

## THE OLD VICARAGE SCHOOL

### HEALTH AND SAFETY POLICY

***This policy applies to the whole school including the Early Years Foundation Stage (EYFS)*** is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

It is inclusive of activities outside of the normal school hours. It applies to all staff (teaching and support staff), the Proprietors and volunteers working in the school. The policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

**Legal Status** - being prepared with regard to the:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations currently in force.
- Keeping Children Safe in Education (DfE: September 2020).
- Non-statutory interim supplements to *KCSIE: Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (2020 subject to DfE updates)* and Safeguarding and remote education during coronavirus (COVID-19).
- Health and Safety at Work Act 1974, associated regulations: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: currently in force)
- Government guidance and advice from the Outdoor Education Advisers' Panel (OEAP).
- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) Tel: 0845 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014) [Health and Safety Advice on Legal Duties and Powers \(2014\)](#)
- Sensible health and safety management in schools <http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

**Applies to:**

- The whole School including Early Years Foundation Stage (EYFS), along with the out of school care Including extra curricula activities and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), students on placement, the Proprietors and volunteers working in the school.

**Related Documents:**

- Appendix A: Educational Visits and off-site activities.
- Appendix B: General Statement of Health and Safety Policy Summary, Health and Safety Poster (displayed)
- Health, Safety and Welfare Procedures, Risk Assessment Policy
- Employment, Equality and Diversity Policy (2010) and Public Sector Equality Duty (2011)
- Safeguarding Children - Child Protection, Safer Recruitment, Anti-Bullying Policies, E Safety
- Behaviour Discipline and Sanctions Policy, First Aid and Medication Policies

**Availability:**

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at The Old Vicarage School. They are required to state that they have read and understood such documents.
- This policy is made available to parents, staff and pupils and on request, a copy may be obtained from the School Office.

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**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.
- The Proprietors undertake a formal annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: September 2020

To next be Reviewed: September 2021

Mrs Kerry Wise  
Head of School

Mrs J Adshead  
Health and Safety Manager, Bursar and Proprietor

This policy was last reviewed and agreed by the Proprietors of the School in September 2020 and will next be reviewed no later than September 2021 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

**Introduction**

In accordance with the Health and Safety at Work etc Act 1974 the employer is responsible for Health and Safety, although tasks may be delegated to others. The employer has a general duty to ensure, as far as is reasonable and possible, that persons who are and also persons who are not in their employment, but who may be affected by it, are not exposed to unacceptable risks to their health and safety. The Proprietors accept that they have a responsibility to take all reasonably practicable steps to ensure the health, safety and welfare of staff and others. By extension this includes pupils, parents, volunteers and visitors including contractors and hirers. The Proprietors are required to set out the Health and Safety arrangements in a written Health and Safety policy. This requires the Bursar, who has overall and final responsibility for health and safety to:

- have a general statement of policy;
- state who is responsible for what (delegation of tasks);
- make arrangements to establish, monitor and review measures needed to meet satisfactory Health and Safety standards.

The employer, school staff and others also have a duty under common law to take care of pupils in the same way that a prudent parent would. The Health and Safety at Work Act of 1974 also places responsibilities on all our staff. Matters arising regarding Health and Safety should be reported, in writing, to the Proprietors.

**General Statement of Health and Safety Policy**

The aim of the Proprietors is to provide a safe and healthy working and learning environment for staff, pupils and visitors. We believe that the prevention of accidents, injury or loss is essential to the effective operation of the school and is part of the education of its pupils. We recognise that the term 'health' also includes mental health. We have a dedicated policy on mental health, which takes into consideration the guidance issued by the Department for Education. There are policies and audit procedures relevant to our responsibilities, duties and arrangements for Health and Safety, with particular arrangements that apply every day and at all times. We have specific controls and procedures for ensuring that pupils do not have access to any medicines, foods or drinks to which they are allergic.

The arrangements outlined in this policy statement and the various other safety provisions made by the Proprietors cannot in itself prevent accidents or ensure safe and healthy working conditions. This can only be achieved through the adoption of safe methods of work and good practice by every individual. The Proprietors will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the school premises, or while taking part in school sponsored activities. It is the Proprietors' policy to encourage employees, pupils, parents, volunteers and contractors to adopt a positive safety

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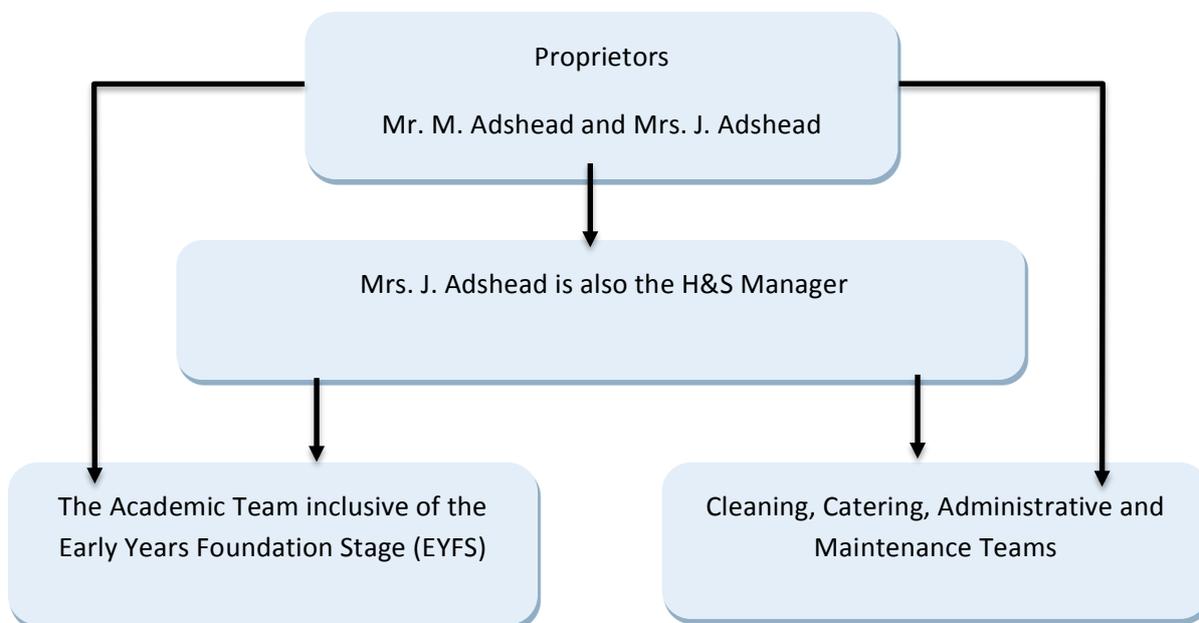
culture in all their activities and to ensure, as far as is reasonably practicable, to minimise any adverse impact on the environment.

