

# RozWell International Academy

## **Health, Safety and Welfare Policy**

**Date of Policy:** September 2011

**Review Date:** June 2013

### **1 Introduction**

**1.1** 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 Board of Directors, along with the RozWell International Academy Staff, take responsibility for protecting the health and safety of all children and members of staff.

### **2 The school curriculum**

**2.1** 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 geography curriculum, the unit of work entitled 'People who help us' deals with the work of the police and fire services. Through this topic we teach children about the danger of fire, and how to avoid accidents. Likewise, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

**2.2** We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in design and technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

**2.3** Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children in Key Stage 2/3 receive both drugs education and sex and relationship education (relevant policies regarding these topics will be available at school).

**2.4** 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.

**2.5** Our school promotes the spiritual welfare and growth of the children through the RE curriculum, through special events, such as harvest festivals, and through the daily act of collective worship.

**2.6** Each class has the opportunity to discuss problems or issues of concern with their 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 School meals**

**3.1** Our school provides the opportunity for children to have a 50 minute lunch break as well as a 15 minute morning break.

**3.2** If children choose to bring their own packed lunch, we provide them with a suitable place to eat it, and we supervise them during this time.

**3.3** Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school.

### **4 School uniform**

**4.1** It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours (unless messy activities are to be undertaken then personal clothing is allowed to be worn).

**4.2** We always take a sensitive approach where regulations regarding uniform conflict with a child's religious or cultural beliefs. We recognise cultural diversity and in this respect, we do not discriminate on grounds of race, creed or gender.

**4.3** It is the responsibility of the Principal to ensure that the school uniform policy is enforced. It is however not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

**4.4** We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on.

We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention.

We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.

**4.5** On grounds of health and safety we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears and watches when they can be used to help children tell the time. We ask children to remove these during PE and games.

### **5 Child protection**

**5.1** The named person with responsibility for child protection in our school is the Principal who liaises with the Board of Directors. We will follow the procedures for child protection drawn up by the Ghanaian Governing Body.

**5.2** 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 person named in 5.1 about their concerns.

**5.3** When investigating incidents or suspicions, the person responsible in the school for child protection will do his or her utmost to ensure the welfare of the child remains paramount and is addressed accordingly. We handle all such cases with sensitivity.

**5.4** 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, or any other criminal records registered against them.

**5.5** All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns to parents 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.

## **6 School security**

**6.1** While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. reputable security firms and local police).

**6.2** We require all adult visitors who arrive in normal school hours to sign the visitors' book in the security/reception area, and to wear an identification badge at all times whilst in the school buildings.

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

**6.4** If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal immediately. The Principal will warn any intruder that they must leave the school site straight away. If the Principal has any concerns that an intruder may cause harm to anyone on the school site, she will contact the police.

## **7 Safety of children**

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

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

**7.3** If an accident does happen, and it results in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in the Sick Bay room and have a part time Nurse on site.

**7.4** Should any incident involving injury to a child take place, trained members of staff will be called to assist. If necessary, the school will telephone for emergency assistance or parents depending on the situation.

**7.5** We record in the school accident book all incidents involving injury, and in all head injury cases 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.

**7.6** 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. On these occasions parents will be informed.

## **8 Fire and other emergency procedures**

**8.1** Procedures for fire and other emergency evacuation are detailed in the staff handbook. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, the testing of the fire alarm system and using the emergency staircase.

## **9 Educational visits**

**9.1** The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips.

## **10 Seat belts**

**10.1** If we use coaches and mini-buses, seat belts will be worn by all students. We will instruct the children to use seat belts at all times when any vehicle is moving.

## **11 Medicines**

**11.1** 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 expected to visit, perhaps during the lunch break, to administer the medication themselves (after first reporting to the office). Or bring in the medication and hand it over to the part time nurse if she is on duty with specific instructions.

**11.2** Where on the other hand children have long-term medical needs, we will encourage them to attend school regularly.

## **12 Internet safety**

**12.1** We regularly use the Internet in school, because it has many educational benefits. In order to minimise 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 for authorisation for their child to use the Internet. We also seek parental permission before using children's work or pictures on the school's website, Facebook page or in newsletters and other publications.

## **13 Theft or other criminal acts**

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

**13.2** Should any incident involve physical violence against a teacher, we will report this to the Board of Directors, and support the teacher in question if he or she wishes the matter to be reported to the police.

## **14 The health and welfare of staff**

**14.1** The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development. We also pay particular attention to the assessment and prevention of work-related stress, ensuring that work life balance is a regular part of our school philosophy. If a member of staff is experiencing stress at work, s/he should inform the Principal without delay.

**14.2** 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 action in line with the school's protocol and the police.

## **15 Monitoring and review**

**15.1** The governing body which is the Board of Directors have the responsibility for health and safety matters. It is the Principal'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 Principal also liaises with The Ministry of Education and external agencies to ensure that the school's procedures are in line with government requirements.

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

**15.3** The Principal implements the school's health, safety and welfare policy on a day to - day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Principal also reports to the Board of Directors on health and safety issues as they arise.

**15.4** This policy will be reviewed at any time on request from the Board of Directors, or at least once every 2 years.