



Health, Safety and Welfare Policy
(including Food and Educational Visits)

Holy Trinity & S Silas Primary School

Our Mission Statement

Holy Trinity and S. Silas School was founded by the Church in 1847 to serve the community and to provide an education for every child in the area.

We offer all our children an education of the highest quality taught through the arts and lived through the principles and practice of the Christian faith. We provide a place where all children and adults know their contribution is valued and where they can develop their own faith in God and in one another.

We aim to help every child develop to their full potential, to achieve highly, succeed, and grow in confidence and abilities. Our inspiring curriculum provides all the skills every child will need for life, it develops their self-confidence, awakens their imagination and encourages them to think independently.

We value the diversity of backgrounds and cultures which enrich our life and help our school become the unique place it is. The life of our school is integral to that of the Parish: we both contribute to our local community and benefit from it in our achievements.

It is with this unity that we fulfil our school motto: 'Fortis in Fide'



'Strong in the Faith'

Health, Safety and Welfare Policy

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with Camden LA, takes responsibility for protecting the health and safety of all children and members of staff.

The school curriculum

At Holy Trinity & S. Silas 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 geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we 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. In design technology we teach the children how to use tools and materials safely from when they start in reception. We teach PSHE through 'Character Education' and additional, specific units related to sex, relationships, drugs and medicines.

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 design technology, where 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. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and the Sex Education Policy.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as cultural heritage week, and through the daily act of collective worship.

The school has a Hero/Buddy system based on the Humanutopia philosophy. This enables children to build strong relationships with children across the school and be able to discuss problems or issues of concern.

School uniform

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 agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is the responsibility of the headteacher and class teachers 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.

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 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.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is small ear-ring studs in pierced ears.

Child protection (see safeguarding policy)

There is a named person responsible for child protection in the school. This is the headteacher, but she may delegate this responsibility in some circumstances such as the deputy, in her absence.

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. The school's named child protection officer works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through the DBS process in order to ensure that there is no evidence of offences involving children or abuse.

School security (see also safeguarding policy)

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.

We require all adult visitors to the school 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. Unfamiliar visitors are expected to show picture ID when they sign in.

Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

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, she will contact the police.

The school has security cameras on all main entrances into the school. These are regularly maintained and checked by the Site Service Officer (SSO) to ensure they are working correctly. The SSO carries out a weekly audit of the school premises to ensure the building is safe and secure. He also carries out a very detailed risk assessment termly which is available to governors through the premises committee.

Safety of children (see also managing medicines and first aid policies)

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 headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. There are small first aid packs in each classroom and a first aid box

in the first aid room. The school has 2 fully trained first aiders. All teaching assistants have received basic first aid training and their training is updated every 2-3 years. When children are off site there is always a first aid trained adult.

Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school secretary will telephone for emergency assistance.

We record all incidents involving injury in the school logbook, 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.

Fire

Fire drills are held termly and will on occasion include:

- the blocking of an exit
- the removal of a child to test effectiveness of register checks
- lunchtime drills

Responsibilities during fire drill

| | |
|---|--|
| Headteacher/Deputy Headteacher | Supervision of evacuation Evaluation of procedures Training and guidance |
| SSO | Checking the upstairs Timing the evacuation |
| Administration / member of office staff | Calling the fire brigade |
| Teachers (teaching assistant/ mid-day supervisor) | Ensure that the classroom door is closed and roll call at meeting point. |
| Office staff | Registers Checking visitors Check downstairs |

Responsibilities for class teachers (or teaching assistant/ mid-day supervisor if class teacher not onsite)

During the first day of school all class teachers should explain to children what the procedure is should the fire alarm sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear / loose items of clothing on floor

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on facing away from the school building standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way.

Reporting – registers will be taken out on to the playground by office staff and handed over to class teachers. Once the register has been checked teachers should let the headteacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see 'Emergency procedure' in the staff

handbook. This also provides information about the notification of staff, parents and LA in the event of school closure.

All staff will be trained in order to understand what to do to minimise the risk of an emergency as well as what to do if something happens. Fire notices are contained in each room.

