a year by a trained physician.
- When a child has been prescribed an epipen for an allergy, parents are asked to provide two epipens for school. These are kept in the child's classroom. They are taken on school trips. The epipens are stored in a see-through box with the child's photograph on the lid, together with the agreed medical plan. It is the responsibility of the child's parents to review the date of the epipens and replace them when necessary. We ask the child's parents to come into school at the beginning of each school year and explain the medical plan to the child's school staff.

Sickness

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill whilst in school.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- If children are found at school to have headlice, we will contact their parents to collect them early and take them home in order to reduce the chance of it spreading.
- Parents are notified if there is a case of headlice in the setting.
- We encourage a programme of healthy hair hygiene and checking amongst our families
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending our school. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.

- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times. This includes wearing disposable gloves.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable (see April 2005 list).
- Ofsted is notified of any food poisoning affecting two or more children looked after on the premises.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up high eg to store equipment or access control panels or fuse boxes, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Records

We keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the Governors;
- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- incidents.

Photographs

- We obtain signed permission from parents to take photographs of the children and to use them in class for teaching and learning purposes, as well as for external school use eg school publications (newsletter, prospectus etc.) media photographs and school website.
- We never print a child's name with a photograph unless we have received prior permission.
- We obtain signed permission from parents for external educational agencies (for example the Agency for Jewish Education) to use photographs of our children for photographic / video promotional and staff training purposes.

Internet safety

- 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.
- Parents are asked to sign authorisation for their child to use the Internet.

Monitoring and review

- The Governing Body has named Governors with responsibility for health and safety matters. It is their responsibility to keep the Governing Body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its procedures with regard to health and safety matters. (The Governors in question also liaise with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.)
- The Governing Body, in consultation with the Headteacher and professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.
- The Headteacher implements the school's 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. The Headteacher also reports to Governors annually on health and safety issues.
- This policy will be reviewed at any time on request from the Governors, or at least once every two years.

Sara Harris (Headteacher)

Signed: *Sara J. Harris* (Headteacher) *Eddy Breuer-Weil* (Chair of Governors)

Date: June 2007