

Health & Safety Policy (ISI 11)

This Policy covers EYFS

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Reviewed by: Bursar
Applicable to: All Staff

Reviewed: September 2019

*Please note that due to the current situation with **COVID-19**, in addition to this policy, the School is adhering to the following government guidance:*

- *Avoiding contact with anyone with symptoms*
- *Regular cleaning of school site*
- *Minimising contact and mixing of people*
- *Maintaining a 2 metre distance between people*
- *Increased hygiene practices*
- *Where pupils are in school, maintaining a 'bubble' of staff and pupils*
- *Confidentiality with regard to withholding names of staff and pupils with either confirmed or suspected coronavirus*

The above will be reviewed in accordance with national guidelines and updated accordingly.

1. Health and Safety 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 takes responsibility for protecting the health and safety of all children and members of staff.

Informing Documents

DfE - *Health & Safety: Advice on Legal Duties and Powers* (2014)

Health and Safety at Work Act 1974 and regulations made under this Act

Feltonfleet School is committed to ensure through all levels of its management that, so far as is reasonably practicable:

- All employees are safeguarded fully in respect of health, safety and welfare whilst at work.
- Pupils and members of the public including parents, visitors and contractors' employees who enter our premises, are not exposed to any health and safety risks during the course of their business.
- No work is carried out by the school or a contractor that is liable to expose employees, pupils or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced.
- All contractors are able to demonstrate that they have suitable arrangements for meeting the school's health and safety requirements including, where necessary, a written statement of policy.

The Board of Governors has the ultimate responsibility for the implementation of this policy and, through the Chairman, will ensure that the requirements of all health and safety legislation are established. The Headmistress is responsible for implementation of this policy within the school. Matters that cannot be resolved at this level must be referred to the Board of Governors.

The School's objectives are:

- to provide conditions and systems of work for all employees, pupils, visitors and members of the public which prevent any danger to health and safety;
- to identify, evaluate and minimize, eliminate or mitigate all risks. This requires that risk assessments be carried out as appropriate to enable hazards and risks to be identified to enable the standards of safety to be adopted and enforced;
- to ensure that all items of plant and equipment are maintained properly and that none will be used knowingly when it presents any risk to the safety of the staff, pupils or the public;
- to provide means of access and egress which are safe and without risks to health, as far as is reasonably possible;
- to provide comprehensive information, instruction, training and supervision, so far as is reasonably practicable, to ensure the health and safety at work of all employees and pupils;
- to ensure that the health, safety and welfare of all employees, pupils, and members of the public are under continuous review by management at all levels;
- to ensure safe arrangements are made for the storage, handling and transport of articles and substances;
- to ensure the School will have and maintain up to date fire safety procedures and documents; and ensure that all employees and pupils are familiar with them;
- to achieve Best Practice as appropriate in all matters of health, safety, and welfare where there is regulation, Approved Codes of Practice, or specific guidance.

This policy is largely dependent upon the total co-operation of every person who works for the school. All Feltonfleet employees have a statutory duty to:

- take reasonable precautions in safeguarding the health and safety of themselves and others;
- observe all health and safety rules and procedures as laid down by the school, and use all health and safety equipment provided;
- alert management to any potential hazard that they have noticed and report all accidents, incidents or near misses that have led, or may lead to, illness, injury or damage.

Health and Safety is a line management responsibility within the School and will be exercised through the School's management structure under the direction of a Health and Safety Committee which meets the requirements of current regulations on consultation of employees, and required to meet at least termly. The Health and Safety Committee meets on a twice-yearly basis.

The School has appointed Mike Vale, HND CMIOSH, as the School's Health and Safety Consultant. Mike provides assistance to the Bursar on the implementation of these policies.

This policy will be monitored to ensure it is effective, will be reviewed annually and revised as necessary.

Signed: Date:

Giles Ashbee - Chairman of the Risk, Health & Safety and Transport Committee

Signed: Date:

Giles Ashbee - Chairman of the Board of Governors
For and on behalf of Feltonfleet School Trust Ltd.