Tests and checks

| | |
|-----------------------------|---|
| Daily (SSO) | <u>On arrival</u> Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working <u>On leaving (Cleaning contractors)</u> Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed |
| Weekly (SSO) | Test fire alarm systems and record in school keeper's log |
| Monthly (SSO) | Check extinguishers are in the correct place |
| Termly (the Headteacher) | Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation |
| Annual (contract) | Check emergency lighting and record in log |
| Annually | Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers |

Key holders responding to an alarm

- Father Graeme Rowlands
- Jimmy Ioannou
- Lorraine Dolan
- Kirsty McCreadie

Please note:

Always assume an alarm is genuine.

If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening.

Have a torch at hand (in case there is poor visibility).

Have a mobile phone at hand.

Tell someone where you are going and how long you are likely to be.

Wait for the emergency services to arrive before re-entering the site.

Swimming lessons

In the interest of health and safety of all children there should be at least two accompanying adults when a class participates in swimming. A mobile-phone must accompany all off-site visits and a number left with the School Administration Officer.

- **Children with serious epilepsy should be accompanied by an adult in the pool**
- **The accompanying adult should be a competent swimmer, preferably with swimming qualifications**
- **Pool attendants and the swimming instructor must be notified by the class teacher of teaching assistant of any children with epilepsy.**

In the event of an incident that requires an ambulance to be called:

- Stay calm and reassure the children
- Stay with the child
- Ensure that the immediate area around the child is clear and safe
- Inform poolside or supervising staff of the facility
- Ensure that the school is informed and notified of the **destination hospital**
- Remain with the child concerned until either an ambulance has arrived or another member of staff takes over.

The TA should accompany the child to hospital and return to school, by taxi, upon the arrival of the child's parent.

The supervising class teacher should remain with the main body of children and wait until either:

- Another TA or arrives
- the child's parent arrives, and then return to school by taxi.

The Class Teacher must remain with the main body of children.

Immediately after the incident the responsible adults must write a dated statement reporting the nature of the incident and action taken, include times if possible

The headteacher or deputy headteacher will notify Camden.

Emergency evacuation

In the case of an emergency evacuation at the pool, the fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit. Under no circumstances should children be taken to the changing areas to collect their belongings. Staff are responsible for ensuring their class is fully accounted for by taking a register.

Theft or other criminal acts

The teacher or headteacher will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

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

Smoking

All areas of the school premises are no smoking areas. If anyone is seen to be smoking on school premises, all members of staff are instructed to ask them to stop smoking or leave the premises.

Children are taught about the dangers to health of smoking. It is a core part of our drugs and PSHE policies, as well as an element of our science policy and scheme of work.

Defects

Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the SSO or headteacher. The SSO in consultation with the headteacher, if necessary, will take steps to have the defect rectified, i.e. by contacting the school technical services or other competent contractor. Details of the defect will be reported in the Defects Report Book, signed and dated. Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register. The contents of the defect book will be checked weekly by the site supervisor.

Accident reporting

All serious accidents that occur on the site should be recorded on a Camden accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parents/ guardians or other persons should be notified of the accident. If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the SAO. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for
- The school's electrical circuits and emergency lighting are checked regularly and certificates provided.

Risk assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro forms are kept on the shared drive and on the staffroom noticeboard. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

In the event of an abusive parent/ adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meets with the parent depending upon circumstances.

Should a parent/ adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident occurs, an incident form should be completed and it may be necessary to inform the governors and/ or LA for further action to be taken. Staff should attend to their own emotional needs following any incident and seek help and support if necessary.

Food and School Meals

At Holy Trinity and Saint Silas we recognise the important part a healthy diet plays in a child's wellbeing and their ability to learn effectively and achieve to the best of their ability. The school has an important role in partnership with the family and wider community in promoting healthy eating.

Aims and objectives:

- To improve the health of pupils, staff and their families by helping to influence their eating habits through increasing their knowledge and awareness of food issues, including what constitutes a healthy diet and hygienic food preparation.
- To ensure pupils are well nourished at school, and that every pupil has access to safe, tasty, and nutritious food, and a safe easily available water supply during the school day
- To ensure that food provision in the school reflects the ethical and medical requirements of staff and pupils e.g. religious, ethnic, vegetarian, medical and allergenic needs.
- To make the provision and consumption of food an enjoyable and safe experience.
- To introduce and promote practices within the school to reinforce these aims and to remove or discourage practices that negate them.

