



Health & Safety Policy

Sept 2019

Status	Statutory
Governing Body Committee	Finance, Facilities & Human Resources (FFHR)
Responsible Persons	Mrs F Parish Head Teacher Mrs A Parkhurst Deputy Headteacher Mrs S Foster School Business Manager
Date the policy was agreed	September 2018
Review date	September 2019

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Growing Gifts



Sheep Dip Lane Primary School: Health & Safety Policy

Reviewed: September 2018, September 2019

Linked Policies: First Aid, Fire Procedures, Child Protection & Safeguarding Children Policy, E – Safety Policy, Health and Well Being Policy, Equal Opportunities Policy

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the Senior Leadership Team (SLT) and Governing Body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns that they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

- To provide a safe, secure and healthy working environment for staff and children.
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment.

Objectives

- Be vigilant around the school premises for intruders finding a balance between challenge and confrontational behaviour.
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work.
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items.
- Administer appropriate procedures according to fire regulations.
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness.
- Have a procedure in place for reporting faulty equipment and near misses.
- Maintain regular checks of building and safety and security.
- Be aware of the pressures on teaching staff and the possible effects which stress may have.
- Give guidance on lone working and personal safety.
- Lay down procedures to use if there is an accident.
- Give guidance on the use of images.
- Inform about what should be done in a case of an emergency.

Informing people of this policy

This health and safety policy is kept in the health and safety ring binder in the School Business Manager Office; a copy is also available in the staff room. All new members of staff since September 2015 are issued with the policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit the school on a regular basis are requested to read the policy itself. New members of staff receive health and safety information as part of their induction procedure.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Responsibilities of individual class teacher

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

- a. Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied.
- b. Observe standards of dress consistent with safety and or hygiene.
- c. Keep good standards of hygiene and cleanliness.
- d. Know and apply the procedures in respect of emergencies.
- e. Cooperate with other employees and the safety representative in promoting health and safety measures.
- f. Report any hazard or breakage.
- g. Follow health and safety instructions and use appropriate safety equipment and protective clothing.
- h. Maintain safely tools and equipment.
- i. Report any incidents, assaults or 'near misses'.
- j. Set a good example to the children in their care.
- k. Supervise pupils and ensure that they know about emergency procedures and safety measures.
- l. Ensure that pupils' bags, coats and belongings are safely stowed away.
- m. Include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum.
- n. Make parents/volunteers aware of safety procedures in the classroom/work area.
- o. Give clear instruction and warning as often as necessary.
- p. Ensure that relevant risk assessments are completed and followed.

Responsibilities of Post-holders

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations.
- Draw the attention of the Head Teacher to any breach of procedure amongst their team which cannot be dealt with.
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures.
- The Head Teacher, School Business Manager and Site Supervisor are informed if any difficulties occur and that near misses and accidents are reported and recorded.
- They set a good example to members of their team and children.
- They keep an overview of the parts of the premises for which they are responsible.
- They keep up to date with new pieces of advice relating to health and safety.
- They keep an overview of equipment and substances kept in their areas.
- All donated equipment is safe for use, if necessary seeking specialist advice.
- They complete necessary risk assessments and check that members of their team complete them when necessary.
- They implement existing policies and follow advice and instructions.

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in service training.
- Ensure that policies relating to health and safety are in place and updated regularly.

- Enable a member of the Governing Body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the site supervisor, Head Teacher and the School Business Manager.
- Approve as appropriate arrangements for residential trips according to LA guidelines.
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe.