The main elements include:

- **Plan** – We develop an approach that sets objectives and measures those objectives on a regular basis.
- **Do** – We have management systems and practices to ensure that risks are dealt with sensibly, responsibly and proportionately.
- **Check** – We have monitoring and reporting arrangements and check our risk assessments.
- **Act** – We have an annual external Health and Safety audit which includes whether we are effectively managing risk and protecting people.

**Responsibilities, Arrangements, Powers and Procedures**

The *Health and Safety at Work Act of 1974* places responsibilities on all our staff. The organisation chart shows who the members of staff are and what responsibilities each of them have. This will be amended and updated as and when appropriate. We also have a Health and Safety Law Poster in the reception area that summarises our responsibilities as an employer and the responsibilities of our staff as required by law. The reporting lines for health and safety differ in some ways from those reporting lines that are applicable for any other issues and concerns; an example of which are the child protection procedures. In order to effectively discharge our duties, we have established a Health and Safety Committee. Appointed for the day to day responsibility for ensuring this and other Health and Safety policies are put into practice by the Bursar, who is also the Health and Safety Manager (HSM).



The Health and Safety Executive (HSE) enforces health and safety law relating to the activities of independent schools. Although the Bursar is responsible for health and safety in the workplace and on work activities, the overall and final responsibility is that of the Proprietors and the HSE will normally take action against the Proprietors. However, in some circumstances, for example where an employee failed to take notice of the Proprietors policy or directions in respect of health and safety, the HSE may take action against the employee as well or instead. Written records of all tests and checks such as PAT tests and COSHH are kept. This policy will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. The effectiveness of the system will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in this document are carrying out their duties.

**COVID-19 Arrangements:** The Old Vicarage School has taken extensive measure to ensure proportionate protective measures for children and staff, which also ensure that all pupils receive a high-quality education that enables them to thrive and progress. We follow the DfE Guidance on the Opening of Schools including guidance from Public Health England and actively review our procedures accordingly. We have effective risk assessment processes, in consultation with employees,

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risk mitigation measures and monitoring, including a specific risk assessment relating to the additional risks of COVID-19 and its management. This risk assessment is reviewed regularly to ensure it is dynamic and evolving in conjunction with new guidance and also factors within the school as they arrive. We also regularly review whether COVID-19 has implications for existing arrangements and update them where necessary.

By way of risk mitigation and management measures in respect of COVID-19, we employ a range of controls including ways to limit contact between members of the school community to hygiene precautions. Specific measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.
- grouping year groups in 'bubbles' and avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible.

Please see our related documents regarding the management of COVID-19 which include the following:

- Safeguarding – Child Protection COVID-19 Addendum.
- Management of Infections Including COVID 19
- Infection Control and Hygiene arrangements
- COVID-19 Risk Assessments
- COVID-19 Procedures including school maps, pupil, staff guidance and parent information letters

#### **Workplace safety for employees, parents, volunteers, pupils and visitors**

The duties and responsibilities of the key people are identified in this policy. Detailed documentation is in place in support of this statement. Regular visitors and other users of The Old Vicarage School eg contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

#### **Employer duties**

The Old Vicarage School is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times. This includes the maintenance and development of safe working practices and conditions for all staff, pupils and visitors engaged in school sponsored activities along with taking all reasonable steps to achieve this. The Old Vicarage School ensures that both the *Health and Safety Organisational Chart* and the *Safety Law Poster* that summarises our responsibilities are kept up to date and posted in the reception area. The Proprietors also have a fixed agenda item on health and safety for staff meetings. The Proprietors are responsible for monitoring compliance with statutory requirements. The Proprietors have a duty to:

- identify and evaluate risk control measures in order to select the most appropriate means of minimising risks to staff, pupils and others, while providing a healthy and safe environment for children to enjoy learning and to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises;
- be familiar with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice that are relevant to the work of the school, in particular the Management of Health and Safety and Work Regulations;
- ensure that all staff have been carefully selected to meet our requirements for the health, safety and security of the children in our care;
- be consistent with Regulation 3 (7) of the Education (Independent School Standards) (England) Regulations, including complying with the requirements of Working Together to Safeguard Children (HM Government), Safeguarding Children and Safer Recruitment in Education (SCSRE) guidance excluding Chapter 5, DfE Guidance: Dealing with allegations of abuse against teachers and other staff (2011), along with any further amendments as they are published.
- Where appropriate, ensure that staff and parents are made aware of risks identified and of the systems and procedures we put in place to deal with these risks;

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- provide employees with information, supervision and training to ensure they are competent to carry out their tasks and minimise cases of injury and work related to ill health;
- provide arrangements that recognise our responsibilities to visitors, contractors and the public who may be affected by our activities;
- provide safe equipment, safe play areas, safe access and egress and maintain them in good order;
- to have a clear understanding on actions to take in the event of any emergencies;
- to train all our staff in the particular health and safety issues that affect children;
- ensure that activities undertaken by the school both on and away from school site are risk assessed and safely managed;
- monitor and review this Policy and the various systems procedures;
- adopt and maintain an effective policy, organisation and arrangements for the provision of health and safety throughout the school;
- comply with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*.