School lunches and packed lunches

Parent/carers can choose between buying a school meal for their child or providing a packed lunch (**See Appendix 1 for packed lunch guidelines**). Parent/Carers can apply for free school meals if on a low income; details of how to do this are on the school website and can be obtained at the school office. All our school meals are provided by a contracted caterer who has a healthy food policy as part of their tender. This includes the use of fresh fruit and vegetables each day as a choice for the children. (Children are required to include at least one fruit or vegetables option in their choices.) They usually provide a hot and cold option, both of which pay regard to nutritional balance and healthy options, in line with the requirements of the School Standards and Framework Act of 1998. The school promotes a healthy lifestyle. As sugar can damage children's teeth, we do not allow sweets to be eaten in school. We also have a healthy food and water only policy at lunchtime.

Snacks

The school takes part in the Government initiative to provide all infants with free fruit and vegetables during the day, which supplies the fruit. Children in Key Stage 2 are welcome to bring in a healthy snack to have at break time or before an after school club but this must be in line with the school's healthy eating guidelines.

Partnership with parents and carers

The partnership of home and school is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other. This is not always easy but our school is well placed to lead by example.

Parents are informed of the school dinners on offer through the weekly menu being displayed on the parent's board. Parents and carers are also updated on our water and packed lunch policies, when necessary, through school newsletters.

NUT allergies

As much as possible we are a nut free zone. Parents are asked to refrain from providing food products, which may contain nuts, in packed lunches or as birthday treats.

Developing healthy eating in the curriculum

Food, its production and preparation is an important part of the curriculum for all children. Food is an excellent way of learning about and celebrating a country's culture. There are also opportunities to learn and explore where food comes from.

Educational Visits

There is an additional Educational Visits Policy document providing greater detail, for teachers to refer to.

Organisation

The School's long term plan defines what we teach the children in school. This is the basis for each class's programme of learning for each school year.

Within each class's programme of work the teachers plan educational visits and activities that support the children's learning. These are sometimes planned jointly with the appropriate subject leader. Details of these visits and activities are given to parents as far in advance of the trip as possible. We always seek to inform parents at least 2 weeks in advance of the trip. Visits and activities usually take place within the school day. The school follow Camden's guidelines relating to health and safety. **All parents are required to give permission for their children to attend off-site visits when they sign the home-school agreement at the time of their child starting school, however parents are informed of trips in advance.**

Duty of Care & Legal Requirements

It is the governors' responsibility to establish policies and procedures and to monitor their implementation. It is the responsibility of the Headteacher to ensure the proper management

of all school journeys and off-site activities in accordance with these policies and procedures.

The legal liability of an individual teacher or Headteacher for an injury which is sustained by a pupil on an outing depends whether or not the injury is a direct result of some proven negligence or failure to fulfil **duty of care** on the part of the teacher or Headteacher.

The standard of care required of a teacher is that which can be reasonably expected from teachers generally applying skill and awareness of children's ages, needs and abilities. The law expects that a teacher will do that which a parent with care and concern for the safety and welfare of their own child would do, bearing in mind responsibility for a group of pupils. The duty of care includes a duty to anticipate risks and to manage these risks having regard to their own safety and that of those in their care. **As a result, all teachers are expected to visit the site/museum beforehand and to undertake a simple risk assessment.**

Risk assessment

All adults taking a class or group of children out on a visit must complete a risk assessment form (see Appendix 2) and leave a copy with the office. A copy of this form is attached in the additional Educational Visits Policy available for staff reference.

Parents are not allowed to supervise a child or group of children away from the rest of the class. There also needs to be a member of staff present when children go to the toilet. Children are at no time allowed to be unaccompanied and or out of sight.

Risk assessments should be completed one week before the trip and signed off by the headteacher or senior administrator.

Adult/child Ratio

Our minimum adult/child ratio for school trips is:

1:4 for Reception

1:6 for Y1, 2 & 3,

1:10 for Y4

1:10-15 for Y5 & Y6.

These are minimum ratios in line with Camden's guidance however we endeavour to have a higher ratio where it is felt necessary.

Charging for school activities

Although we aim to benefit from a wide range of free activities in London to support learning, when there are charges for workshops and sometimes entry, we request a contribution towards the costs from parents. Any parents in the position of being unable to finance this will, be supported by the school to ensure that no child misses out.

Monitoring and review

The governing body has a working party with responsibility for health and safety matters (the resources committee) It is this committee's responsibility to keep the governing body 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 committee also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The school, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment. This includes regular monitoring of fire alarms and fire extinguishers, school alarm system and video cameras.