Responsibilities of the Head Teacher

- a. To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- b. To regularly review the safety and security of the school building during an annual Governors' meeting.
- c. To undertake risk assessments as and when required and review regularly.
- d. To put into practice and monitor the procedures described in associated policies eg. First aid, emergency, fire, reporting of defects.
- e. To act upon referrals from employees.
- f. To ensure staff and pupils comply with agreed procedures.
- g. To record and inform relevant external agencies as and when appropriate.
- h. To ensure access to this policy and other health and safety information as legally required.
- i. Advise and inform the Governing Body as to health and safety practice legislation and compliance.
- j. To ensure that appropriate logs and records of incidents are completed and acted upon.
- k. To ensure policies and employees are updated as to new legislation and guidance.
- l. To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations.
- m. To ensure that temporary/supply staff are informed of health and safety practice.
- n. To meet with the health and safety representative of the Governing Body termly to discuss health and safety issues and 'walk the school'.
- o. To report on any audits/inspections to the Governing Body and follow up on any necessary actions.
- p. To ensure that procedures are in place to ensure the safety of contractors and hirers.
- q. To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation.
- r. To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site.
- s. Ensure adequate first aid cover is provided.

Responsibilities of Visitors to School

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head Teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parental volunteers in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the School Business Manager.

The Governing Body and the Head Teacher have agreed that the following procedures/codes of practice shall be followed at Sheep Dip Lane Primary School.

Defects:

1. 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 School Business Manager or the Head Teacher.
2. The School Business Manager, in consultation with the Head Teacher, if necessary, will take steps to have the defect rectified, eg. By notifying the site supervisor, contacting property services, school technical services or other competent contractor.
3. Details of the defect will be reported in the Defects Report Book, signed and dated.
4. Any member of staff discarding a faulty item or electrical item must also remove this item for the Electrical Appliance Register.
5. The contents of the defect book will be checked weekly by the site supervisor.

Accident Reporting

All serious accidents that occur on site should be recorded on a Local Authority accident form (AIR1) and details telephoned through to Local Authority immediately or as soon as possible. A copy of the form should be held within school. All minor accidents should be reported in the minor accident book; where necessary, parents/carers 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

Our school has opted into the Education Services premises package, which includes the testing of portable appliances. 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 equipment register by the School Business Manager. 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

Pupils in years 5 and 6 are allowed to connect/disconnect electrical equipment (under supervision); they are not allowed to carry large items around school.

COSHH (Control of Substances Hazardous to Health)

Sheep Dip Lane Primary School is alert to the need to limit the use of any hazardous substance and use alternative substances where possible. A file is kept by the Site Supervisor. All COSHH materials have a data sheet attached this is located in the school office (Health and Safety file) and in the Evacuation Plan.

All staff is reminded annually of COSHH materials.

Access Equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear, ensure that two members are always present when accessing items at height.

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 forms are kept in the Health and Safety file located in the school office. 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 also risk assessed using the site and software as recommended by the Local Authority.

Manual Handling

All members of staff should be aware of manual handling activities involved in their day to day activities. eg. The movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/visual equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and wellbeing.

Educational Visits

Off site educational visits are an important part of school life. Children benefit enormously for the opportunity to experience residential and 'days out' at selected venues. However, it is crucial that these visits are prepared well in advance, and that a risk assessment is completed and that parents, Local Authority and school staff are involved in the preparation.

A member of the school admin team will support and help to co-ordinate educational visits as directed by the line manager responsible for the children experiencing the visit.

Pre site visits are always recommended in order that staff can feel sure about potential risks that may be involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue and the children involved.

All residential visits need approval from the Local Authority and the Governing Body.

Further details are included in our 'Educational Visits Policy and Guidance' held in the school office.

Work Experience

We welcome work experience students to Sheep Dip Lane Primary. In order to make sure that their experience is beneficial it is important to:

- Follow the work experience risk assessment
- Ensure an appropriate match between the student and the activity
- Ensure appropriate supervision at all times

Work experience students are co-ordinated by a member of The Leadership team, who will ensure that each student undertakes an induction session prior to placement. Students will be mentored by the class teacher.

PE Equipment

The PE equipment is inspected annually. The PE co-ordinator is responsible for overseeing this inspection and for conducting a weekly check of whether equipment is fit for purpose.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with behavioural needs or physical needs; it may be necessary for additional LSA support to be given where there are concerns.

