



## **The Governing Body of Molescroft Primary School accepted this Policy AUTUMN TERM 2010**

### **APPLICATION OF THE POLICY**

**The policy applies to every member of staff and visitor to the school. Everyone has the mutual responsibility to act to ensure the safety of everyone in the school. Everyone must act to ensure the safety of his/her own person and that of every child in the school.**

## **1. INTRODUCTION**

The health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. Molescroft Primary School therefore has to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place. Many are described in full and detailed policies of their own. This Safeguarding Policy is an overarching policy designed to summarise practice and to direct to the more detailed policies as required. ALL POLICIES ARE PUBLISHED ON THE SCHOOL'S WEBSITE

<https://molescroftprimaryschool.wordpress.com/>

### **POLICIES WHICH COME UNDER THE SAFEGUARDING UMBRELLA and are available on the School Website**

Molescroft Primary School Health and Safety Policy

Molescroft Primary School Health and Safety Manual

East Riding Corporate H&S Policy

Specific Health and Safety Policies (zipped folder)

- Guidelines on Fire Precautions and Fire Risk Assessment
- Risk Assessment for Expectant and New Mothers at Work
- Violence and Challenging Behaviour Towards Employees & Guidelines on Working Alone in Safety
- The management of Health and Safety at Work Regulations
- Accident/Incident Reporting Procedure
- C.O.S.H.H
- Working at Heights with Safety
- Construction (Design & Management)
- Manual Handling Operations Regulations
- Display Screen Equipment
- First Aid Regulations
- Personal Protective Equipment
- Provision and Use of Work Equipment
- Confined Spaces Regulations
- Smoking Policy



Lifting Operation and Lifting Equipment  
Hand Arm Vibration  
Asbestos at Work Regulations  
Managing the Health and Safety of Home Working Employees  
Policy and Guidelines on HIV and AIDS  
Guidelines relating to the Moving and Handling of People  
Management of Musculo-skeletal Disorders  
Workplace Drug and Alcohol Testing Policy  
Code of Practice and Guidelines on Noise at Work  
Planning Pack for Events on Council Owned Land  
Code of Practice and Guidelines relating to Prevention or Control of Legionellosis  
Code of Practice and Guidelines on Electricity at Work  
Well Being at Work Code of Practice  
Code of Practice and Guidelines for Safe Use of Mobile Telephones

Child Protection Policy  
Child Protection Policy (appendices)  
Drugs and Alcohol  
Educational Visits  
E Safety  
Stress  
Use of Tools in Technology  
Risk Assessment Posters  
(zipped folder)  
Good Behaviour  
Disability Equality Scheme  
Inclusion  
Physical Activity  
Race Equality  
Special Educational Needs  
Staff Handbook  
Induction Pack  
School Prospectus  
School Food policy  
  
Acceptable Use Policies  
K.C.S.I.E. – Part 1  
K.C.S.I.E. – Full  
Looked After Children  
Publication  
Child Protection and Safeguarding  
Initial Allegation Management  
Safeguarding – Whistleblowing  
Recruitment and Selection  
Sex and Relationships Education  
Supporting Pupils with Medical Needs  
Visitors to School



Volunteer Helpers  
Working Together 2010

Molescroft Primary School Emergency Response Plan (not on the internet)

## 2. HEALTH AND SAFETY

The school has a comprehensive collection of Health and Safety policies. These are listed in the **Induction Handbook**. They are headed by the schools own health and safety policy. In addition a **Health and Safety Manual** summarise show the wide ranging Health and Safety Policies apply specifically to the school. All Health and Safety procedures are checked on a termly basis. This is conducted in conjunction with a full site Health and Safety Inspection. This is conducted by the Head Teacher, Caretaker and Governor with responsibility for Health and Safety. A report is published following each inspection and is discussed by the Governors' Health and Safety committee. This committee also receives further reports from the agencies employed to support the process. Examples include Fire Inspection, Asbestos Reports (also completed termly by the in house inspection) and kitchen safety inspections.