The Proprietors are directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health. Employees, visitors and contractors to any of the Proprietors owned or operated sites are reminded that it is their duty to look after their own health and safety, to ensure that they do nothing to endanger anyone else, and to co-operate with the School in all matters of Health and Safety. The Headmaster undertakes, to copy this policy to all employees and contractors and to ensure that it is prominently displayed in the workplace.

### **Employee duties**

Employees also have the duty to look after their own and others (pupils, parents, volunteers and visitors including contractors) Health and Safety. Employees should also co-operate with the employer in matters of health and safety.

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of any persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his Headmaster or any other person by or under any the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.' All staff will make themselves familiar and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work and also the particular area in which they work. They will, so far as is reasonably practicable:

- be familiar with this Health and Safety policy and all safety arrangements including those for fire, first aid and other emergencies as laid down by the Proprietor.
- ensure that health and safety regulations, rules, routines and procedures are being applied effectively and carry out/be aware of hazard identification and risk assessments as appropriate for their area of work;
- take part in health and safety training as required, inform their line manager if there is any reason they are unable to perform any task without undue risk (e.g. illness, incapacity, etc.);
- only undertake any task for which they have been trained;
- take reasonable care of their own health and safety and that of any other persons (staff, pupils, visitors, etc.);
- observe standards of dress consistent with safety and/or hygiene;
- exercise good standards of housekeeping and cleanliness as well as know and apply the emergency procedures in respect of fire and first aid;
- co-operate fully with their employer on health and safety matters, including following safe systems of work;
- ensure that all tools, machinery and equipment are adequately guarded, are in good and safe working order;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- Report any defects that they observe in the premises, plant, equipment and facilities and take action to ensure no one is put at risk and use the correct equipment, tools, protective equipment and clothing for the job;

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- report all accidents and near misses immediately, whether injury is sustained or not using an Accident Report form, promote and achieve high standards of health and safety suggesting improvements and ways of reducing risks and co-operate with other employees in promoting improved safety measures;
- act as a prudent parent when in charge of pupils, as they have a duty to under common law;

Employees should follow any health and safety procedures put in place by their employer. However if they feel that the procedure is inappropriate (e.g. it is too bureaucratic) they should discuss this with their employer and request that it is reviewed. The Proprietors will work to ensure that the procedures at the school are proportionate, effective and appropriate.

### **Health and Safety Manager (HSM) duties**

The HSM acts as the focal point for day to day references on safety and gives advice; indicates sources of advice, obtaining, where necessary, external advice. The HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. They will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate. This includes the following which is not an exhaustive list:

- Monitoring the Health and Safety policy, ensuring that Proprietors, employees and other persons involved with the school have knowledge of it and are carrying out their duties in accordance with it.
- Be aware of and ensure compliance with the requirements of the Health and Safety at Work etc. Act 1974 and any other health and safety legislation and codes of practice relevant to the work of the school.
- Ensure that all employees are trained and competent to undertake their work safely, are aware of their own limitations and know they must not undertake any task unless they have been trained, are competent and are confident they can carry out the task safely in the conditions that prevail.
- Ensure that all tools, machinery, plant and equipment is fit for purpose, adequately installed, guarded and appropriately used.
- Ensure that all tools, machinery, plant and equipment receive planned maintenance, that maintenance records are kept, in accordance with statutory legislation where appropriate, and ensure that defective equipment which constitutes a safety hazard is removed from service immediately and clearly labelled as defective.
- Collate accident information and, when necessary, carry out accident and incident investigations.
- Ensure that emergency procedures including those for fire are in place, known, tested regularly and that any necessary revisions are made and disseminated.
- Keeping up to date with current legislation and informing other staff and volunteers as appropriate.
- Making annual health and safety inspections.
- Producing, implementing and monitoring health and safety procedures, including a risk assessment strategy, emergency plans and the collating of accident and incident information.
- Ensuring that the fire drill instructions are in all rooms.
- Ensuring that all Fire Safety policies and procedures are implemented including the external and internal fire safety audits and inspections.
- Ensuring that regular visitors observe the school's safety rules.
- Ensure that statutory health and safety notices are displayed in appropriate locations within the establishment.
- Monitor the effectiveness of the implementation of this policy and submit a termly report to the Proprietors on health and safety matters.

As well as having the general responsibilities/duties of all members of staff, the HSM also has responsibility for ensuring that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times and for the day to day maintenance and development of safe working practices and conditions for teaching staff, support staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school. The Health and Safety Committee will take reasonable, practicable steps to achieve this and assign clear safety functions to other members of staff as appropriate.