Use of the Sports Field

Before beginning any activity staff should:

- Check the playing area to ensure that it is clear and ready for use.
- Ensure that the goal post hole covers have been correctly fitted.

Use of Outdoor Fixed Play Equipment

A rota has been prepared for the use of the outdoor fixed play equipment to prevent overcrowding. The Site Supervisor will make a visual inspection of the equipment and will clear any debris such as branches, twigs etc away from the play area on a daily basis.

All areas are closely supervised whilst children are playing on equipment. If the equipment is wet or slippery the children will not be allowed to play on the equipment.

Contractors and Visitors

All contractors and visitors will be asked to present identification upon entry to the school. They are required to sign in and will be issued with a visitor's badge, which indicates fire procedures on the reverse. Visitors will be alerted to any important health and safety information. In addition, contractors are advised about the location of asbestos and are asked to sign to acknowledge that they have received this information. If possible contractors are requested to make an appointment to carry out works at the end or the beginning of the school day.

Display Screen Equipment

All work stations used by staff require a risk assessment. Staff should have training in the use of the DSE. This should be delivered by a member of the School Leadership Team.

Asbestos

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm. An asbestos risk assessment is available. Further information is contained in the Local Authority Asbestos policy.

Fire

In the event of a fire

1. Evacuate the building immediately by the nearest, safest route closing all doors behind the last child. In the event you have students and/or visitors in your locality, ensure everyone evacuates the building with you. Be aware of any mobility impaired, hard of hearing, visually impaired visitors or students, ensuring their safety as you evacuate the building.

2. Take the children to your designated point, count them and check their names against your register.
3. Inform your designated line manager that all children/adults are present.
4. **Do not re-enter the building until told that it is safe to do so.**

Assembly Point: is located on the rear playground. Children should stand in registration groups by their designated point. If a child has been working in another group or class they should return to their registration group for roll call.

Action on discovering a fire: Adults should use one of the fire call points located throughout school and should never try to put a fire out themselves. Children should inform an adult immediately and should never try to put a fire out themselves.

Fire notices are displaying throughout school.

Further information, roles and responsibilities are found in the Fire Policy

Occupation density figures

Hall	Seating number of Chairs – 300 people Chairs for concerts – 150 people
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Lone Working and Personal Security

The Local Authority, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so.

Key holders responding to an alarm:

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
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave.
- Tell someone where you are going and how long you are likely to be

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be inside. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

Staff working alone in the building:

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home.
- Ensure that entrances are secure – ensure that the main entrance is locked and that you can get out of another door in case of an emergency without using a key.
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you.
- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the school office or the Head Teacher’s room or by mobile phone.
- Always be alert when leaving the building.

Key holders managing lettings:

- As far as possible only open up the part of the building which has been hired
- Locking up; return to the building before the hirers leave
- Check the areas for any hidden intruders before the hirers leave

Leaving an empty building:

- Carry out locking up and security checks from the inside of the building wherever possible.
- Start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case somebody is waiting for you to do so.

In the event of trespassers:

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked for identification and then asked to sign in, they will then be issued with a visitor’s badge.

If it emerges that the person has no right to be on school premises then:

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave, becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened do not approach but find a safe place and call the police. Don’t try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site:

- Ensure that if children are still on site any available barriers eg magnetised doors are put into operation
- Alert colleagues who should call emergency services and seek assistance
- Monitor the intruders and check their progress

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 has occurred an incident form should be completed and it may be necessary to inform the Governors and or Local Authority for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee support should be offered following an incident.

In the event of suspected pupil carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

Reporting Incidents:

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel, threatened must be reported to the police and the Local Authority as it is a serious matter. Use the official accident report form for this purpose and return it to the Local Authority immediately.