Any concerns from staff are reported to either the named safety officer (see induction pack) Headteacher and /or caretaker. Regular referral to **Risk Assessment Posters** ensures that no fault or concern is overlooked. The caretaker also completes a day sheet to record that that site specific checks have been made. This includes particular inspections of the Adventure Playground and play areas on a daily basis. Any of the above which raises concern leads to an assessment of the situation and the organisation of necessary remedial action.

## 3. FIRST AID

The school employs a number of first aiders. The school attempts to maintain the presence of a trained First Aider in every year group, this is particularly useful when organising out of school visits. There is a specific First Aider trained for Early Years in the Foundation Year.

The school employs one member of staff whose responsibility is specifically for first aid. This member of staff is on duty at the first aid post (outside the staff room and therefore near to running water and a fridge) from morning break until the end of afternoon break including the lunch time break. This first aider ensures that all first aid stock is maintained and records fully completed. This includes contacting parents/carers as required. This first aider is also qualified for Early Years First Aid. There is full first aid provision for the Breakfast Club and the Afternoon Tea Club.



There are first aid points with green first aid boxes available in every cloakroom, the Parish Centre and the hall.

When a child is poorly, or has suffered an accident in school or on the playground there is a protocol for staff to follow:

- A trained first aider is consulted
- The incident is logged in the accident book
- In the event of a knock to the head a text message is sent and if there is any further concern, every attempt is made to contact a parent/carer by phone. The class teacher also receives a text so that he or she knows to keep alert to changes in the child's condition in class.
- If there is any doubt at all for the ongoing well being of the child by remaining in school, an ambulance is called and a parent/carer is contacted.

At the First Aid Point a display indicates how to complete records and which forms are required for various scenarios. Accident records involving staff are kept in the main school office and **MUST BE COMPLETED** for every incident.

### **Medicines**

For short-term illnesses requiring a course of antibiotics we request that parents make arrangements for the administration of medicines. It is normally possible for a dose to be given three times a day avoiding the need for a dose during normal school hours. If necessary, we request a parent, or a person designated by the parent, attends the school at the appropriate times to administer the medicine. When there is a long-term requirement for medical support during school time, the school will support the child/family. In these circumstances medicines will be administered. This will be agreed in advance to ensure that needs are properly met. Where pupils are admitted to school with a medical condition, the issue of administration of medicine will be resolved prior to admission through a Medical Needs Meeting.

For matters of an intimate nature staff are informed to deal with a child with utmost sensitivity and always to seek guidance from a member of the Senior Management Team. Staff should not be on their own in such circumstances.

## **4. SITE SECURITY**

Molescroft Primary School provides a secure site, which is controlled by precise management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.



The school operates a two tier security system to respond to the different requirements of the school day and to enable safe delivery and collection of children. Site security has been discussed at length by the governors of the school and is reviewed at the termly Health and Safety Governors meeting. The school believes that the measures in place are proportionate to the risks without creating a prison camp and destroying the attractive and welcoming environment.

All doors remain secure from 08:50 to 9:30, from 15:00 to 15:30 and from 15:45 to 08:40. These doors have either push bars or turn latches AS APPROVED BY THE EAST RIDING OF YORKSHIRE LA AND PASSED BY THE FIRE INSPECTION. These doors may be open from 09:30 to 15:00 as the school site is then secured at the gates from 09:00 to 15:15. Access to the site is then only possible through the Main School Reception. This is secured by a remote lock and key pad. Therefore when the school doors are open, access to the site is only via the front door. When the site is reopened to allow child carers onto the site the school doors are sealed. On all doors are signs indicating that access to the school even at the start and end of the pupil day is only permissible through the main reception door, where guests receive visitor passes and are chaperoned (or not) as CRB clearance requires. **ALL STAFF KNOW TO CHALLENGE ANYONE NOT WEARING THE CORRECT DOCUMENTATION.** i.e. a visitor's badge or an East Riding of Yorkshire Photo Badge

Children should never be allowed to leave school alone during school hours, and if collected by an adult children must be signed out.