### **Duties of Senior Leadership Team;**

These staff:

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- have a general responsibility for the application of the Proprietor’s safety policy to their own area of work and are directly responsible to the Proprietors for the application of existing safety measures and procedures within that area of work and follow the advice or instructions given by the Proprietors including complying to the relevant parts of this statement;
- shall, where necessary, establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (e.g., chemicals, boiling water, guillotines);
- shall resolve any health and safety problem any member of staff may refer to them and refer to the Headmaster any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- shall carry out a regular safety inspection of the activities for which they are responsible and, where necessary, submit a report to the Proprietors;
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- shall, where appropriate, seek the advice and guidance of the Health and Safety Manager, or any relevant adviser appointed by the Proprietors and propose requirements for safety equipment and also on additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

### **The welfare, health and safety of pupils in The Old Vicarage School**

*Working Together to Safeguard Children* (HM Gov: 2018), helps to outline individuals’ responsibility in promoting the safety and welfare of all children. We also comply with *Keeping Children Safe in Education Statutory guidance for schools and colleges* (KCSIE) (DfE, September 2020). Our school is vigilant and alert to triggers and situations that may put children at risk, and we must be proactive in taking action. Communicating with children effectively is crucial. To do this, we need to know their personalities and be sensitive to their specific needs.

The Old Vicarage School ensures arrangements are made to safeguard and promote the welfare of pupils at the school and that such arrangements have regard to any guidance issued by the Secretary of State. The Proprietors takes into consideration:

- safeguarding arrangements including safer recruitment and recording procedures, effective arrangements for child protection and the training and development of staff so that children can be safe in school;
- procedures to eliminate bullying and promote a safe environment and the prevention and tackling of all forms of bullying and harassment, including cyber-bullying and prejudice-based bullying related to special educational need, sexual orientation, sex, race, religion and belief, gender reassignment or disability;
- the systematic and consistent management of behaviour, including the use and recording of rewards and sanctions, including written policies to promote good behaviour;
- the provision of a safe and secure school environment, including the elimination of potential risks to pupils’ welfare, health and safety both on and off-site, including particular attention, where relevant, to the health and safety of pupils with priority needs
- the systematic and consistent management of procedures to reduce the risk of fire and comply with fire safety regulations
- how effectively the arrangements for pupils’ care in the event of sickness, accident or injury are implemented and how our pupils are supervised during school hours;
- the effectiveness of the school’s monitoring and recording systems for pupils’ attendance and punctuality
- how well the school reviews admission arrangements and makes adjustments to ensure the accessibility of the school’s premises and curriculum for all pupils;
- the way we teach children how to understand and respond to risk, for example risks associated with extremism, new technology, substance misuse, knives and gangs, relationships (including sexual relationships), water, fire, roads and railways;
- the views expressed by pupils, and different groups of pupils, on welfare, health and safety, respect for, and courtesy towards others and their views on harassment, racism, homophobia and different types of bullying.

### **Key Elements to our Health and Safety Policy**

The following sections of this policy support our school in the effective management of the Welfare, Health and Safety of all people at our school.

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### **Training of staff in health and safety, including risk assessment**

We make arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures. We provide staff with training in health and safety including how to carry out risk assessments as part of their on-going continuous professional development. We also use external trainers to support us in the training of our staff with regards to health and safety.

- This includes both generic and specific training with reference to risk assessment, first aid (including paediatric first aid), fire safety, educational visits, curriculum specific activities and COSHH.
- Staff training is a set agenda item for the health and safety sub-committee.

Health and Safety law often refers to risk assessment and risk management. These are the terms used to describe the process of thinking about the risks of any activity and taking steps to counter them. The Headmaster will ensure that regular written risk assessments are undertaken of premises, methods of work and all school sponsored activities. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables. In high-risk areas such as laboratories, workshops, etc., risk assessments should be reviewed termly. In other activity areas, establishments should review risk assessments on a bi-annual basis. Written risk assessments will identify all defects and deficiencies together with the necessary remedial action or risk control measures. The results of all risk assessments will be reported to the Proprietors who will prioritise issues and assign resources to undertake remedial/control measures where required.

### **Consultation arrangements with employees**

Consultation arrangements with employees are also in place to ensure the maintenance of Health and Safety standards. Staff are informed of updates with regard to health and safety through our weekly staff meetings and in the case of immediate changes, staff are consulted individually by the Health and Safety Manager.

### **Recording and Reporting accidents to staff, pupils and visitors**

The Headmaster ensures that The Old Vicarage School complies with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)* under which The Old Vicarage School is required to report to the Health and Safety Executive (telephone: 0845 300 99 23):

- Deaths;
- Major injuries;
- Over-seven-day injuries;
- An accident causing significant or multiple injury to pupils, members of the public or other people not at work;
- A specified 'dangerous occurrence', where something happened which did not result in an injury, but could have done - a 'near miss'.

### **Arrangements for Activities including off-site Visits, Including Residential Visits and School-Led Adventure Activities**

As of September 2020, all residential overnight stays are suspended until guidance issued by the DfE states it safe to do so. – Please see our updated Off-site Visits Policy. The School has an Educational Visits Co-ordinator (EVC) along with policies and procedures for Educational Visits and Off-Site Activities. These include a manual for Learning Outside the Classroom, Behaviour Management on Outdoor and Off-Site Activities, and Action to be taken by the Group Leader in the event of a serious accident. The school also access to professional advice and detailed documentation in this area of the curriculum. With reference to our off-site activities:

- We always ensure adequate numbers staffing ratios at all times.
- Adults accompanying residential trips have an enhanced DBS certificate.
- We ensure parents are always informed of all forthcoming plans for events on our premises.
- We always insist that parents sign consent forms whenever we plan to take the pupils away from the premises for an outing somewhere, no matter where.
- We ensure that our staff have access to all the equipment needed when we go on outings and that they use a checklist each time to ensure nothing is forgotten.
- All staff undertaking school trips make the appropriate risk assessment prior to the visit.
- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers for contacting the right people whenever required.
- Whenever we require vehicles to transport pupils anywhere, we only use approved and licensed contractors that operate vehicles that conform to all the safety standards.