2. Health and Safety Organisation

2.1 Governors' Duties

The Governors are ultimately responsible for Health and Safety within the school. They will appoint a Risk and Health and Safety Committee which will be chaired by a Governor and will include at least three other Governors, the Headmistress, the Deputy Head, the Head of Pre-Prep and the Bursar. This committee will meet at least twice a year and, so far as is reasonably practicable, will:

- maintain safe and healthy working places and systems of work and to protect all employees, pupils and others including the public in so far as they come into contact with foreseeable work hazards;
- provide and maintain a safe and healthy educational environment for all employees and pupils with adequate facilities and arrangements for their welfare, and to provide all employees and pupils with the information, instruction, training and supervision that they require to work safely and efficiently;
- develop safety awareness amongst all employees and pupils and, as a result of this, create individual responsibility for health and safety at all levels;
- provide a safe environment for all visitors to the School's premises bearing in mind that these visitors may not necessarily be attuned to certain aspects of the school's environment;
- control effectively the activity of all outside contractors when on the School's premises;
- encourage full and effective two-way consultation on health and safety matters by utilizing the management structure of the School and the committees already existing;
- ensure that this Manual is used as a practical working document and that its contents made available to staff on the School "shared drive";
- review the details of this Manual (including the Statement of Health and Safety Policy) at least annually and to keep it in line with changes in current legislation;
- arrange for an annual Health and Safety Audit of the School premises and property;
- review the major risks to the School on an annual basis. The risks will be identified, prioritized and mitigating actions identified and managed on an ongoing basis.

2.2 Headmistress's Duties

The Headmistress is responsible to the Governors for the implementation of the Health and Safety Policy. She will, so far as is reasonably practicable:

- monitor the effectiveness of the Policy within the School and report back to the Governors as appropriate;
- consult with the Bursar as nominated Health and Safety Officer on all Health and Safety matters;
- accept and implement changes to Health and Safety procedures at Feltonfleet in the light of experience;
- encourage the co-operation of staff at all levels in applying the Health and Safety Policy;
- ensure that any changes in curriculum and in systems of work are considered for their Health and Safety implications.

The Headmistress or Bursar will chair a School Health and Safety Committee, that is formed in accordance with the Health and Safety (consultation with Employees) regulations 1996 (as amended), issue its members with appropriate Terms of Reference (see 2.10 School Health and Safety Committee), and ensure that it meets formally at least twice-yearly.

2.3 Bursar's Duties

On a day-to-day basis, the Headmistress's responsibility as regards the domestic and administrative (i.e. non-academic) side of the School will be devolved to the Bursar, who as a Member of the Senior Management Team will:

- monitor the effectiveness of this Policy and report back to the Headmistress as appropriate;
- make arrangements to draw the attention of all staff at the School to the school safety policies, organisation and procedures, and of any relevant safety guidance and information;
- in a line management function, be responsible for the Health and Safety of all administrative, maintenance and domestic staff;
- where individual employees in the various support functions listed above are given posts of intermediate responsibility, ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the Health and Safety functions that they have been given;
- be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the school procedures and that the School itself is appropriately indemnified;
- be responsible for briefing outside contractors working on the school's premises regarding the school's Health and Safety requirements, and ensuring that the Health and Safety policies of those contractors also meet those requirements.

In addition to these delegated duties the Bursar is the school's nominated Health and Safety Officer. As such he will have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure. His duties will include:

- acting as the school's 'Competent Person' for Health and Safety matters, calling on external advice and training as appropriate;
- arranging staff training on all Health and Safety matters and maintaining suitable records;
- recording and reporting to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents are notified to the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence;
- making arrangements for briefing staff, visitors, pupils and other users of the school's facilities on the school's health and safety procedures;
- arranging for the following to be displayed in suitable places around the school:
 - Health & Safety Law Posters
 - Lists of First Aiders and their locations
 - Medical Rosters
 - Lists of Pupils with Allergies
- ensuring as far as possible that the staff are aware of the above;
- ensuring that the Fire Risk Assessment Tracking List and the Departmental Risk Assessment Tracking List are kept up-to-date;
- arranging for results of fire practices to be recorded and reported to the school Health and Safety Committee and the Governors' R, H and S Committee;

- keeping up to date records of Risk Assessments on all areas in the school and managing the annual Risk Assessment review and update process, providing advice and assistance where necessary, as well as producing an action plan of all Risk assessments to review with the School Health and Safety Consultant and pass to the Chairman of the Risk and Health and Safety Committee;
- ensuring that accurate records are kept for all accidents/incidents that occur in the school;
- keeping up to date with all new regulations, Approved Codes of Practice and guidance concerning Health and Safety;
- maintaining a central record of all COSHH assessments in use in the school.

