



## Goodway Nursery School

# Health & Safety Policy

*(Incorporating Administration of Medication; Missing Child & Uncollected Child Procedures & No Smoking)*

Date policy adopted:

Signed:  
Chair of Governing Body

### Our school values

- Respect** - respecting children's rights, treating each other with dignity and valuing each person's individual identity
- Security** - creating an environment where children feel safe, both emotionally and physically, building their resilience through secure attachments
- Relationships** - encouraging kindness and developing relationships where children and families are listened to and feel valued
- Inclusion** - creating an enabling environment where children and families feel a sense of belonging and ensuring equality of opportunity for everyone
- Learning** - reflecting on our practice together, co-constructing learning with children and extending their learning by providing experiences that provoke curiosity and exploration
- Empowerment** - encouraging children to become confident and independent, equipping them to participate in decision making, resolve conflict and make positive choices

### We are a Unicef Rights Respecting School

This policy links to the UN Convention on the Rights of the child:

**Article 3 (best interests of the child)**

The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 6 (life, survival and development)**

Every child has the right to life. Governments must do all they can to ensure that children survive and develop to their full potential.

**Article 12 (respect for the views of the child)**

Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously. This right applies at all times, for example during immigration proceedings, housing decisions or the child's day-to-day home life.

**Article 19 (protection from violence, abuse and neglect)**

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

**Article 23 (children with a disability)**

A child with a disability has the right to live a full and decent life with dignity and, as far as possible, independence and to play an active part in the community. Governments must do all they can to support disabled children and their families.

**Article 24 (health and health services)**

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

**Article 28 (right to education)**

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

We are committed to safeguarding and promoting the wellbeing of all children, and expect our staff and volunteers to share this commitment.

## **The UN Convention on the Rights of the child**

This policy is in accordance with the 1989 United Nations Convention on the Rights of the Child (UNCRC)

### **1 Introduction**

The health, safety and welfare of all the people who work or learn at Goodway Nursery School are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone that uses or visits our premises. The Governing Body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

The Governing Body is responsible for the strategic overview of health & safety including that of ensuring the full implementation of the School Health & Safety at Work Policy. This will be achieved by ensuring that there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all school staff. Safety will be a standing order at Governing Body meetings.

The Governors consider the best means of developing and progressing this policy in order to provide effective management of health & safety, is for the Governor with responsibility for Health and Safety to visit the school on a regular basis and report back to the Governing Body.

### **2 The 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. Staff take every opportunity to educate children in this regard as a part of the normal nursery school curriculum.

2.2 We actively encourage and teach children to become independent, and look after personal needs. Children also learn about healthy eating and hygiene and how to move and play safely.

2.3 We allow children to take appropriate risks in their play. We encourage children to risk assess and manage their own risk, by encouraging them to consider whether an activity is safe and what they need to do to keep themselves safe.

2.4 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter. Children receive age appropriate drugs education and relationship education (see the relevant policies).

2.5 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.

2.6 Our school promotes the spiritual welfare and growth of the children through the PSED curriculum, through special events and celebrations.

2.7 All children have the opportunity to discuss problems or issues of concern with their key person. Staff use circle time and emotional wellbeing sessions to help children discuss and overcome any fears and worries that they may have. These concerns are handled with sensitivity.

2.8 The nursery school adopts the Safe Practice in Education Guidelines

### **3 School meals**

3.1 Our nursery school provides the opportunity for children to have a packed lunch at lunchtimes. If parents are in receipt of Income Support, a Job Seeker's Allowance, Support under the Immigration and Asylum Act of 1999, or Child Tax Credit (with income below a certain limit) they

may claim free school meals for their children. Children are entitled to free meal each school day; fruit is provided using contributions from parents

3.2 Children's packed lunches are refrigerated to ensure food safety  
Grapes and tomatoes are halved to reduce the risk of choking

#### **4 Child Protection**

4.1 The named person with responsibility for child protection (Designated Senior Lead) in our school is the Head Teacher (Beth O'Neill). The Deputy Designated Senior Leads are Teaching Assistants Helen Cox and Inez James, who will liaise with the Governor for Child Protection Satwinder Jandu. We will follow the procedures for child protection drawn up by the LA and the Governing Body. (See Safeguarding & Child Protection Policy)

4.2 If any member of staff suspects that a child may be the victim of abuse, they should immediately inform the person named in 4.1 about their concerns.