Should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Parents and police will be immediately informed of the circumstances.

## **FENCING**

The school is surrounded by a mixture of fencing and hedgerows. The school field is completely surrounded by a high fence which backs entirely onto residential properties. Beech hedging has been planted to further protect the fence. Governors have agreed that to replace the fence with an aluminum fence would be disproportionate to the risk and cause an unnecessary blight on the attractive and naturalised grounds and be unfair on our neighbours. High aluminium and wooden fencing protects the school from the neighbouring streets. An additional low aluminum fence marks the boundary of the school site. Clearly a determined intruder could climb the fences, however the site rarely experiences trespass and there has been no recorded vandalism for many years since the fencing was upgraded. Neighbours are vigilant and on the rare occurrence of trespass the police have been highly effective in dealing with it.

## **VEHICLE ACCESS**



Following a review in 2005, all pupil access to the site is ensured through two entry points avoiding the car park. The second car park was permanently closed to ensure this. The remaining car park (extended in 2009) is closed during the start and closing times of the day to prevent pupils or adults using this as a short cut.

## 5. MANAGING SPECIAL EVENTS

### PARISH CENTRE

The school is unique in the East Riding of Yorkshire as it was founded in 1975 as a shared school and Parish Centre. This is facilitated by a screen barrier which is lowered every evening at 6pm to separate the school from any Parish Centre users. During one afternoon the Toddler Group has controlled access to the Parish Room. In discussion with the LA it was agreed that security was not compromised as access to the Parish Room is

- controlled through the main entrance which is remote locked
- the entrance is manned
- the Parish Centre users have access to their own toilets and kitchen
- the children have no unsupervised access to the users who are known by the admin staff at the school

The Parish Centre is managed by a Management Committee chaired by the Head Teacher of the school.

### SPECIAL EVENTS

Events such as **Sporting Days** provide a potential for loop holes in security. To respond to this any event held in school time to which parents are invited the following protocol exists:

- site security arrangements remain in place
- guests must enter through the main reception and sign to indicate which pupil is being represented
- guests are warned to provide photo ID in case they are not recognised by the staff on duty
- guests must wear the 'sticker of the day' to prove they have been officially admitted.

For **shows and assemblies** the above precautions do not apply as the pupils remain under the supervision of staff at all times and guests are not allowed access to the changing areas of the school or to mix with the pupils. Guests do however have to enter and leave via the main entrance.

For **open nights** pupils must be accompanied and the parents/carers take responsibility for the welfare of the child.



## **CROFTY'S RESTAURANT**

Parents/Carers and grandparents are invited to dine with their children at school. For the purposes of this the following protocol applies:

- site security arrangements remain in place
- guests must book a meal before 10am on the day
- guests must enter through the main reception and sign indicating which pupil is being represented
- guests are warned to provide photo ID in case they are not recognised by the staff on duty
- guests must leave through the main entrance immediately the meal is finished.
- guests may not accompany pupils to the classrooms or playgrounds
- the school foyer is patrolled by the senior lunchtime supervisor

## **6. ATTENDANCE**

Excellent attendance is expected of all children, but when children are unwell parents are expected to confirm absence by telephone immediately. If there is no notification the school has a policy of phoning home to ascertain each child's whereabouts. This is to ensure that a child is not absent from school with the parent presuming the child has actually arrived. In addition the school can respond immediately to any suspected unauthorised absence. (this is extremely rare)

The school works closely with the Local Education Authority's Welfare officer whenever a child's attendance and punctuality causes concern. Attendance rates are reported each term to the LEA, annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality.

The school operates a tight policy on the sanctioning of absence for term time holidays. Everything is done to discourage this whilst understanding the realities for certain employees and taking into consideration family occasions and medical/emotional needs.

## **7. SINGLE CENTRAL RECORD: CRB: SAFER RECRUITMENT**

All staff that are appointed to work in school have a criminal records search called a DBS check. This search highlights people who have a criminal record or if previous allegations have been made them. If staff are found to have a criminal record the



appointment is reconsidered by the Headteacher and the Personnel committee of the Governing Body.