2.4 Deputy Head's Duties

The Deputy Head will prepare an Emergency Evacuation Plan, devise procedures and arrange for periodic practice evacuation drills to take place. See also Section 4 for Fire Safety Duties. The Deputy Head is the Designated Safeguarding Lead for the main school.

2.5 Head of Pre-Prep's Duties

The Head of Pre-Prep has collective responsibility as a member of the School Health and Safety Committee as well as the Senior Management Team. The Head of Pre-Prep is responsible for all aspects of Health and Safety for Pre-Prep to the Headmistress.

The Head of Pre-Prep also acts, on behalf of Pre-Prep, as the Surrey Child Protection Officer.

Section 9 contains procedures that apply only to Pre-Prep, and is a standalone document in its own right for Pre-Prep Staff, who are also bound by this whole document.

2.6 Subject Leaders' Duties

Subject Leaders will be responsible to the Headmistress for the following:

- ensuring that their Department is run according to the requirements laid out in this Manual, and other appropriate standards that may be set by the school;
- ensuring that members of their Department understand the practical aspects of this Manual and the minimum legal standards applicable within their areas of responsibility;
- notifying the Headmistress of any matters within this field which they feel are beyond their own competence;
- reporting any accidents, incidents, near misses or damage for investigation;
- ensuring adequate supervision for pupils both inside the school, during normal teaching activities and also on external trips as detailed in the Tours, Trips & Outings Policy;
- completing Risk Assessments in accordance with COSHH Regulations on any new substances introduced into their Departments. Science Staff should keep up to date with the current CLEAPSS guidance and procedures;
- ensuring that the teaching staff and pupils for whom they are responsible comply fully with the requirements of this Manual.

2.7 Duties of all Feltonfleet Employees

All Feltonfleet employees have a responsibility under Health and Safety legislation to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Headmistress, the Bursar and the Governing body in meeting statutory requirements;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts (where in doubt they must seek immediate clarification from the Bursar);
- ensure that plant, tools and equipment are maintained in good condition and report any defects to the Bursar;
- use Personal Protective Equipment and safety equipment provided and ensure that these are kept in good condition;
- ensure that offices, general accommodation and vehicles are kept tidy and in good order;
- ensure that any potential hazards and accidents (whether or not an injury occurs) are reported in accordance with the Accidents Policy;
- not to smoke on Feltonfleet premises, in school vehicles or while responsible for pupils.

Whenever an employee is aware of any possible deficiencies in Health and Safety arrangements, they must draw these to the attention of the Bursar, as soon as is reasonably practical.

All employees must take note that, whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment, or that they are advised of specific hazards.

All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees, so they will have to access to this manual and reminded of their duty to comply.

N.B. The Headmistress and Staff will make pupils (and, where appropriate, the parents) aware of these responsibilities through direct instruction, notices and school policies.

2.8 Head of Boarding's Duties

The Head of Boarding is responsible to the Headmistress for the safety and welfare of the school's boarders. Detailed responsibilities in this respect include:

- ensuring that the boarding house is organised and managed strictly in accordance with the Health & Safety principles set out in this Manual and associated school policies;
- ensuring that all people required to exercise a duty of care towards the school's boarders (whether members of the school staff or otherwise) are fully briefed as to their Health & Safety and Welfare responsibilities;
- carrying out spot-checks of the school's locking up-procedures as carried out by duty staff and initiating any remedial action required;
- liaising with the School Fire Officer regarding physical fire safety matters;
- reporting to the Headmistress any issues of concern relating to boarders' Health & Safety which might justify the Headmistress's attention or intervention;
- acting as a permanent member of the School Health & Safety Committee.

2.9 Pupils' Responsibilities

All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils, reminded by the Headmistress and staff;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- follow instruction re Health and Safety;
- act in a responsible manner, so as not to endanger self or others;
- use and not willfully misuse, neglect or interfere with equipment provided for safety purposes.
- report to an appropriate member of staff any defects or misuse that could lead to dangerous situations or accidents;
- observe school out of bounds signage.