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- We ensure that any drivers of coaches etc. that are required to transport the pupils on any outings are competent and trustworthy drivers and that the vehicles are properly equipped with safety seatbelts.

### **Dealing with Health and Safety Emergencies: Procedures and Contacts**

The procedures for Fire and Emergency evacuation are displayed in every classroom and in prominent positions around the Old Vicarage School. These procedures are updated on a regular basis and dated to indicate the latest update. The log book for recording and evaluation of practice and evacuation drills will be held securely in the School Office. The Headmaster has overall responsibility for implementing the evacuation procedure if an emergency were to occur. Arrangements are in place in the absence of the Headmaster which are specified in the daily routines. Our School has in place a Critical Incident Plan in the event of a Health and Safety Emergency. This plan details the procedures and contacts for dealing with a health and safety emergency. For specific details, please see our 'Critical Incident Plan' which forms part of our Health and Safety Manual.

### **First Aid, Medication and supporting Medical Needs**

Please refer to the school's separate First Aid Policy. The Old Vicarage School has in place:

- practical arrangements at the point of need;
- the names of those qualified in first aid and the requirement for updated training every three years;
- having at least one qualified 'First Aider' person on site when pupils are present;
- showing how accidents are to be recorded and parents informed;
- access to first aid kits;
- arrangements for pupils with particular medical conditions (for example, asthma, epilepsy, diabetes);
- hygiene procedures for dealing with spillage of body fluids and
- guidance on when to call an ambulance;

At The Old Vicarage School:

- First Aid box is held in the School Office. Portable boxes are available for off site visits and where needed;
- The names of all qualified First Aiders will be circulated to all staff and a copy held in the School Office.
- The accident book and report forms for injuries and the procedures to be followed are clearly outlined in the First Aid policy;
- A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity and
- The arrangement for First Aid for sports, outdoor pursuits and field trips are the responsibility of the Group Leader and supervising staff.

The arrangements for first-aid provision will be adequate to cope with all foreseeable incidents. The number of designated first-aiders will not, at any time, be less than the number required by law. This is determined by risk assessment (Local Authority guidance). Designated staff will be given such training in first-aid techniques as is required to give them an appropriate level of competence. The Headmaster is responsible for ensuring that a sufficient back-up stock is held on site. Notices will be displayed in prominent locations throughout the establishment identifying how to summon first aid in an emergency, who the first aiders are and their contact and location details. All first aid-signs and containers must be identified by a white cross on a green background. A written record will be kept of all first-aid administered either on the school premises or as a part of a school related activity

If a pupil requires medication whilst in the care of the school, the parent should notify the school and ask permission for the medication to be brought in. The safekeeping and administration of medication is in accordance with the school First Aid policy as stated by the Headmaster. The school complies with the Regulatory Requirements, Part 3, Paragraph 12, of the Education (Independent School Standards (England) Regulations 2010.

- Health and Safety Department of Education (DfE) advice on legal duties and powers for local authorities, Headmasters, staff and governing bodies (DfE July 2011)
- Health and Safety Manager (HSM) School trips and outdoor learning activities tackling the health and safety myths (HSE July 2011)

### **Occupational Health Services and Managing Work-Related Stress**

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As a good employer we take our duties and responsibilities with regard to the welfare of both staff and pupils very seriously. The school has access to occupational health services including specialist medical and counselling facilities if so required and has the appropriate policies and procedures and working practices in place.

### **Workplace Safety for Teachers, Pupils and Visitors**

The duties and responsibilities of the key people are identified in this policy; detailed documentation is in place in support of this statement. Regular visitors and other users of The Old Vicarage School eg. contractors and delivery people, are expected, as far as is reasonably possible, to observe the safety procedures of the school.

### **School Security**

While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here. We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the Front Hall, and to wear an identification badge at all times whilst on the school premises. We provide all adult visitors to the school with Health and Safety information on the reverse of the identification badge. Staff must report to the school office immediately any visitor who is not identified with a school badge. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headmaster immediately. The Headmaster will direct any intruder that they must leave the school site straight away. If this does not occur the Headmaster will contact the police immediately.

The following arrangements are specifically put in place to look after all the pupils in our care at all times.

- All teachers and support staff including volunteers ensure that all curriculum activities are safe.
- A child is never taken off-site without the prior permission of the parent and in such cases all departures and arrivals are recorded.
- Only those who hold a current 'enhanced disclosure' from the Disclosure and Barring Service are allowed unsupervised access to the pupils in our care. If there is a discrepancy between appointment of staff and the enhanced disclosure coming through, a risk assessment is put in place, a previous DBS is sought, with supervision arrangements and a mentor put in place.
- A minimum of two staff are always present whenever any pupils are on our premises.
- All pupils in our care are regularly reminded of safe practice when on our premises. They are encouraged to report anything they notice that might be unsafe.
- We have installed smoke detectors in all fire risk areas for early warning of any problems that may arise. These are serviced professionally to make sure they work effectively.
- We have installed a fire alarm system to enable any member of staff to raise an alarm that everyone else can hear. This is checked weekly during term-time.
- We practice, on a regular basis, what to do in the event of a fire and make sure all the pupils in our care know what to do if they hear our fire alarm.
- In accordance with requirements a number of staff have been trained in first aid. We record accidents, incidents and near misses.
- We only use safety-approved substances for use by pupils, such as non-toxic glues and paints. We only use water-based products and not solvent-based ones that can give off fumes and vapors.
- We only use coaches and minibuses where seat belts are provided. We instruct the pupils to use seat belts at all times when the bus is moving.
- We log all incidents involving injury in the school and we inform parents in all cases.
- Head injuries will always be reported to parents and carefully monitored.
- Should any incident involving injury to a child take place, a first aider will be called to assist. If necessary, the School Office staff will telephone for emergency assistance.