Hot Drinks

Staff should ensure that they only transport hot drinks around school when it is quiet in the corridor areas. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom she/he should ensure that a pupil cannot reach it and that it is in a safe position. The use of travel mugs/beakers with lids is recommended.

Head Lice

The problem with head lice is of great concern to the local community. It is a community problem that can be a particularly sensitive area within schools. We respect the concern that parents voice when children in the same class as their own remain in school untreated. However, the responsibility for ridding children of lice rests with parents. We will do our best to ensure that steps are taken to deal with the problem as it occurs.

Principles: As far as possible no one with head lice will be made to feel embarrassed by their identification. Staff will at all times be considerate as to the need for sensitivity.

Procedures: Parents are reminded through the school prospectus and letters at the beginning of term of the need to be vigilant and ways of dealing with head lice when they are identified.

If a report is received – parents of children in the class are sent a letter asking them to check their child's hair.

Intermittently – the school nurse will be asked to set up a 'drop in' session for parents to provide advice on treating head lice. A video may also be made available at this time. On occasions, promotional material is made available to the school and is distributed or advertised at the discretion of the Head Teacher.

First Aid

School have designated staff who hold a first aid qualification; this includes teaching staff and support staff. The main first aid duties will be carried out by LSA's or Midday Supervisors during the break times.

Anyone can be requested for advice and support during the school day, it is asked that discretion is used as to the frequency and timing of any interruptions to their normal school duties.

Equipment: the first aid box is kept in the medical room. It contains only approved equipment, together with guidance on the treatment of injured people. Latex gloves are provided and must be used for all first aid treatments particularly if blood is present.

First aid box must be taken on all out of school visits.

Stocks should be checked and replenished regularly.

Procedures:

In case of concern about the health of an individual the following precautions should be followed:

1. The child is sent to a qualified first aider
2. The injury/concern is checked and an assessment made of the level of treatment required
3. A decision will be communicated to the class teacher and senior management as necessary
4. Parents informed when necessary

Levels of action include:

- Treatment on school premises for minor ailments/accidents – Minor Accident Book
- Treatment on school premises with a letter sent home informing parents of the nature of the incident/accident – Minor Accident Book
- Parents contacted immediately – Accident Book – Local Authority informed if sufficiently serious
- If parents are unavailable and the injury is considered to be sufficiently serious then the child should be taken to hospital – Accident Book Local Authority informed
- If a very serious injury or there is any uncertainty about the level of severity an ambulance will be called immediately and parent informed

In each case every attempt should be made to:

- Check the injury to the best of our ability
- Inform the relevant people in the case of more serious incidents. This includes:
 - The Head Teacher
 - The Parents
 - The Local Authority
- Keep accurate records of the injury, events leading up to the injury and actions subsequently
- Err on the side of caution
- Consider the needs of the child/adult as central to all actions.

Medication:

Sheep Dip Lane Primary school will take reasonable steps to store medicines and make them reasonably available to children. There are, however, no legal or contractual requirements for schools to administer medication. If children cannot manage, parents should be offered the facility of coming in to school. If this is not possible a designated first aider will supervise with the administration of prescribed medicines to pupils as directed by the Head Teacher.

The following points should be noted:

- Request for school to administer prescribed medicines form should be completed by the parent and handed over with the medication to the first aider.

- Clear indication of dosage, timings and medication are recorded.
- All medication is kept locked away appropriately.
- Periodic checks are made to ensure that no medicines have been left beyond the period of administration. Whenever possible no medication should be discarded in school but sent home in the same way that they were originally brought to school.
- All medication should be clearly labelled.

Near Misses Reporting:

Near misses should be reported to the Head Teacher or Deputy in her absence. Any near misses are then recorded and acted upon; contact the Local Authority to report the near miss.

Smoking

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment our school is a no smoking site, which covers the school playgrounds and playing fields. E-cigarettes and regular cigarettes are prohibited by staff, pupils and visitors on the school grounds. Staff and parents should not use E-cigarettes or regular cigarettes where they can be seen by pupils.