2.10 School Health and Safety Committee

The School Health and Safety Committee will exercise overall management and supervision of the Health and Safety function within the school. The Committee will comprise the Headmistress, one of the Designated Safeguarding Leads, the Bursar (both as Head of the Support Staff and as the designated Health and Safety Officer), the Head of Boarding, the Deputy Head, the Head of Pre-Prep, the Matron, the Director of Sport and the Bursar's Assistant. Other members of the school staff may be co-opted as required.

The School Health and Safety Committee is required to:

- monitor the effectiveness of the Health and Safety Manual and the safe working practices described within it and revise and amend it, as necessary;
- direct the Annual Review of Fire Risk Assessments, satisfying itself that any significant changes to buildings or procedures have been reflected in revised Fire Risk Assessments;
- direct the annual programme of Risk Assessment updates required under the terms of the school's Risk Assessment Procedures and monitor progress against the targets set in the follow-up Action Plan;
- report to the Governors any risks identified which have a significant safety implication – or where the cost of remedying such risks carries a significant financial liability;

- review reports from the Health and Safety Officer which include:
 - Accident, Incident and Near Miss Reports
 - Fire Safety Report, including reports of drills, evacuations and training
 - Details of visits from external authorities, such as Surrey Fire and Rescue or the Environmental Health Officer
 - Maintenance of the security state of the school

3. School Procedures

These Procedures, whilst not all strictly Health, Safety and Welfare based, are for the guidance of all staff, parents, and pupils.

3.1 Responsibilities

Health and Safety is everyone's responsibility. The responsibilities of Governors, school employees and pupils are outlined in Section 2 of this document.

All meetings involving staff and/or Governors are to include Health and Safety as an agenda item.

In addition, parents are requested to support the school's aims by:

- completing the medical form on entry to the school;
- ensuring their children attend school in good health;
- informing the school about reasons for absence;
- encouraging their children to develop personal responsibility for safe conduct as they mature;
- informing the school of any perceived potential hazards;
- ensuring their emergency contact numbers are kept up to date.

3.2 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 Pre-Prep geography curriculum topics such as People who Help Us deal with the work of the health, police and fire services. Through this topic we teach children about keeping healthy, the danger of fire, and how to avoid accidents. Likewise, through the science and design technology curriculum children are taught about hazardous materials and how to handle equipment safely. Issues of health and safety relating to particular subjects are addressed within individual departmental handbooks.

We teach children respect for their bodies and how to look after themselves. From their first days in school, children are taught to wash their hands after each visit to the toilet and before meals. We discuss these issues with the children in Positive Living lessons. We also show them how to move and play safely in PE lessons and to take appropriate care in the swimming pool.

Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Older children in the Prep School receive both drugs education and sex and relationship education (see the relevant policies).

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.

Feltonfleet promotes the spiritual welfare and growth of the children through the Religious Studies curriculum, through special events, such as harvest festival and carol services, and through acts of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their form teacher. Teachers use Circle Time to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

3.3 School Meals

We do all we can to ensure that all meals at Feltonfleet provided have a suitable nutritional value, this being deemed especially important given our boarding community. There are weekly meetings with the Catering Manager to ensure standards are maintained. Feltonfleet promotes a healthy lifestyle and all children are offered drinks and snacks as appropriate.

3.4 Health and Safety and School Uniform

The school uniform is designed with Health and Safety in mind.

Long hair is required to be tied back from the face.

We do not allow children to wear jewellery in school. An exception is ear-ring studs in pierced ears and then only in the Prep School, not in Pre-Prep. During PE and games children are required either to remove these or to cover them with a plaster.

Watches are not to be worn in Pre-Prep, but are allowed in the Main School.

3.5 Safeguarding Children

The named person with responsibility for child protection is Ewan Carradine, Deputy Head, who liaises with the Headmistress and the Chairman of the Risk and Health and Safety Committee. We follow the procedures for child protection drawn up by Surrey LEA (see relevant policies).

If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the named person with this responsibility about their concerns. When investigating incidents or suspicions, the person responsible in the school for child protection works closely with social services, and with the LADO (Local Area Designated Officer) in Surrey Social Services. We handle all such cases with sensitivity and we attach paramount importance to the interests of the child.

All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

The School operates an online system ('MyConcern') that allows both teaching and non-teaching staff to log any concerns they may have. These logs are then reviewed by the Deputy Head in his role as Designated Safeguarding Lead.