### **Violence towards Staff**

If there are any concerns about the behaviours of visitors they are required to leave the premises. With reference to pupils, there is a well-established behaviour management policy and procedures including the use of reasonable force and physical restraint. All adults, including staff, parents and visitors, are expected to behave in a manner which is in line with and supportive of our school ethos.

### **Manual Handling**

The School has in place comprehensive procedures for manual handling. An action plan has been established to make sure that loads are managed safely and appropriately. All members of staff are aware of the regulations regarding *The Use of Force to Control or Restrain Children* as set out in Education Act 1996. Teachers in our school do not hit, push or slap children. Staff only use Positive Physical Intervention with children to prevent them injuring themselves or others, damaging property or committing a criminal offence.

Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Headmaster. The child's parents are informed on the same day. Records are kept of when force is used and parents are informed. Guidance is given to all 'members of staff' (as defined above) on the circumstances in which 'physical intervention' is allowable.

### **Slips and Trips**

All injuries, accidents, and dangerous occurrences will be recorded. The First Aider or supporting teacher will fill in an accident report form for every serious or significant accident that occurs on or off the School site if in connection with the School. This will be kept by the School Office. Records should be stored for at least three years.

### **On-site Vehicle Movements**

Whilst there are no onsite vehicle movements at The Old Vicarage School, because the entrance faces a main road, the school takes both the travel plan agreed by local authority and traffic awareness training into consideration.

### **Management of asbestos**

The Old Vicarage School is a conversion complying with 'new build regulations', therefore there is no asbestos.

### **Control of Hazardous Substances**

The implications to COSHH applied at The Old Vicarage School where both records and working practices reflect the seriousness in which The Old Vicarage School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum (including science laboratory) and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

### **Working at Height**

Any situations where work may need to be carried out at height are in consultation with our Health and Safety Manager. We have produced a separate document which relates to staff working at height in our school. For more information, please 'Working at Height' in our Health and Safety Manual.

### **Selecting and Managing Contractors**

When the premises are used for purposes not under the direction of the Headmaster then, subject to the explicit agreement of the Proprietor, the person in charge of the activities for which the premises are in use will have responsibility for safe practices as indicated in the Responsibilities/Duties of the Headmaster. The Proprietors note their residual responsibility for the control of premises and will take all reasonable steps to ensure that such persons detailed above comply with the terms of this Policy. The Proprietors or their designated representative will seek to ensure that contractors conduct themselves and carry out their operation in such a manner that all statutory and advisory safety requirements are met at all times.

All contractors who work on the premises are required to ensure safe working practices by their own employees under the provisions of the Health and Safety at Work etc Act 1974 and must pay due regard to the safety of all persons using the premises in the accordance with this Act. In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Proprietors will take such actions as are necessary to prevent persons in their care from a risk or injury. The Proprietors will draw the attention of all users of the premises (including hirers and contractors) to Section 8 of the Health and Safety at Work etc Act 1974, which states that no person shall intentionally or recklessly interfere with, or misuse, anything which is provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

The procedures for the selection, appointment and monitoring of contractors working within the school premises are defined in the Building Procedures. These have taken into account:

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- the Construction (Design and Management) Regulations 1994 – Assessment of Competence and Provision for Health and Safety along with building Contracts undertaken on Educational Premises (from the Education Service Advisory Committee)

For Health and Safety purposes the school must be notified by the person arranging the Works, at least two weeks in advance, of the following:

- the delineated area of the Works – including the associated adjacent area which, for Health and Safety reasons, forms the operating area of the contractor – hereafter and for the purposes of the contract termed ‘the site’;
- the scope of the Works, the name of the Contractor undertaking the Works, the dates and times of operations at the school.

For the duration of the Works the cleanliness of the site and the Health and Safety of all persons affected by the operations on the site are the responsibility of the Contractor undertaking the Works who must ensure that the school is indemnified against the Works. Access to and from the site is the responsibility of the Contractor undertaking the Works.

### **Maintenance and testing of Equipment and Facilities**

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- Maintenance (and, where necessary examination and testing) of plant and equipment such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

### **Fire Safety (Please see our Fire Safety Policy)**

In Accordance with the ‘Fire Safety Order’ (2005) The Old Vicarage School undertakes a fire risk assessment (formally recorded and regularly reviewed so as to keep it up to date) and our Proprietors complies with the additional duties to:

- produce a fire risk (prevention) policy which includes the elimination or reduction of risks from dangerous substances;
- develop fire procedures and provide staff training (repeated periodically where appropriate);
- ensure the safety of staff or anyone else legally on the premises;
- carry out fire drills and contact emergency services when necessary;
- appoint one or more competent persons (with sufficient training, experience and knowledge) to assist in taking preventative and protective measures (including evacuation);
- have a suitable system for the maintenance of: clear emergency routes and exits (with doors opening in the direction of escape), signs, notices, emergency lighting where required, fire detectors, alarms and extinguishers (with the maintenance being a ‘competent person’ (such as, ISO 9001 certified or BAFE approved); and
- provide staff and any others working on the school site with fire safety information also requiring staff to take reasonable care.

### **Supervision of pupils**

In addition to this being built in to the day to day working practices at The Old Vicarage School we also have a separate policy that clearly states the school’s approach. We make professional judgements, taking into the consideration the age of the pupils and activities in which they are engaged.

### **Child Protection**

If an employee or volunteer suspects that a pupil may be the victim of abuse, they should immediately inform the school’s Designated Safeguarding Lead (DSL) It is the school’s policy for the school to comply with the Derby City Council Child Protection Procedures. We require all adults and volunteers working in the school to comply with the Safer Recruitment Procedures.