The Headteacher sits on all appointment panels. The Headteacher, Chair of Governors and additional Assistant Headteacher have undertaken the NCSL training on Safer Recruitment.

## 8 . INDUCTION

New staff and all volunteer helpers and work placement students are inducted into all safeguarding practices and relevant policies of the school. **INDUCTION BOOKLET.**

Volunteers must also have DBS clearance. This is recorded in the **SINGLE CENTRAL RECORD for all staff and volunteers.** The office performs this. The record also includes evidence that checks have been made regarding employment regulations. Appropriate qualifications are also recorded.

## 9. VISITORS TO SCHOOL

Visitors with a professional role e.g. the School Nurse or members of the Local Authority Education Department and Social Services already have relevant clearance but the office will check that this is the case securing the disclosure number and date before admittance is granted. When this is not clear, a visitor will be chaperoned. Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

## 10. CHILD PROTECTION

There is a designated trained adult for Child Protection and a designated trained governor. In addition there is a trained and named adult for Early Years. The Head Teacher also has appropriate training. There is a detailed **Child Protection Policy**, which is available on the website. It is the Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. Certain governors and **all** staff have had appropriate child protection training, which is updated at least every three years.

Visitors to school have to read a statement regarding Child Protection and Safeguarding before working with children. All regular volunteers, governors, members of the 'Friends' Organisation and staff cover this through their Induction.

## 11. SAFETY IN THE CURRICULUM





The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social, Citizenship and Health Education discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues. These are further promoted through two special weeks held across the school very year: Health Week and Safety Week.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught at the moment they are taught. Examples would include using equipment properly in PE and Design and Technology. Risk assessments accompany plans for PE activities and there is a specific policy for the **Use of Tools in D&T**. Pupils are explicitly made aware of the risks and involved in the management of them all times. There has to be appropriate staffing levels and when the curriculum is taking place out of school appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses visits as to the level of risk and all trips are finally authorised by the Headteacher and the Educational Visits Coordinator.

Visiting speakers, with correct clearance are always welcome into school so that can give specialist knowledge to the children.

## 12. E SAFETY

Children should be encouraged to use the internet as much as is possible, but at all times in a safe way. This is covered by the **E Safety Policy** guidance to which is distributed to all parents. Pupils are never left unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child the issue should be reported to the Headteacher without delay. The school has effective firewall protection.

## 13. EQUAL OPPORTUNITIES & DIVERSITY

All pupils at Molescroft Primary School regardless of background have the right to be treated with respect and to feel safe. They have the right to receive their education in an environment, which is free from humiliation, oppression or abuse on racial, faith, disability, sex, or gender orientation grounds. Any suggestion of discrimination is fully investigated. The Diversity International Eco Disability and Race Equality Committee (D.I.E.D.R.E) oversees all aspects of equality. In addition the committee leads the school in the development of an exciting and vibrant **International Policy**. This has a major impact on the life of the school.

Children with disabilities must be able to take a full and active part in every lesson and every measure must be taken to ensure this.



## 14. GOOD BEHAVIOUR & ANTI-BULLYING

### How the school encourages Good Behaviour

Good behaviour is encouraged by example and is rewarded by:

- Praising all children behaving well
- Rewarding individual good behaviour
- Praise
- Reward certificates
- Extra privileges
- Motivating individuals
- Target setting
- Recognising and rewarding achievement

- Rewarding group good behaviour
- Public praise
- Class marble jars
- Class award certificates / wrist bands
- Extra privileges

- Stating quite clearly the type of behaviour we wish to see
- Key rules
- Other expectations
- Expectation of the week

- Teaching the children to develop self discipline
- Through example
- Through discussion
- Personal, Social, Citizenship Education
- Through assembly

### How the School discourages Bad Behaviour

Encouragement of good behaviour is the main aim but occasionally this will not be enough and we will have to take further action to prevent bad behaviour. We therefore need to show the children we care enough to help them by:

- getting support of parents;
- reminding children of our rules;
- accompanying effective reprimands by pointing out the benefits of good behaviour;
- involving a senior member of staff;
- removing privileges or responsibilities;



recording their name in the red book and missing the next playtime.