There is a weekly welfare meeting attended by all teaching staff in the Prep School and daily welfare informal briefings in the Prep-Prep. Our school counselor is available to both children and staff.

3.6 Safe Recruitment Procedures

See separate Safe Recruitment Policy

The school takes its responsibilities to ensure only suitable people are employed in any capacity. Reference should be made to the policy held in the Bursary for the appointment of staff. We require all adults employed in school to have their application vetted by the police, in order to check that there is no evidence of offences involving children or abuse.

3.7 School Security

While it is difficult to make our school site totally secure due to the open nature of the campus, we do all we can to ensure that the school is a safe environment for all who work or learn here. Various key entry points are secured with a key pad door opening systems, the code of which is known only to staff and governors. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, insurers, architects and other consultants). Records are kept of such visits.

We require contractors and visitors, other than at fixtures, 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. Visitors to Pre-Prep have first to sign in at Reception. Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

Appropriate vigilance by staff to note and report unidentified visitors is required at all times. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform a senior member of staff immediately. He or she will warn any intruder that they must leave the school site straight away. If there are any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted.

Relating specifically to Pre-Prep

The grounds are fenced to prevent children straying and it is the staff's duty to ensure all gates are kept securely fastened. Parents are asked to shut gates and the front door securely when visiting school during the day. The gate at the end of the drive should be kept closed during the course of the school day.

Children are not allowed outside the building without an accompanying member of staff. There is a procedure for break duty followed by each member of staff.

The Head of Pre-Prep is able to be in telephone contact with the Prep School at all times.

Calvi House is fitted with a security lock, the code of which is held only by Pre-Prep staff, the Headmistress and Bursar, and which is regularly changed. The door is kept closed during the school day and the building is locked when no staff are present, for example at lunch time. Parents and visitors may gain access by ringing the bell at the entrance. Children are taught that they must not open the door to any visitor.

At the end of the day children are dismissed individually when the parent or carer has arrived to fetch them. No child is allowed to go home with any other adult without the express permission of their parent and a list is available for them to state their intentions at the front entrance. (See also Uncollected Child Policy.)

3.8 Safety of Children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, subject heads of department will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher has any concerns about pupil safety, they should bring them to the attention of the Bursar before that particular activity next takes place.

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

If an accident does happen, and it results in an injury to a child, the teacher will do all they can to aid the child concerned. We keep first aid boxes at various strategic places around the school. The majority of staff have received basic first aid training in courses which are arranged for all every three years, and both Matrons and all Nursery Nurses in the Pre- Prep are qualified first aiders. The Matron keeps a log of all staff's first aid qualifications. There are lists of First Aid qualified staff at numerous key points around the school.

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 Matron will telephone for emergency assistance and a senior member of staff will accompany the child to hospital if the parent has not yet arrived at school.

We record all incidents involving injury, and in all cases other than mild scrapes we inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

The school has an anti-bullying policy.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made on the school incident form. Priority must then be given to finding another member of staff immediately or as soon as possible thereafter. (See Restraint of Pupils policy).

Playground Safety

There is a procedure for playtime supervision which is known by all staff and in the Supervision Policy. In essence it provides for conscientious supervision and adherence to rules for behavior in order to ensure a safe and happy playtimes and breaks.

In Pre-Prep in hot weather children are encouraged to wear cotton sunhats which offer protection to the neck as well as face, when playing outside. Particularly fair-skinned children's parents are requested to apply sunblock before coming to school. Play after midday is only in the shade of the trees.

Equipment such as the playground surface and the Adventure Play Area are regularly checked and maintained by the Bursar.

It is the parents' responsibility to supervise their children before and after school while they are on school premises.

Moving between Pre-Prep and the Prep School

Children at the Pre-Prep often go over to the Prep school for various activities and events. Most of the time this is done as a class and the children will be accompanied by two adults. If the children are going over in small groups (6-8 children) for Dance lessons then they may be taken over by one adult but for larger numbers two adults are required.

Children are to walk in pairs (walking partners) and wait at the kerb edge until told to cross by an adult. One adult must stand in the middle of the road on traffic patrol whilst one leads the children across.

Pupils in Y3-7 must also be escorted over by at least one adult and reminded to follow the instructions of the teacher.