4.3 The Designated Senior Lead (DSL) responsible in the school for child protection works closely with children's social care. We handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

4.4 We require all adults employed in school to have their application vetted, in order to check that there is no evidence of offences involving children or abuse.

4.5 All the adults in our school share responsibility for keeping our children safe. We may on occasion report concerns, which, on investigation, prove unfounded. We will always seek advice from children's social care if we are unsure.

#### **5 School Security**

5.1 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. police officers, fire officers and other consultants).

5.2 We require all adult visitors to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

5.3 Security arrangements should not allow any adult to enter the premises unnoticed – close circuit television operates at the entrance gates.

5.4 If any adult working in the school has suspicions that a person may be loitering by the school site, they must inform the Head Teacher immediately. If the Head Teacher has any concerns that this person may cause harm to anyone on the school site, she will contact the police.

#### **6 Safety of Children**

6.1 It is the responsibility of each member of staff to ensure that all curriculum activities are safe. Staff will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or teaching assistant has any concerns about pupil safety, they should bring them to the attention of the Head Teacher before that particular activity next takes place.

There is a programme of Risk Assessments co-ordinated by the Head teacher which take place throughout the school. A Risk Assessment is conducted following an accident.

6.2 We do not take any child off the school site without the permission of the parent.

6.3 If an accident does happen, and it results in an injury to a child, the staff will do all they can to aid the child concerned. We keep a first aid box in each area. Staff attend Paediatric First Aid Training every 3 years. The first-aiders are: Sarah Bridgwater, Inez James, Debbie Graham Jess Evans

and Hana Gibson. If necessary, emergency assistance will be called for and the parents contacted. If the parents are not available and the ambulance service suggest that the child should be taken to hospital, then a member of staff should accompany the child, taking with her – the child's details (DOB, address, home phone number), the school mobile - in order to contact the school on arrival at the hospital and some money .

6.4 We record in the school Accident Book all incidents involving injury, and in all cases we inform parents and ask them to sign the accident book. Should a child be quite seriously hurt, we contact the parents immediately. We update contact numbers as each term and ask parents to inform us if their contact details change.

6.5 In the event that a child went missing, the Missing Child procedure would take place (See Missing and Uncollected Child Procedure)

6.6 There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others or themselves. In such cases only the minimum force necessary will be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made. (See Care & Control Policy)

6.7 The school fully complies with the requirements for portable appliance statutory testing.

6.8 Socket covers are not used as per Department of Health Guidance June 2016

## **7 Fire and other emergency procedures**

7.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held at least once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the annual visual inspection of fire extinguishers, and the testing of the fire alarm system every quarter.

7.2. In the event of a fire, pupils and staff would evacuate to the Ministry of Defence next to the Royal Mail building leaving the school site through the car park. (See Fire Procedures Statement)

## **8 Educational Visits**

8.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. The Educational Visits Coordinator is Sarah Edwards. (see Educational Visits Policy & Risk Assessments Schedule).

8.2 A Risk Assessment is carried out prior to each trip.

8.3 We use coaches and mini-buses only when seat belts are provided. We instruct the children and parents to use seat belts at all times when the bus is moving.

## **9 Illness & Medicines**

9.1 Only medication prescribed by a General Practitioner for an ongoing condition can be administered by staff.

9.2 If a child has been prescribed antibiotics, they must be kept at home for at least the first two days of the medication, and longer if still unwell.

