

Health and Safety

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September 2017	No major updates
September 2018	Page 3 – number of staff on duty – to be clarified Clarification of Maintenance reviews
August 2019	No major updates; addition of cover for Creative Playtime
April 2022	Reviewed, minor edits: HS, KF

In order to provide a safe and secure environment for the children and staff, the following Health and Safety procedures are followed at Nadeen School. These may be updated from time to time as and when necessary.

Please also refer to:

- Fire Drill Procedure
- Emergency Drill Procedure
- First-Aid and Nurse Clinic Policy, Asthma Policy, Anaphylaxis Policy, and Diabetes Policy
- Drop-off and Pick-up procedure

The school's SLT reviews this facet of the school on a constant basis, with input from the staff, parents, and children, and makes regular adjustments to this section of the school manual.

Communication:

- **Updated contact information for all parents and staff:** The school administration in conjunction with the class teachers are responsible for maintaining updated contact information for all students. Any new contact details must be added to the school communication systems immediately
- **Text Message Service:** The school administration can contact all parents and staff immediately via a bulk-SMS/bulk-text-message service. This service can be accessed via the internet, and therefore be accessed remotely in case a message needs to be sent out of working hours.
 - The Operations Manager, IT Department, and Accounts Department MUST ensure that the account is ready to use at all times, and contain enough "credit" to send messages
- **Email Service:** All parents and staff are notified of school closure and other necessary information via email. See "ICT Safety Policy" for further information regarding student-based internet learning

Health and Wellbeing:

- **First Aid and Nurse Room:** The school Nurse room is centrally located to the majority of the students. First Aid boxes are available in each building, and on school trips. See separate section for "First Aid and Nurse Room" policy
- **"Healthy Me" Topic:** All classes must cover "Healthy Me" throughout the school year, with emphasis on healthy eating, exercise, involvement in outdoor activity, personal hygiene and cleanliness, growth, and how to maintain a healthy and happy to both school and home life

- **Healthy Food Policy:** All children are required to follow our “Healthy Food Policy” and staff are expected to monitor the children’s food on a regular basis. Parents must be informed if children are bringing inappropriate food into school. See “Healthy Food” handout in the Appendix
 - **Note:** the school follows a very strict “No Nuts” policy, whereby all nut products are banned in school. In addition, children are not permitted to bring chocolate, “sweets,” fast-food, or other “unhealthy” food into school.
 - **Note:** Staff are expected to abide by the school’s food policy – especially in front of the children. Staff are not permitted to consume soft drinks or fast food in front of the children, nor consume any products which contain nuts
- **Access to water:** Water dispensers are available in all buildings and on all floors. Children are encouraged to drink and refill their water throughout the day, especially in the hotter months. Children may keep their water bottle on their desk during lesson time
- **Fruit time:** All classes in school are encouraged to participate in “Fruit Time” during the school day. Children are requested to bring fruit or vegetables in to school for an allocated fruit snack time and this is enjoyed during a 5-10 minute in-class break or during story-time
- **Personal hygiene:** Personal hygiene is covered in the “Healthy Me” topic. Posters emphasizing the importance of hand-washing are displayed in all bathrooms. Children approaching adolescence are spoken with about maturing and the importance of personal hygiene in same-sex discussion groups
- **Information available to parents:** Information flyers related to common childhood illness are available in the main office and from the school Nurse. Books on child development, childhood matters, and child-friendly cookbooks are available in the school Library for parents to read and check-out of the library
- **School Garden:** The school garden is maintained to ensure there are quiet areas where children can sit and enjoy being in nature
- **Quiet music and Meditation tracks:**
 - **Quiet Music:** Class teachers are encouraged to play quiet classical music in the background during snack time, quiet time, literacy lessons, at the end of the day, and during art lessons – to promote a calm environment within the classroom
 - **Meditation Tracks:** All classes from Reception to Yr6 have access to CDs and playlists with meditation tracks to play at the end of the day and at quiet time

Safety:

Site Safety:

- **Community Liaison:** The school administration maintains a close relationship with the local police station. The local police station drives past the school on a regular basis during the school morning, as requested. Security and Fire Risk assessments are conducted at the school at a regular basis before the start of each school year by both the Civil Defense Bureau and private companies
- **Security guards and alarm systems:** The school employs 24-hour security on site, and is fully equipped with both intrusion and fire alarm systems. These alarms are activated at the end of the school day, and can be manually activated in case of an emergency during the school day
- **Car Park:** The school rents the vacant lot opposite the main school building to ensure parents and staff have ample room to park, and can enter/leave the school premises with ample room
- **Gate and Playground Duty:**
 - **Morning Gate Duty:** The security guard and two/three members of staff are on gate and car park duty in the morning from 7.35am-8.00am allocated per gate if multiple gates are in use
 - **Afternoon Gate Duty:** The security guard and the following staff members are on afternoon gate duty:
 - **12.45-1:00pm:** 2 members of the security team
 - **2.00-2:10pm:** A combination of 3/4 academic and security/administrative team

- Staff on afternoon gate duty are permitted to approach parents who are not effectively supervising their own children. In case of any doubt, the staff member is permitted to leave their post and inform a member of the SLT immediately
- o **Playground Duty:** No children are permitted to enter or remain in the playground unattended. Staff on playground duty must position themselves so that all areas of the playground can be seen at all times
 - EYFS playtime - minimum 4 staff with at least 1 teacher
 - Main playground - 1 adult on duty
 - Small playground - 1 adult on duty
 - Creative playground – 1 adult on duty
 - Garden playground – 1 adult on duty
 - If necessary extra staff will be added to duties, especially when there is a behaviour or safety issue concerning a child or group of children
 - If a member of staff wishes to take their class out into the playground other than at their scheduled playtime, they must ensure that their class is properly supervised by a member or members of staff. The class teacher must undertake a risk assessment to ensure that their class will be safe under supervision if the class teacher is not outside with them
 - Teachers and class staff should do a “head count” when leaving the class and again at line up at the end of playtime to ensure all children are accounted for
 - Check with PL or SLT if adverse weather conditions may affect playtime – for example, excessive dust, heat, rain
- **Shade:** The main school playground is covered with UV protection shades
- **Garden area:**
 - o The school garden is monitored and maintained vigorously by our team of gardeners, maintenance team, and staff in charge of outdoor spaces. We also have a professional gardening service employed on a monthly contract to carry out “heavy” work. Major maintenance is carried out during the weekends and school holidays.
- **Cleaning schedule and storage/restocking of cleaning products:**
 - o A bathroom cleaner rotates around the school and cleans bathrooms after every playtime
 - o All cleaning supplies are kept locked in the school maintenance cupboard. Cleaning products and paper products are available in kitchen areas for staff to use – in an area not accessible to the children. If cleaning products are kept in the classroom they must be kept out of reach of the children at all times
 - o Class staff must wipe down all tables after snack. Fruit and vegetable scraps are put in to the school compost, and food waste is placed in to the class rubbish bin
- **Maintenance reviews:** The Directors, Head Teacher, Operations Manager, Maintenance team and Resources team make regular tours of the school to assess any maintenance needs. The maintenance team compiles all job requests and maintenance needs on an ongoing basis and presents this list to the Director of Administrative Affairs for review and comment. Staff are requested to submit all maintenance and furniture requirements to the maintenance team via email.
 - o Phase and Department Heads are expected to assist with health and safety reviews through careful observation of any potential risks. These may include, but are not limited to: broken furniture in classrooms, unsafe storage, unsafe staples or pins at child height, use of small material/choke hazards

General safety procedure:

- **Drop off in the morning:** the school gate opens at 7.35am
 - o **By parent:** Parents are permitted to escort their children to the classroom in the morning (see Covid guidelines whilst under Covid restrictions)