Pupils in Year 8 are allowed to walk to Pre-Prep in pairs, unaccompanied by a teacher. They should inform Reception that they are going to Pre-Prep and a check will be made that there are at least two pupils. Y8 pupils should always cross the road at the designated crossing area.

3.9 Provision of Childcare

The school does not provide childcare to children other than our own pupils.

3.10 Fire and Other Emergency Procedures

Procedures for fire are published in the Fire Risk Assessment, Prevention & Procedure Policy and other emergency evacuations are published in the Critical Incident Management booklet. Areas housing boilers and electrics are kept locked at all times.

Fire drills are held each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers and fire escapes, and the testing of the fire alarm system.

3.11 Educational Visits

The school takes very seriously responsibility for ensuring the safety of children whilst on school trips - see the policy for Tours, Trips & Outings. A copy of this policy and all the school policies are kept in reception.

3.12 Seatbelts

We use coaches and mini-buses only when seatbelts are provided. We ensure the children use seatbelts at all times when the bus is moving.

3.13 Medicines

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases parents will be required to sign an authorisation for prescribed medicine to be administered by matron.

Where children have long-term medical needs, we will do everything we can to enable them to attend school regularly. Parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labeled container. Such medication will be administered by a matron. All medicines are secured in a locked cupboard. Records will be kept of all medication received and administered by the school.

All parents are required to indicate on an appropriate form whether they wish an over-the-counter remedy such as Paracetamol to be given to their child by matron, if deemed necessary. The school will similarly draw a parent's attention to their child appearing unwell during the day.

Any staff involved in administering medication such as an Epipen will receive training, usually from the school matron or external nurse.

3.14 Staff and Consumption of Alcohol

To ensure the safety of all children and staff, all school employees including those who have direct or indirect contact with children *are forbidden from consuming alcohol at any time during the working day, including breaks*. Any breach of this condition is likely to be investigated under the schools disciplinary procedure.

Furthermore, staff must not engage in conduct outside work which could seriously damage the reputation and standing of the school or the employee's own reputation or the reputation of other members of the school community.

For guidance on the consumption of alcohol on school trips, social events etc. please see the Tours, Trips & Outings Policy.

3.15 Internet Safety and Computer Use

We regularly use the Internet in school, because it has many educational benefits. In order to minimize 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 authorization for their child to use the Internet. Prep School pupils are required to sign an agreement to use the internet safely. We also seek parental permission before using photographs of children or their work on the school's website, in newsletters and other publications.

3.16 Theft or Other Criminal Acts

A senior member of staff will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Headmistress will inform the police, and record the incident.

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.

3.17 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 Professional Development Review 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, they should inform the Headmistress without delay. She will consider whether the school complaints or grievance procedures apply, whether to advise the colleague to seek medical support or the advice of the school counselor.

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 appropriate action under the complaints procedure. Appropriate liaison with governors will be sought in matters relating to the health and well-being of staff.

3.18 Vehicles within the School Premises

Prominent signs warn drivers entering the Prep School to drive with care and there are separate entry and exit points. A car park is provided for parents' and visitors' cars outside the main pupil areas.

No vehicles are allowed within Pre-Prep's grounds except for teachers' cars and those belonging to residents of Calvi House. A prominent sign at the entrance to the drive warns drivers to leave their cars outside on the road. Ordinarily, therefore, there will be no vehicular movement on this side of the campus during the school day.

3.19 Contractors

Any building work must be securely fenced off in line with current regulations so pupils have no access to it. The Headmistress and all teaching staff will point out to pupils the dangers of playing near heavy machinery or building materials.

3.20 Swimming Pool

In order to ensure safety in the swimming pool, it is a requirement that there are a minimum of three people present in the pool, two of whom must be adults (i.e. over the age of 18 years). This is to ensure that in the case of an accident, one person is available to stay at the pool and one person can go for help. Please see the Pool Safety Operating Procedure for the full list of regulations.

3.21 Monitoring and Review

The governing body has a named governor with responsibility for health and safety matters. It is this governor's 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 governor in question also liaises with other external agencies, to ensure that the school's procedures remain effective and compliant with current regulations.

The governing body, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the school environment safe.

The Bursar is the school's Health and Safety Officer. He liaises with senior teaching staff to ensure the school's health and safety policy is upheld 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 Headmistress also reports to governors on health and safety issues.

This policy is reviewed annually.

Jason McKinlay
Bursar