In cases of repeated or more serious failure to conform we:

- involve a senior member of staff;
- always inform/contact the parent/carers to inform and seek support;
- create special programmes for the child;
- involve outside agencies (always with parents/carers' agreements).

## **PASTORAL CARE**

All teachers share responsibility for the pastoral care of the children in their teaching group and in the school.

The Key Rules, expressed as 'Responsibilities' and agreed with the children are:

### ***I have the responsibility to:***

1. speak the whole truth, never, hurt or pretend to do this;
2. respect life and care for everything, everyone and each others' right to work;
3. listen to others and do as I am told by the adults who care for me.

These are the pupils' rights, which we defend within our responsibilities:

### ***I have the right to:***

**work and learn;  
play and have fun;  
speak and be heard;  
have opinions and thoughts;  
be kept happy and safe;  
and I have the right to be me.**

...because we care.

## **MARBLE JARS**

All staff are encouraged to reward particular behaviour and work. This could be on an individual or class basis. When the desired behaviour is being exhibited members of staff can award a marble to be placed in the class marble jar. When the jar is full a special reward WILL be given to the whole class. This reward should be agreed with the class in advance. Normally the reward would last 15 minutes per full jar. Pupils may wish to bank their full jars to earn more time or a specific treat.

Marbles are never removed from jars. It doesn't matter how many marbles each individual has placed in the jar. Pupils learn that we **all** benefit from the good works and kindness of those in the community where we live and work.

Marbles are never removed from the jar as punishment,



## **RED BOOK & AWARD CERTIFICATES**

### **Certainty**

Names will only be entered when there is 100% certainty that the child did break the rule, i.e. witnessed by an adult. Retaliation is not an excuse. Children are taught not to hit back. If this occurs both children will be entered into the Red Book. The next playtime will be missed, supervised by the Head Teacher or Deputy. The child will sit in silence, the aim being total boredom. Work will not be used as a punishment. If a child talks they will miss the next playtime. If children come with a complaint it must be taken seriously but if not witnessed, the incident will not be dealt with through the Red Book.

### **Rewards**

Every child who does not appear in the Red Book for half a term will be awarded a Bronze Certificate. At the end of each term Silver Certificates will be awarded to those who do not appear in the Red Book for a full term. Gold Certificates will be awarded to those who have kept all the Key Rules for a full academic year. Class certificates & wrist bands will be awarded to classes if every member of the class has achieved the standards listed above.

### **Parental Contact**

If a child appears in the red book on three occasions in any half term a letter will be sent to parents and the child will be supported through a Behaviour for Learning Improvement Plan or B.L.I.P.

## **BEHAVIOUR FOR LEARNING IMPROVEMENT PLAN**

In some circumstances a B.L.I.P is arranged to support a child to alter their behaviour. This is arranged in full consultation with parents/carers

## **Anti Bullying Policy**

### **DEFINITION**

“Bullying is the abuse of power by a person who is somehow stronger, resulting in some distress, harm, or neglect of necessary attention for another.” (Eve Brock, 1992)

### **THE POLICY**

The policy is based upon a series of effective strategies and procedures, which are outlined below and will be reinforced regularly.

### **WHAT VICTIMS SHOULD DO?**

Say **“Please stop, I don’t like it.”**

This is to give the bully a chance to stop, recognise that they are bullying and correct their own behaviour;

Not retaliate;

Walk towards a supervisor / teacher;

Seek help;



Recognise that 'it's strong to tell'.

#### WHAT PUPIL WITNESSES SHOULD DO?

Tell their class teacher or another member of staff in whom they have confidence;

Be truthful and only report facts not guesses;

Recognise that telling is trying to help someone else.