The headteacher 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.

The headteacher reports to governors annually on health and safety issues.

This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Reviewed: May 2018

Approved by staff on: May 2018

Approved by governors on: May 2018

Packed lunch guidelines: appendix A

When deciding what to put in your child's lunch box, it's a good idea to use the national standards for primary school meals as a guide. These standards highlight the importance of offering a variety of food from the four main food groups.

As well as something to drink, the guidelines advise that school meals must offer at least:

1. One portion of vegetables or salad and one portion of fruit (fresh, canned or dried can all count).
2. One portion of a dairy item such as cheese, yoghurt, fromage frais or a yoghurt drink.
3. One portion of meat, chicken, fish, eggs, peanut butter, beans or other protein source.
4. One portion of a starchy food, such as bread, pasta, rice, noodles or potatoes.

Holy Trinity & S Silas School has the **following restrictions** for packed lunches:

- No fizzy drinks (water only)
- No sweets
- No chocolate bars
- No crisps or cakes (see below for exceptions)

The following guidance is sent out to parents in the newsletter regarding what their children can bring in their packed lunch.

| Lunch box checklist | Some suggestions.... |
|--|---|
| ✓A good portion of starchy food | Thick wholemeal bread, chapatti and roti, pitta pocket or wrap, pasta, couscous, potato or rice salad. Slice of deep based pizza topped with meat, fish or vegetables |
| ✓Plenty of fruit and vegetables | Salad in sandwiches or rolls, an apple, satsuma, dried apricots, handful of cherry tomatoes or carrot sticks, mini can of fruit chunks in natural juice or small box of raisins |
| ✓A portion of milk or dairy food | Individual cheese portion, pot of yoghurt or fromage frais |
| ✓A portion of lean meat, fish or alternative | Ham, chicken, beef, tuna, salmon, turkey, egg, hummus, or bean/lentil salad |
| ✓A drink | Water (There is a water only policy in school) |
| ✓Friday treat | Small packet of crisps |
| One from the list opposite: | Small cake |

| | |
|--|---|
| | Chocolate biscuit or wafer Chocolate cereal bar A small pudding tub |
|--|---|



Holy Trinity & S. Silas Primary School

Packed Lunch Allowances

Dear Parents/Carers,

Below is a reminder of what the children are allowed to have in their packed lunch. Please note, if you child has something that is not allowed, they will not be permitted to eat it.

| Lunch box checklist | Food that is recommended and allowed |
|--|---|
| ✓ A good portion of starchy food | Thick wholemeal bread, chapatti and roti, pitta pocket or wrap, pasta, couscous, potato or rice salad. Slice of deep based pizza topped with meat, fish or vegetables |
| ✓ Plenty of fruit and vegetables | Salad in sandwiches or rolls, an apple, satsuma, dried apricots, handful of cherry tomatoes or carrot sticks, mini can of fruit chunks in natural juice or small box of raisins, fruit winders. |
| ✓ A portion of milk or dairy food | Individual cheese portion, pot of yoghurt or fromage frais |
| ✓ A portion of lean meat, fish or alternative | Ham, chicken, beef, tuna, salmon, turkey, egg, hummus, or bean/lentil salad etc |
| ✓ Other | Soup, pasta, other warm food in a flask Healthy bars but not containing nuts or chocolate |
| ✓ A drink | Water (There is a water only policy in school) |
| ✓ Friday treat One from the list opposite: | Small packet of crisps Small cake Chocolate biscuit or wafer Chocolate cereal bar A small pudding tub |
| | Food that is not allowed |
| | Anything containing nuts Chocolate covered food (only Fridays) Chocolate filled sandwiches Any sweet sandwich filler |

Please note, if you are unsure please ask at the school office.

Appendix 2:
RISK ASSESSMENT for

To be completed by all teaching staff prior to any off site visit

Name of responsible adult

Emergency phone number

Date of trip and class

Number of adults

Number of children

Mode of transport

Venue- address/telephone number

Details of route

Safety procedures: seat belts, crossing roads, labels on children, underground travel procedures, ferry crossings

Organisation for duration of visit

Time of arrival/departure

First aid (what is being taken/ what is available at the venue?)

Procedures in the event of an accident/incident

Call 999 if necessary.
Call school who will contact relevant people.
Return to school.