Health and safety during Science Experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- Be sensible during the experiment
- Follow instructions
- Only touch equipment when you are told to do so
- Carry equipment with care and always walk
- Make sure any equipment used is returned carefully
- Inform your teacher of any breakages
- If you're not sure ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- Consideration of staffing levels
- Consideration of group mix and children with special needs
- Room dynamics
- A risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science coordinator should be consulted.

Swimming Lessons

The 'duty of care' is shared between the class teacher and swimming teacher whilst the pupils are on the poolside.

Medical considerations

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they take their inhaler.

Supervision: Children should go to the toilet, blow their nose and have clean feet before going onto the poolside. Children and teachers should not chew anything during the lesson. There should be no outdoor footwear on the poolside and all teachers must carry a whistle.

Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.

All children and teachers must understand the pool emergency procedure. Teacher may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wear training shoes.

Class size: It is not expected that there should be more than 20 learners per teacher.

Poolside: Teachers must have a whistle and use this to alert the staff to any difficulties. The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the staff or duty manager.

Emergency Evacuation: 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.

Teachers are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents/carers ...

- Will be asked for permission for the taking of photographs by the media
- Will be reminded that assemblies and concerts may not be recorded or videoed. Parents will be asked to refrain from taking photographs where it is known that permission has not been given for one of the participating children.
- Will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school... Parents will be informed of school policy and permission requested for use of photographs within the establishment.

Annually ... Parents will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise... Parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

Health and well-being of the staff

In order to help prevent stress and to provide the best working environment for the health and well-being of staff we recommend:

- That times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school
- That length of meetings is agreed and where possible adhered to
- That notice is given of cancellations
- That consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- That deadlines can be negotiated in extenuating circumstances

- That consideration is always given to workload and that no individual regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- That evening events are timetabled where possible on a Thursday so that a weekend follows
- That no meeting is scheduled on Fridays after school
- That where possible INSET days also allow for inter-phase/year work and meetings
- That PPA is regular and reliable
- That working at home is an agreed principle where specific tasks need completion – in agreement with the Head Teacher.
- That LSA's are deployed to support teachers where possible.

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- High level of anxiety
- Low self-esteem
- Inability to concentrate
- Being more prone to accidents
- Headaches/migraine
- Depression
- Panic attacks
- Chest pains
- Stomach problems
- Relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- Sharing concerns with colleagues
- Prioritising workload
- Learning to say 'no'
- Taking up a new hobby or sport
- Sharing feelings with people at home
- Ensuring that some time every week is set aside for relaxation
- Discussing responsibilities with senior colleagues and perhaps negotiating deadlines
- Pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact their GP and concerns should be discussed with a senior colleague.

Further information is available in the health and well-being policy.

Fitting in with families

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- Being flexible about requests for attendance at funerals
- Enabling support for ageing relatives and children with medical appointments
- Enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school etc.

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff for children to accompany their parents into school provided it does not affect their role during the school day. In some cases older children may help out in school in different capacities and we welcome this additional involvement.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

Monitoring arrangements

The Governors may call for annual reports on:

- Accidents/incidents
- Results of internal or external health and safety inspections
- Complaints
- Summary of 'walk about' information from health and safety Governors

Policy Review

This Policy was reviewed and amended in Autumn Term 2019/2020.

Policy Review:

All procedures follow a stage system to ensure that pupils are treated in a fair manner. This system can be viewed in appendices of this document. These systems are reviewed on an annual basis or more regularly if appropriate to address any concerns/complaints.

The policy is updated by the Headteacher, Deputy Headteacher and School Business Manager. This will be presented to Governors to ensure they agree the systems of behaviour.

Date of Policy September 2019

To be reviewed September 2020,

Signed: Head teacher *F Parish*

Signed: Governor *D Wright*