#### WHAT PARENTS / CARERS SHOULD DO?

Keep calm;

See the class teacher or head teacher;

Discuss the facts with the member of staff;

Have an open mind;

Give the member of staff time to investigate;

Discuss with the member of staff the findings;

Agree a strategy for preventing a reoccurrence;

Reinforce with their child that they must tell the appointed member of staff as soon as it reoccurs;

If needed, return to school as it could be that the school is unaware that there has been a reoccurrence because the victim has not divulged the information again.

#### WHAT THE SCHOOL WILL DO

##### **Create the right ethos.**

The ethos and caring nature of the school as reflected in the curriculum statement should be explicit in every aspect of school life. It will be particularly emphasised through assemblies, a P.S.H.C.E. programme, Religious Education and by example.

Staff will always model appropriate behaviour towards one another and to the children. This behaviour will respect the individual regardless of age, sex ethnic origin or position in the school. Human rights are equal and everyone in the school is of equal value. The issue of bullying will be covered in assemblies as a matter of contract and also as required, should there be a need. In addition through an annual P.S.H.C.E week (which will consider a whole range of personal and social as well as health and safety issues), anti bullying strategies will be tackled.

##### **Take bullying seriously.**

Children will be reminded that they must report any incidence of bullying. They will be reminded of their right to be happy and safe at school. The links to the school rules will be referred to, but that if the rules do not stop bullying that they should speak to their teacher. If they are still worried they should keep telling and can make an appointment to speak to the Head Teacher at any time.



### **The guarantee.**

The school guarantees that everything possible will be done to ensure:

- all incidents will be recorded;
- pupils will be taken seriously;
- pupils will be protected from the bully;
- pupils will be helped to deal with and given skills to prevent a reoccurrence
- pupils will be told of the result of any investigation and what appropriate action has been taken;
- that pupils should return to their 'Contact Teacher' immediately there is a sign of a reoccurrence of the bullying behaviour;
- encourage people to come forward;
- Those pupils will be helping not only the bullied but also the bully. (Bullies are not happy people.)
- Witnesses will be reminded to come forward in confidence. They will be reassured that they should not fear confidentially speaking to their teacher or the Head Teacher if they know someone is being bullied.

### **RESTRAINT**

The Good Behaviour Policy also indicates in detail who main use physical restraint and in what circumstances and how this can and cannot be applied.

## **15. DEALING WITH THE MEDIA**

The school has a comprehensive policy for **DEALING WITH THE MEDIA**. This includes protocols for the taking of photographs, videos and interviews, with the printed press and television. The aim is to ensure a proportionate response to concerns regarding the publication of pupils work and legitimate activities. Most families regard the continuing celebration of pupils work and successes appropriate and therefore allow the continuation of media involvement. Staff however should always check the permission lists before allowing media photography or indeed publication of pupils' work on the school website. Parents/carers receive a copy of this protocol when a pupil is inducted into school. Parents indicate what is agreeable or not. The school office processes this data and ensures that no child is inadvertently published without prior consent. On the school's website including highly popular blogs pupils are only identified by their first name

## **16. WHISTLEBLOWING**



If members of staff ever have any concerns about people working, paid or unpaid, in the school, they have a professional duty to inform the management accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. The school has accepted the Local Authority's Whistleblowing Policy. Staff should report suspected malpractice directly to the Local Authority particularly if the concern is regarding the Head Teacher. A copy of the policy is available directly from the front page of the Local Authority's website. Press the Whistleblowing button.

## **17. RISK ASSESSMENT**

Risk assessments are completed for life at Molescroft Primary School. They are reviewed annually. They are found in the following formats:

### **POSTERS**

These have been designed 'in house' by the staff and are location specific – inside and out. Some are signed weekly by staff in their classrooms to ensure that Risk Assessment is constantly referred to.

### **POLICIES**

An example is the 'Use of Tools in D&T'. This policy is referred to in conjunction with any D&T unit using resistant materials.

### **SUBJECT SPECIFIC**

For Example, PE Risk Assessments are attached to the unit plans, to ensure timely re-acquaintance with potential risks occurs.

Staff are expected to make pupils fully aware and engaged in the management of risk.