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## **E-Safety, Smart Technology and Internet Usage**

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. Staff use Child Exploitation and Online Protection (CEOP's teaching materials). Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the school's website, or in newsletters and other publications.

## **Arrangements for the Comfort and Well-Being of Pupils and Staff**

The following arrangements are specifically put in place to try to ensure that pupils are as happy and comfortable as possible whilst on our premises. We also like to make sure that our staff have the right environment in which to teach and supervise.

- Our premises are kept warm during cold weather through the use of easily adjustable, safe heating systems.
- Our windows are designed to be safe and to allow sufficient light through to provide a bright and cheerful environment.
- Our floors are designed to minimise the likelihood of slips and trips and are regularly checked to make sure they are free from obstacles along walkways and are not damaged.
- Our hot water supply is maintained at a temperature to prevent accidental scalding.
- We have a separate lockable room for the storage of any items we consider to be potentially harmful if accessed by pupils.
- All pupils are encouraged to drink water and fresh water is available at all times

## **Standard Working Practices**

Our standard working practices also include:

- ensuring that the registration file to record the arrival and departure of all visitors is completed;
- ensuring all employees and volunteers are in receipt of the Health and Safety Policy prior to commencing their employment or voluntary support for the school;
- making arrangements, where appropriate, for the training of various persons to assist in carrying out the requirements of the School's Health and Safety Policy and Procedures;
- ensuring specific controls and procedures are in place for any external visits or outings anywhere, including an emergency contact/medical form for each child and ensuring all visitors wear badges when on school premises.

## **All pupils are expected, within their expertise and ability to:**

- Exercise personal responsibility for the safety of themselves and their fellow pupils
- Observe standards of dress consistent with safety and/or hygiene, this would preclude unsuitable footwear, clothing and articles considered dangerous
- Observe all the safety rules of The Old Vicarage School and in particular, the instructions of teaching staff in the event of an emergency
- Use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

## **Arrangements for the Safety and Security of Equipment**

The following arrangements are specifically put in place to look after all the equipment we have on our premises and any equipment that we may wish to hire or purchase.

- All our electrical equipment and installations are checked by competent persons or organisations to ensure their intrinsic safety.
- Our gas heating boiler and gas supply lines are regularly checked by competent persons or organisations to ensure their intrinsic safety. Access to these is strictly controlled to prevent any accidental access by pupils.
- Regular visible checks are made on the integrity of all sports/games equipment used externally to ensure connections and fixings are not loosened and the externally exposed parts are not damaged. Suspect equipment is taken out of service until repaired by a competent person or organisation.

## **Arrangements for Activities**

- We always ensure adequate staffing ratios at all times.
- Adults accompanying residential trips have a Disclosure and Barring Service (DBS) enhanced certificate and must have made a risk assessment.
- We ensure parents are always informed of all forthcoming plans for events on our premises by signing consent forms.
- We ensure that our staff have access to all the equipment needed when we go on outings.

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- We always ensure we have means of communication with us during outings and a list of appropriate telephone numbers.

### **Arrangements for Hygiene**

The following arrangements are specifically put in place to minimise the likelihood of any staff or pupils picking up undesirable diseases, ailments or other health problems. We teach our pupils about the importance of hygiene and keeping their hands clean. We have a daily cleaning schedule to cover all areas accessible by pupils. Only safety-approved cleaning materials are used.

- We provide nappy changing facilities in the Nursery classroom.
- Our toilet facilities have a particularly high standard of hygiene arrangements.
- We provide all protective clothing and equipment as necessary when dealing with any issues of hygiene or cross-contamination.
- All food and drink kept on the premises is stored safely and appropriately.
- All pets and animals are supervised within the school.

### **The Curriculum**

We teach the pupils about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate pupils in this regard in the normal school curriculum. We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in Personal, Social, Health, Economic Education (PSHEE) including Citizenship; reinforcing these points in Science, where children also learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons. Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Our school promotes the spiritual growth and welfare of the children through the Religious Education curriculum, through special events such as harvest festivals and through collective worship. 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. Teachers handle these concerns with sensitivity.

### **The Early Years Foundation Stage (EYFS) Safeguarding and Welfare Requirements**

The safeguarding and welfare requirements, specified in Section 3 of the Statutory Framework for the Early Years Foundation Stage are contained in whole school policies inclusive of any appendix specific to EYFS

### **Transport**

We only hire taxis, minibuses and coaches which are approved by the local authority, where drivers are DBS checked and each seat has either a seatbelt or a booster seat as is applicable. In advance of the trip pupils will be given clear safety instructions based on the risks associated with the particular type of travel. Children must sit only two to a double seat. Seat belts must be worn and where appropriate booster car seats should be used. In cases of long journeys, pupils will be given the opportunity to exercise after reasonable intervals. First-aid material must be carried and be readily available throughout the visit.

### **Drivers**

Those authorised to drive any pupils in the party should normally:

- be at least of the minimum age required by the local authority and its outdoor education adviser in relation to each vehicle (and under 71); and
- have a minimum of two years' driving experience; and
- have acquired some experience in handling the size or type of vehicle; and
- hold a current driving licence valid in the country of use; and
- never have been disqualified.

Each driver must be personally satisfied that:

- the driver is covered by insurance in respect of liability to passengers and others; and
- the driver has made all necessary disclosures of material facts to the insurers, for example any particular problems relating to health;
- the vehicle is roadworthy;
- the driver has not consumed alcoholic liquor within twelve hours before or while in charge of the vehicle
- the driver carries evidence of insurance.