- o **By private bus:** children who arrive by private bus are assisted off the bus by the staff member on gate duty. The bus is checked by the staff member to ensure no children are left on the bus.
 - **Note:** Although the school does not provide transport to/from school, the class teacher and SLT are permitted to address behaviour and safety issues should they be brought to the school's attention. All parents concerned will also be notified, along with the bus driver
- **Pick up mid-morning:** If a child goes home mid-morning, the school administration and class teacher must be informed by the parent(s.) If the parent comes to collect their child from school mid-morning unannounced, a member of the school administration will need to bring the child to the office while the parent waits. If the child is taken from a subject class, it is the responsibility of the school administration to inform the class teacher
- **Pick up in the afternoon:** If any child has not been collected 15 minutes after the end of the school day, that child must be brought to the office, who will contact the parents
 - o **By parents:** Parents are permitted to collect their children from the classroom at the end of the day (see Covid guidelines whilst under Covid restrictions)
 - o **By bus:** Children travelling on the bus meet a staff member in the playground who ensures they are placed on the correct bus.
 - o **Hand-over policy:** If the regular parent/driver is not collecting on a specific day, the school administration and class teacher must be informed by the parent. In cases where this notification is not received, the school will contact the parents to verify that their child can be taken from the premises by the new adult
- **Playground safety:** Staff are on playground duty at all times and no children or classes are permitted to enter the playground without adult supervision. Staff must be positioned to be able to cover all areas of the playground. Children are permitted to bring their water bottles with them to playtime in order to remain hydrated
 - o Children are permitted to remain in the playground after school has finished, on the proviso that they are properly supervised by their parent or responsible adult. This is constantly reviewed, and parents are spoken to if their child is unattended (see Covid guidelines whilst under Covid restrictions)
- **Lines of children:** Staff must escort their class lines effectively and safely. Staff must maintain visibility of all children in their line at all times. Staff of younger age groups must be positioned at both the front and the back of the line. Children must be reminded and taught how to remain in their line and to keep up with the pace/speed of the line. Larger classes may walk two-by-two if necessary to ensure a shorter line.
 - o **Note:** Students from Year 6 may walk in pairs unattended once the class teacher has deemed them responsible to do so
- **Going to PE:** Children are accompanied to PE by their class teacher and/or class assistant. The PE teacher is always accompanied by another staff member in case of accident or emergency during the PE lesson. Children are not permitted to participate in the PE lesson if they are wearing incorrect uniform or if they are wearing jewelry of any kind. Long hair must be tied back away from the face. Water is taken to each lesson to ensure the children remain hydrated. Children must be escorted safely across the road and over to the British Club by a staff member; two staff members for younger classes. Younger children must walk two-by-two across the road, with one staff member blocking the road, and one staff member escorting the children across. The children must be taught to stop and listen when instructed by a staff member
- **Immediate Evacuation:** In case of an immediate emergency where evacuation is required, children will be evacuated from the premises via their closest gate. If there is a present danger at any exit point the children will be redirected to a safer exit gate. The main procedure for this is the same as the Fire Drill, in most cases (see below.)

- **Safety during PE or sporting activity:** Children must have access to water at all times during any sporting or physical activity.
- **Number of adults in class:** If a staff member is not in school due to sickness or absence, then it is the duty of the other staff to offer cover, support, and assistance to the class
- **Early Closure:** If, for any reason, the school needs to close early during the school morning, parents will be informed via text message and advised to collect their children immediately. Staff will be informed by a member of the school administration. Children will be kept in their class with the teacher and assistant until they are collected. Once there are a few children remaining in the class, these children and staff may move from their regular classroom to the classroom closest to the front door of their building, and wait there for collection – this is to ensure a faster exit from the premises. A staff member must stand at the doorway to this class to inform parents that children from various classes are in the room waiting for collection. If there are 5 or less children in a building then these children and staff may then move to the classroom opposite the main school office and wait to be collected.
 - Note: the move to the other classroom usually happens 45-60 minutes after the message to close early has been issued
 - No Staff may leave the school premises without permission from the Head Teacher, School Administrator, or Principal in the event of an Emergency Early Closure