## **18. EDUCATIONAL VISITS**



The **Educational Visits Policy** covers in great detail how visits are organised, risk assessed and sanctioned. Taking pupils off site is a regular and valued learning tool. This includes the annual residential visit for Year 6. The strict application of the policy ensures that pupils are safeguarded at all times. Staff are expected to make pupils fully aware and engaged in the management of risk.

## 19. C.O.S.H.H.

The Control of Substances Harmful to Health Policy is discussed on induction for all staff and volunteers. The C.O.S.H.H sheets are room specific and are displayed on C.O.S.H.H boards in every room. A full collection is held by the caretaker. The school secretary takes responsibility for the ordering and updating of all C.O.S.H.H. records. **ALL STAFF AND VOLUNTEERS KNOW THAT THEY MUST NOT BRING INTO SCHOOL ANY GELS, LIQUIDS, POWERS etc WITHOUT A RELEVANT C.O.S.H.H. FORM.** The cosmetics contained in staff handbags are not subject to C.O.S.H.H. controls PROVIDING THEY ARE SECURELY KEPT AWAY FROM CHILDREN. Other contents however are subject to the same C.O.S.H.H regulations.

## 20. SNOW POLICY & SCHOOL CLOSURE IN GENERAL

The school will only close without prior notice as a last resort. The Head Teacher or his representative will remain on site until the last child is collected.

It is essential for schools to have a reasonable working and written gritting policy in place. It is essential that assessments are made to establish in plenty of time - at the beginning of each day, during the day and at the end of the school day to ascertain the need to implement the gritting policy or not. It is essential that a school exercises its full duty of care and ensures safe access to and from the school entrance and whilst moving around the school during the day for all staff, pupils, parents and visitors to the school. A school needs to document the risk assessment and that the gritting policy has been activated and when and how often its implementation was deemed necessary.

### Policy in Practice

#### What the school does to assist in the event of icy weather conditions





It is not practical to grit the entire site, but as part of the gritting policy, safe routes round the site and across the South Playground have been identified and will be gritted before the gates giving access to the site are opened thereby minimising the risks to children parents and visitors. The car park will also be gritted.

Children are not allowed to make slides on the playgrounds. Playgrounds are gritted if practical before 8:30am and when not, by morning break. At playtimes a decision as to whether children are to be allowed outside will be made by the senior teacher on duty in conjunction with a member of the Senior Management Team.

Children may not throw snowballs on the playgrounds. However if the field is covered by thick snow pupils may be allowed to play on the field in snow, make snowman and throw snowballs. Those not wishing to throw snow (or indeed be hit by snowballs) stay on the playgrounds. The school believes that playing in and throwing snow is part of a child's life experiences.

In extreme cases the Headteacher may decide that there is no option but to close the school if there is presented a severe health and safety risk. This done the Chair of Governors and the local radio stations will be informed. A severe Health and Safety Risk would be presented if insufficient staff could reach the school or indeed the health and safety of staff meant that they should leave early. Due to the location of the school it is expected that the school will be able to remain open. Closing a school at short notice including closing mid way through a day poses considerable difficulties for parents and must only be taken as a very last resort.

A complete heating failure in the winter and/or a loss of the water supply would however result in the school having to close. Refer to the **EMERGENCY POLICY**.

Good communication is essential. Parents receive a copy of specific instructions during the autumn and winter months via the monthly newsletters and the website. Children have the processes explained to them in the classroom. It is expected that parents adhere to these instructions and pass all relevant information to friends and relatives who may also come to school to bring and fetch children. Parents/Carers are asked to be responsible and plan more time for their journey, suitable footwear for having to walk further, wrapping up to keep warm etc....parents should not expect to be able to park close to the school at these times! Parents and visitors are expected to use the gritted paths rather than walk across the snow and ice.

### **Snow Policy and Procedures - information for teaching and support staff**



In the event of disruption caused by heavy snow the prime concern of the school must always be the safety of the pupils and staff.