9.3 Parents will be asked to fill in and sign an Administration of Medication form, detailing the medicine, dosage and times to be given. Medication will be stored in a labelled box, in a secure place. A witness must always be present when medication is administered, and a form signed by staff and parents with the date, time and dosage.

9.4 The school insists that Health Protection Agency guidelines are adhered to with regard to exclusions due to illness. In cases of sickness and diarrhoea children are not to return to school until 48 hours have elapsed after the last bout of illness.

## **10 Internet safety**

10.1 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. (see Internet Safety Policy)

## **11 Photographs and video.**

11.1 Photographs and videos are used for assessment purposes. We seek parental permission before using photographs of children or their work in newsletters and other publications. (see Internet Safety Policy)

## **12 Theft or other Criminal Acts**

12.1 If there are serious incidents of theft from the school site, the Head Teacher will inform the police, and record the incident in the incident book.

12.2 Should any incident involve physical violence against a member of staff, we will report this to the Health and Safety Executive, and support the member of staff in question if he or she wishes the matter to be reported to the police.

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

13.1 The school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our Performance Management policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the Head Teacher without delay.

13.2 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 LA's protocol on school and the police.

## **Roles and responsibilities**

The governing body takes responsibility for health and safety matters. The Head Teacher will 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 Head Teacher also liaises with the LA and other external agencies, to ensure that the school's procedures are in line with those of the LA.

The Head teacher 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 Head Teacher also reports to governors annually on health and safety issues.

The member of staff with responsibility for Health and Safety is Beth O'Neill (Head Teacher)  
The Governor with responsibility for Health & Safety is Linda Harper

The Governing Body, Head Teacher & relevant committee will ensure that:

1. The Birmingham City Council Health and Safety Policy and relevant Codes of Practice are fully implemented and, to ensure compliance, are monitored on a regular basis
2. The Safety Policies will be brought to the notice of all employees
3. The School has considered its health and safety obligations and has made provision for meeting those obligations
4. The School's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety
5. Health and safety issues concerning the School are identified and appropriate action taken

6. Risk assessments are completed, as required by relevant statutory provisions; safe systems of work produced and arrangements made for their implementation including training, resourcing, auditing and monitoring
7. Adequate resources are provided for implementation of the policy
8. Safety reports are provided as necessary by the Head Teacher so that safety arrangements can be monitored and evaluated
9. Appropriate facilities and information for accredited Union Safety Representatives are provided to enable them to fulfill their duties
10. All reasonable facilities and information are provided to officers of the Local Authority, inspectors of the Health and Safety Executive and any other health and safety official as appropriate.

## APPENDIX 1

### COVID 19

- We will adopt health and safety arrangements under COVID-19, in line with Health & Safety legislation and in consideration of Government and Local Authority guidelines.
- The school will apply and communicate sensible risk management and safe working practices.
  - Regular assessment of hazards and associated risks
  - Implementing preventive and protective control measures against those risks to an acceptable level
  - Monitoring the effectiveness of those measures by senior leaders
  - Provision of information, instruction, training and protective equipment to staff
  - Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- Ensure that staff are informed and instructed to ensure competence and awareness of health & safety precautions required during COVID-19.
- All staff are required to show a proper concern for their own safety and for that of the people around them, exercising due care and attention and observing safe working methods.
- Communicate regularly and effectively with staff and parents about the school's response to COVID-19.
- Educate pupils about COVID-19 and to encourage and re-assure them about the measures in place to protect themselves from it.
- Put in place the support required for pupils with special educational needs and disabilities (SEND) in line with education health care (EHC) plans in conjunction with families and other agencies.
- Put in place measures to check on staff wellbeing (including for leaders).
- Draw up contingency plans for deep cleaning in the event of an outbreak of COVID-19 on site.
- Provide appropriate personal protective equipment (PPE) as required for staff.
- Put in place arrangements for the continuing education of those children who have to self isolate through sharing on line learning opportunities
- Measures to reduce the risk of infection:

