



# Stillness Junior School

## Health and Safety

Last Reviewed: January 2017  
Review Date: January 2019

Health and Safety information for pupils is given as required at assemblies and by their class and subject teachers. Pupils are expected to actively participate in complying with the rules and procedures.

For parents and visitors a full copy of the schools health & safety policy is available from the school office/website. Significant changes in procedures or developments with an important Health and Safety implication will be communicated to parents in writing.

All members of the school community should feel safe wherever they are within the school. It is important that all staff and children follow the necessary procedures and do not compromise personal safety. Parents, children and staff are asked to be vigilant and help make the school a secure and safe environment.

#### **i) Visitors**

- All visitors access are monitored during school hours. The security system will allow staff to admit only bona fide visitors to the school before 8.15 am, between 9.15 am and 3.10 pm and after 3.45 pm. During these times all other access points will be locked and entry will only be possible through the gate outside the Junior Main Building. Access is controlled visually through CCTV and an Entry phone system. Exit through the security gate will be possible at any time without assistance.
- All visitors are asked to report to the Junior Office. Here they will be asked to sign in and given a blue, red or green lanyard and sign out at the end of the visit.
- Visitors who now do not report to the Office having been given admittance will be regarded as intruders.

#### **Parents Access**

- Parents can access school premises with their children between 8.40-9.15 and 3.10 – 3.45 pm while the school gates are open.
- Staff will not admit parents before 3.10 pm unless they have official business or need to collect children early, for good reasons.
- Parents with permission to be on school premises between 9.15 and 3.10 pm are classified as 'visitors'. All parents visiting before these times must report to the school office.
- Animals are not allowed on the school premises unless by prior arrangement with a member of staff. Dogs are not to be brought into school when children are being delivered or collected.

#### **Pupils**

- The school gates will be opened to children at 8.40 am and closed at 9.15 am. Before and after that time access will only be possible through the Entry-phone system.
- Once in school, children should remain on site. Children's presence is monitored by register at start of school and after lunch and when returning from supervised trips off school premises.

- Children who have permission to have lunch at home must be collected by parents from the school premises and be returned between 12:45 and 1pm, if in lower school and between 1pm – 1.15pm if in upper school. Please ensure that a parent/carer signs the child out and in at the school office.
- Pupils are potentially vulnerable or could leave school premises at the times immediately before and after school, when the security gates are unlocked. Parents should be aware that the playground is not regarded as secure while the school gates are unlocked, and the playground is not supervised until 8.40 am.
- Parents should not bring their children to school and leave them in the playground before 8.50 am. Parents needing to bring their children to school earlier than 8.50 am should have their children join the breakfast club (opens from 7.30 am). Pupils having porridge should be in at 8.30am.
- Children who are not collected at the end of the school day will be taken to the office. Teachers should ensure that children are collected at home time. If not they should contact the child's parent/carer or emergency contact. If parents cannot be contacted and the child is still at school the procedure for uncollected children should be followed. If children are not collected and we have not heard from you, we will place them in extended after school care and you will be charged accordingly. Alternatively, we will ask you to remove your child from the club.
- Parents must ensure that children have clear written instructions about how they are to travel home. Most recent scares when children have 'gone missing' have been due to confusion - children going to friend's houses, parents arriving late etc.

### **Lost Property**

- School rules state that pupils should not bring valuable items onto school premises e.g. mobile phones, cash or jewellery. The school does not accept any responsibility for items of this kind that are lost by pupils. Clothing brought by pupils into the school is expected to be clearly labelled.
- Lost property (e.g. clothing) is stored in a designated area that can be accessed by pupils. The staff will try to reunite lost property with its owners, if it is labelled, with any items remaining being disposed of.
- Lost property other than clothing will be deposited in the school office.

### **Playground safety**

Adults around the playground are asked to be vigilant at all times.

Football is forbidden in the morning and at the end of the day when the playground is at its busiest.

Parents are requested to ensure that children do not ride scooters, bicycles, skates etc into and around the school site. Parents use the scooter park at their discretion.

As the result of the school being unable to provide supervision, in the morning and at the end of the day, the use of the traversing wall and the adventure trail is at the discretion of parents/carers.

### **First Aid Provision in school**

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first aiders will not, at any time, be less than the number required by law.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Head and will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

### **Pupil Health and Medicines**

Parents are expected to declare health conditions to the school. The major health problems of pupils in our school are as follows

#### **Asthma:**

A list is published each term of the children who suffer from asthma.

Inhalers are kept in a cupboard in the school office for **emergency** use only. All inhalers should be in a small bag or box clearly labelled with child's name and class. All children are expected to keep their inhalers on them clearly labelled. It is the parents/carers' responsibility to ensure that the inhalers are in date at all times and that there is adequate inhalant.

#### **Anaphylaxis:**

Photographs are displayed and updated, in the staff room the office and the kitchens of children who suffer from this severe allergic reaction. Peanut, shellfish, kiwi allergy are frequently severe. Pre-loaded adrenaline injection kits are kept in the office and can only be administered by the named members of staff. Parent/carers must ensure that the pens are in date at all times. The pens should be in a small bag or box clearly labelled with child's name and class.

#### **Medicines in School:**

As a general rule, medicines are not allowed to be administered at school. However, parents/carers can make arrangements to attend school to administer the medication themselves.

For pupils with known medical conditions the school in conjunction with health care professionals will aim to draw up a personal health care plan to identify a given pupils medical needs and the support that the school can give.