It is expected that all staff will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and therefore some staff may not be able to arrive before the normal start of school time. In the event of severe weather, a decision to close the school for day pupils will be made by 7am. The Head Teacher will contact Radio Humberside and Viking Radio to ask them to broadcast the information.

Updates will be posted on the Twitter section of the school's website.

<https://molescroftprimaryschool.wordpress.com/>

In the event of the normal timetable being suspended, a programme of activities will be organised for pupils who arrive at school. Teachers and Teaching Assistants will be delegated to supervise these activities.

Rather than a full closure it is more likely that the school will remain open on a reduced capacity. In such an event, parents/carers will be asked if it is possible to make alternative arrangements for pupils. Where this is not possible the school will remain open for those who need to come to school or for those who cannot go home in the case of an unexpected early closure. As the number pupils remaining decreases, they will be moved to other classes or the hall.

## 20. EMERGENCIES CRITICAL INCIDENTS

Each term there is a fire drill that practices efficient evacuation from the buildings. Following each evacuation a report card is completed. This is filed for inspection by Fire Officers and is copied for all members of staff so that any issues which arise are fully addressed. These are also sent to the Governors' Health and Safety committee for discussion through the termly Health and safety Report. Members of the Senior Management Team act as fire wardens and have reflective and identified jackets. Fire Drills are conducted at different times of the day. The meeting points are identified by MEETING POINT signs. Notices at key points in the school identify where visitors and those attending the Parish Centre should meet. The school conducts an annual Fire Risk Assessment. Should a Bomb Alert be called, evacuation moves to the end of the school field. Keys are held in the office and on Fire Wardens lanyards to ensure gates secured for the safety of pupils can be opened to allow access for fire appliances and other emergency services.

There is also a highly detailed critical incidents plan **EMERGENCY POLICY** that details what staff and parents should do in the case of emergencies. There is an



emergency box in the school office. This policy is designed to cope with initial emergency and future running of the school in the aftermath.

## 21. CONTROL OF ILLNESS

The need to control the outbreak of disease is taken seriously and is discussed in the **EMERGENCY POLICY**. In the interim however the school has fitted Gel Disinfection dispensers in all rooms and tissue bins.

Pupils are trained to use these and should an outbreak of an illness such as flu be predicted, pupils are reminded to use these facilities as well as receiving hygiene lessons. These are revised annually in the school's Safety Week as well as being issues addressed in the P.S.C.E curriculum and annual Health weeks.

## 22. FOOD SAFETY & HYGIENE

The school provides meals on site and is the 'owner' of the business. However the school also subscribes to support from the Local Authority. Inspectors from the LA ensure that separate Health and Safety requirements relating to the safe preparation of food are strictly adhered to. This includes unannounced inspections. A wide range of policies and practices affect the school kitchen, these are available in the school kitchen office.

In addition the school adheres to the National Standards for the nutritional balance of school meals. This is to support the healthy development of our pupils. The school promotes the school meals provision vigorously and provided a quality of meal which exceeds minimum requirements. Please refer to the **SCHOOL FOOD POLICY**.

## 23. COMPLAINTS

All allegations of abuse by or complaints of a teacher will be dealt with following the Local Authority's Guidelines and in conjunction with the Human Resources Team.



We try very hard to meet our targets and to uphold the policies, aims and procedures described in the Prospectus. However we recognise that on some occasions things do not go to plan and that Parents/ Carers may feel the need to question actions and possibly complain.

Parents/Carers are informed that initial contact should first be made with the school. Any general complaint that cannot initially be resolved by the class teacher will be passed to the Key Stage Assistant Head Teachers.

If the problem is still unresolved, it will be passed to the Head Teacher.

Only if the Head Teacher is unable to resolve the complaint or the complainant is unwilling to contact the Head Teacher should the complainant invoke more formal procedures by contacting the Chair of Governors.

The Chair of governors will investigate the matter and respond to the complainant.

If the matter cannot be resolved by the Chair of Governors, the matter will be referred to the Governing Body Complaints Committee. The committee will try to complete the investigation within two weeks.

Ultimately complainants may contact 'OFSTED' The Office for Standards in Education.