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### **Behaviour of any person (including a parent) on the school premises**

Our School has a written Behaviour Policy setting out the behaviour expected of parents on the premises and the procedures that will happen when the school wishes to restrict a parent's access to school premises because a person is causing a nuisance or disturbance. A parent who has been banned from entering school premises is trespassing if he or she does so without permission. Any violent behaviour will be reported to the police.

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

The Headmaster will investigate any incidents of theft involving pupils. If there are serious incidents of theft from the school site, the Headmaster will inform the police and record the incident in the incident book. Should any incident involving physical violence against a teacher occur, this must be reported to the Headmaster immediately.

### **Non-Smoking**

Our school, in compliance with the law, is a non-smoking establishment. We do not allow smoking on the school premises, as we do not want to present smoking as acceptable. Nor do we wish to present adult smokers as role models. Any member of staff wishing to smoke must leave the school site, out of view from the children, in their own time and not in the employer's time. Should we find any member of staff smoking at school, we would consider this a serious breach of the terms of employment. We aim to help children know and understand the dangers of smoking and the harmful effects that smoking can have on their bodies. We provide children with the knowledge and information necessary for them to make responsible choices in relation to smoking. We equip children with the social skills that help them to resist the pressure to smoke, either from their peer group, or from society in general.

### **Monitoring and review measures to meet satisfactory health and safety standards**

The Headmaster meets with the HSM to review Health and Safety. Consultation arrangements with employees are in place to ensure the maintenance of health and safety standards. Employees, visitors and contractors to the school are reminded that it is their duty to look after their own health and safety; to ensure that they do nothing to endanger anyone else and to co-operate with the School in all matters of Health and Safety. The HSM undertakes, on behalf of the Headmaster who is the Proprietor, to copy this policy to all employees.

### **Control of Substances Hazardous to Health**

The implications to COSHH applied at The Old Vicarage School where both records and working practices reflect the seriousness in which The Old Vicarage School implements its policy and procedures in the care and maintenance of premises, the delivery of the curriculum and administrative functions. Integral to our COSHH Policy are both the inventory and risk assessments.

### **Lettings and Hirers:**

The Headmaster is directly responsible for safety management/compliance during lettings and ensuring that premises, equipment and substances are safe and without risk to health and ensures that the means of access and egress are safe for the use of hirers. The Headmaster is also responsible for fire escape routes and making sure exits are clearly marked for the benefit of unfamiliar users of the building. Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and fire-fighting equipment. Hirers comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on) and adhere to the capacity figures detailed on any lettings documentation. Hirers must:

- comply with all school policies as described in the letting agreement (e.g. in relation to smoking, substance abuse, alcohol, and so on) and adhere to the capacity figures detailed on any lettings documentation.

When the premises or facilities are being used out of normal school hours for an activity then, for the purposes of this policy, the organiser of that activity, even if an employee will be treated as a hirer and comply with the requirements of this section. When the premises are hired to persons outside the 'employ' of the Proprietor, it will be a condition for all hirers and others using the premises or facilities, that they are familiar with this policy, that they comply with all safety directives of the Proprietors and that they do not, without the prior consent of the Proprietor: Introduce equipment for use on the school premises, alter fixed installations, remove fire and safety notices or equipment and take any action that may create hazards for any persons using the premises.

### **Further Information**

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With reference to the following statements, The Old Vicarage School has the required details, policies, procedures and working practices in place. An Appendix of all supporting policies and procedures is attached at the end of this policy. Further advice and guidance on many of the matters raised in this policy are available in the Health and Safety Manual. Specifically, there are details on:

#### **APPENDIX - Index of Documents and Working Practices in support of Health and Safety**

- Communication and Consultation
- Health and Safety Rules
- Health and Safety Policy Statement
- Accident, Incident and Ill-Health Recording, Reporting and Investigation
- Art & Design
- Asbestos
- Construction, Design and Management Regulations (CDM)
- Contractors (Maintenance)
- Control of Substances Hazardous to Health (COSHH)
- Design & Technology
- Disabled Discrimination, Accessibility and Special Educational Needs
- Display Screen Equipment (DSE)
- Drama
- Driving
- Electrical Equipment
- Visual Checks on Electrical Equipment
- Electricity at Work Regulations
- Portable Electrical Equipment (PAT): Testing and Inspection
- Fire Safety
- First Aid
- Gas Safety Procedure
- Health & Safety Information and Training
- Health & Safety Monitoring and Inspection
- Infection Control
- Legionnaires Disease
- Lettings
- Lone Working
- Manual Handling
- Music
- New and Expectant Mothers
- Noise
- Personal Protective Equipment
- Physical Education
- Risk Assessment
- Safety Signs, Signals and Notices
- Slips, Trips and Topples
- Science
- Stress at Work
- Voice Care
- Violence and Personal Safety
- Volunteering and Work Experience
- Working at Height
- Housekeeping, Cleaning and Waste Disposal
- **EYFS**
- Bad Weather Travel Policy
- Dogs and Other Animals on Site
- Lost Child Policy
- Lost Child Procedure
- Process for Toilet Training
- Wet and Soiled Children's Policy
- Sun Safety Policy
- Process for Taking Children Downstairs
- Process for Dealing with and Reporting an Accident
- Process for Dealing With Allergies
- Process in Dealing with Biting
- Food and Nutrition Policy
- Early Years Foundation Stage Hygiene Procedure
- Process for Nappy Changing (Toddlers)

#### **Additionally documentation is in place concerning:**

- Anti-bullying
- Behaviour management
- Employment
- Fire safety policy and audit
- First aid and the administration of medicines
- Risk assessment
- Safeguarding (child protection and safer recruitment)

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