#### **Keep children with any symptoms at home**

- Children with any symptoms should be kept at home: A high temperature; A new, continuous cough; A loss of, or change to, sense of smell or taste
- If a child becomes unwell at nursery, parents or carers will be asked to collect them immediately
- Staff will wear PPE when caring for a child displaying symptoms
- Parents or carers will be asked to arrange a test for their child
- If they do not take a test the child to immediately self-isolate for 10 full days from the onset of symptoms and their household is to self-isolate immediately for a period of 10 days.
- If the test result is positive, they should immediately self-isolate for 10 full days from the first day of symptoms (or test date if asymptomatic). Day 1 is the day after symptom onset. They can end isolation on day 11 if well and fever-free for 48 hours.
- NHS Contact Tracing will identify contacts. Those under the age of 18 and fully vaccinated adults will not need to isolate. All contacts should book a PCR test.

#### **Staff who are symptomatic will not attend school**

- Staff are asked to carry out regular twice weekly at home testing to protect themselves, colleagues & families
- All staff who have coronavirus symptoms should not attend nurse under any circumstances.
- If staff develop coronavirus symptoms, they will be asked to arrange a test
- If the test result is positive, they should immediately self-isolate for 10 full days from the first day of symptoms (or test date if asymptomatic). Day 1 is the day after symptom onset. They can end isolation on day 11 if well and fever-free for 48 hours.
- NHS Contact Tracing will identify contacts. Those under the age of 18 and fully vaccinated adults will not need to isolate. All contacts should book a PCR test.

#### **Frequent hand cleaning and respiratory hygiene practices**

- Children & staff will wash their hands on arrival, before and after eating, before departure and frequently throughout the day
- Essential visitors (including parents & carers) asked to wash hands on arrival
- Boxes of tissues available & staff will encourage children to blow noses

**Thorough cleaning**

- Thorough cleaning of all surfaces, touch points, doors, floors, toilets and sinks at end of each day
- Resources cleaned regularly

**Ventilation & learning outdoors**

- Doors and windows kept open to ensure good ventilation
- Staff will regularly check the CO2 monitor in each classroom to ensure classrooms are adequately ventilated
- Children will be encouraged to play outdoors

**Minimising contact with adults**

- Only essential adult visitors allowed inside the school building
- Adults asked to maintain 2 metre social distance with other adults
- Parents and carers asked to avoid coming into classrooms wherever possible.
- Essential adult visitors (including parents & carers) encouraged to wash hands on arrival & wear a face covering if it is essential that they come inside school building



## **APPENDIX 2**

### **No Smoking Policy**

Smoking is not permitted anywhere on the school property or grounds.

Birmingham City Council is a non-smoking organisation.

People are not permitted to smoke in any of the Council's offices, or any other building owned or occupied by the Council, at any time.

Smoking whilst on Council's premises may be subject to disciplinary action.

Staff are asked to smoke away from the school gates, in order to provide a positive role model for children and parents.

## **APPENDIX 3**

### **Missing Child Procedure**

#### **INTRODUCTION**

The welfare of all of our children is our paramount responsibility. Every adult who works at the school appreciates that they have a key responsibility for helping to keep all of the children safe at all times. Our site security is robust with security systems on the entrance doors and gates. Our staffing ratios follow statutory guidelines or above, and are deliberately designed to ensure that every child is supervised while in our care.

#### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the following procedure shall take place:

- Staff will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- The Headteacher should be informed immediately.
- Members of staff shall check around the school premises. At the same time, arrange for one or more adults to search everywhere within the school site, both inside and out, carefully checking all spaces, cupboards, washrooms etc where a small child might hide. Check the doors, gates for signs of entry/exit
- Care should be taken during this time that other children are not left unattended and put at risk.
- If, after thorough searching, the child is still not found the Police should be informed. At this stage the child's parents/carers will be telephoned. Further action beyond this shall be taken in consultation with the parents/carers.
- While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at school.
- The Head or a senior member of staff will be responsible for meeting the Police and the missing child's parent/carer. The Head or member of SLT will co-ordinate any actions instructed by the Police, and do all she/he can to comfort and reassure the parents/carers.
- Once the incident is resolved, the SLT and the staff team will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from school will be recorded in the Incident Record Book.
- Relevant policies and procedures should be reviewed. Media queries should be referred to the LA.
- In cases where either the police or social services have been informed, Ofsted will be informed as soon as is practical.
- Parents will be informed if their child was temporarily missing during the school day.
- If the child is injured, a report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health & Safety Executive (HSE).
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- The Party Leader should assess the situation re:

- Remaining at the venue
- The possibility of taking the remaining children back to school
- Number of staff remaining at venue / returning with children
- Inform the Headteacher/DSL by mobile phone.
- The Head or a member of SLT would ring the child's parents and explain what has happened, and what steps have been set in motion. The parents would be asked to come to the venue/ the school at once.
- Contact the Police.
- The Designated person for Child Protection (DSP) would inform the Birmingham Safeguarding Children Board
- The school would cooperate fully with any police investigation and any safeguarding investigation by Children's Social Care.
- Ofsted would be informed.
- The Insurers would be informed.
- If the child is injured, report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) to the Health & Safety Executive (HSE)
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- The Headteacher will speak to the parents to discuss events and give an account of the incident
- The Headteacher will promise a full investigation (if appropriate involving Social Services/ Birmingham Safeguarding Children Board)
- Media queries should be referred to the LA
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

## **APPENDIX 4**

### **Uncollected Child Procedure**

#### **PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

We undertake to look after the child safely throughout the time that he or she remains under our care.

The school will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:

- If a child is not collected within 10 minutes of the agreed collection time, a member of staff will call the parent, carer or designated adult, and use any other emergency contact details available, in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- If a child is not collected at lunchtime, while they wait, they will stay with the rest of the group for the afternoon session. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.
- While waiting to be collected, the child will be supervised by at least 2 members of staff who will offer them as much support and reassurance as is necessary.
- If all attempts to contact a parent/legal guardian, designated person or emergency contact fail then the Headteacher or Assistant HT should inform the Local Authority Social Services Department of the situation without delay.
- The duty social worker will take charge of the situation and decide what happens next, and whether the police need to be involved in helping to trace the parent/guardian of the child.
- Children's Social Care will attempt to find the parent or relative. Emergency arrangements will be made for the child in consultation with the Local Authority Social Care.
- The child will not leave the premises with anyone other than those named on the Registration Form or in their file.
- On occasions when parents or the persons normally authorised to collect the child are unable to do so, parents advise how to verify the identity of the person who is to collect their child using a pre-determined password
- Under no circumstances should staff go to look for the parent or take the child home with them.
- A full written report of the incident will be recorded in the child's file.
- Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity

**APPENDIX 5**

**Administration of Medication Form**

Only medication prescribed by a General Practitioner can be administered by Goodway Nursery School Staff.

I confirm that.....(medication)

Has been prescribed for.....(child's name)

By.....(GP name and practice)

It should be administered at the following times:.....

In the following dosage:.....

I give my permission for staff to give this medication.

Parents are advised to administer any newly prescribed medicine themselves for the first 24 hours so that any allergic reaction can be monitored.

Signed.....

Date.....

**APPENDIX 6**

**Administration of Medication Record**

<b>Name of child</b>	<b>Date</b>	<b>Time</b>	<b>Staff signature</b>	<b>Staff witness</b>	<b>Parent signature</b>

- Staff must check that parents have completed an Administration of Medication form before administering any medication.
- Staff must check that the medication has the child's name, date and administration instructions on the label
- Medication must be administered at the time requested by parent
- A witness must always be present when any medication is administered.
- The witness must check the medication label and ensure it has the correct name, date and administering instructions
- Any medication given must be recorded on the Administration of Medication Record and state the dosage given, the time it was given and it must be signed by the member of staff who administered the medication. Parents must then sign the Administration of Medication Record when collecting their child.