



Health, Safety and Welfare Policy

General statement of policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We wish to develop and promote a strong health and safety culture within DUCKS for the benefit of all staff, children and parents. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this policy and sufficient resources will be made available to honor our commitment.

The policy will be kept up-to-date and will be revised regularly in the Policy Group, or as and when necessary. We therefore welcome any useful comments from members of staff, parents and visitors regarding this policy.

Health and safety responsibilities

Simon Yiend – Chief Operating Officer (COO)

Miranda Norris – Head of DUCKS

Sally Donaldson – Head of Kindergarten

Frederick Dunstan – DUCKS Caretaker

General monitoring and reviewing measures

These are maintained through regular visual and written checks, reporting of any hazards that occur on an ongoing basis and ensuring these are logged on the Help Desk section of MyDulwich. Regular risk assessments ensure hazards are identified and risks are reduced. Nicky Black and Sally Donaldson form part of the Health and Safety Committee which meets termly. Health and safety matters are on the staff meeting agenda.

Aims and objectives:

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons on the DUCKS site. To achieve this we will actively work towards the following objectives:

- establish and maintain a safe and healthy environment throughout DUCKS;
- establish and maintain safe working procedures amongst staff and children;
- make arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- ensure the provision of sufficient information, instruction and supervision to enable all people working in or using DUCKS, to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when provided;
- maintain a healthy and safe place of work and safe entry and exit from it;
- formulate effective procedures for use in case of fire and other emergencies and for evacuating the DUCKS premises (*see: Fire Alarm Procedure*);
- carry out regular and thorough risk assessments of the buildings and the activities being carried out in the DUCKS buildings;
- follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation (*see: Dulwich College Health & Safety Policy*).

We believe the majority of the hazards in the DUCKS environment are of low risk but to maintain the maximum protection for children, staff and parents/carers we consider it necessary to:

- ensure that all entrances and exits from the building, including fire exits remain clear and tidy at all times (*see: Fire Drill Policy*);
- regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action;
- ensure that all staff are aware of the fire procedures and regular fire drills are carried out, at least twice yearly (*see: Fire Alarm Procedure*);
- ensure that all members of staff are aware of the procedures in case of accidents (*see: Accident Procedure & Dulwich College Critical Incident Policy*);

- ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate(*see: Accident & First Aid Policy/Sickness Policy, COSHH statement*);
- prohibit smoking on the premises (*see: Smoking, Alcohol & Drugs Policy*);
- prohibit any contractor working on the premises without prior discussion with the Head of DUCKS to negate any risks to the staff or children;
- no inappropriate jewellery to be worn.
- dress code is smart and practical;
- no running inside the premises;
- all electrical sockets should be protected by safety plugs and there should be no trailing wires;
- all cleaning materials/toilet cleaner to be placed out of the reach of children;
- prohibit certain foods e.g. nuts;
- clear information about children with specific dietary requirements displayed in the kitchen, staffroom and classrooms in the Infants' School and in all food preparation areas and rooms in the Kindergarten;
- telephone calls must be received before 8.00am if a member of staff is not well enough to attend work;
- all staff should familiarise themselves with the First Aid boxes and know who the appointed First Aiders are;
- review all accident reports to identify any areas of high accident rate and to carry out the necessary risk assessments;
- ask all staff and parents to reverse park in the DUCKS car parks;
- promote Safe Routes to School and be active members of the Safe Routes to School Committee.

The school curriculum

We teach the children 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, Teaching Assistants and Early Years Practitioners take every opportunity to educate children in this regard in the normal school curriculum.

We teach children respect for their bodies and how to look after themselves. For example we discuss these issues with the children in wellbeing lessons, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.

Teachers, Teaching Assistants and Early Years Practitioners use circle time to help children discuss and overcome any fears and worries that they may have. Staff handle these concerns with sensitivity

School uniform

In the Kindergarten children wear their own clothes.

It is the Infants' School policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

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

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is earring studs in pierced ears.

Child protection: Safeguarding and promoting the safety of children in DUCKS and on Outings

There is a named person responsible for safeguarding and promoting the health and safety of pupils at DUCKS. This is Mrs Tracey Greenwood for the Kindergarten and Mrs Miranda Norris for the Infants' School; who would then refer to Deputy Master Pastoral, Mrs Fiona Angel. (*see: Dulwich College Whole School Safeguarding and Child Protection Policy, Outings Policy, Lost Child Procedure, Lost Child Procedure - Outing*).

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

DUCKS' named person for safeguarding and promoting the safety of children in school works closely with social services and the Area Child Protection Committee (ACPC) when investigating such incidents. We handle all such cases with sensitivity and we place paramount importance on the interests of the child.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

School security

The DUCKS site has a number of measures to ensure DUCKS is a safe environment for all who work or learn here.

We require all adult visitors to DUCKS who arrive in normal school hours to enter the Infants' school via the reception area of the wooden buildings and the Kindergarten via the main hallway of the Edwardian building, and to wear an identification badge at all times whilst on the DUCKS premises, unless accompanied by a member of staff (*see: Visitor's Policy*).

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

If any adult working in DUCKS has suspicions that a person may be trespassing on the school site, they must inform the Head, or in the Head's absence, the next person in charge, immediately. The Head will warn any intruder that they must leave the DUCKS site straight away. If the Head has any concerns that an intruder may cause harm to anyone on the DUCKS site, she will contact the police.

All contractors are required to sign in at Maintenance, where they will be issued with a pass and an orange hi-vis vest. On the back of the hi-vis are the words 'Dulwich College Contractor' and a unique number.

If there is cause to question a contractor's behaviour a report should be provided to Security and/or Maintenance, quoting the number on the back of the hi-vis.

Any contractor onsite without a pass will be required either to go to Maintenance and sign in or to leave the site.

Everyone on campus should be able to provide a pass on request. If there is cause to doubt someone's right of access staff should ask to see a pass. If they cannot provide this identity, Security should be informed (07860 648965) and the individual asked to report to Reception or Maintenance, as applicable, for a visitor's pass, failing which to leave the site.

All staff should carry and display their ID badge at all times whilst on the main Dulwich College site. At DUCKS, due to the smaller size of the two buildings, and the nature of our work with young children, permanent staff are not required to wear their ID badges, however all visitors and non-permanent staff should be signed in as visitors and must wear a visitors badge.

Security is everyone's responsibility.

Safety of children

It is the responsibility of each teacher, Teaching Assistant and Early Years Practitioner to ensure that all curriculum activities are safe. If a member of staff does have any concerns about pupil safety, they should draw them to the attention of the Head before the activity takes place.

Any medications must be clearly named and a form is filled out by the parent before a member of staff can take responsibility for the medicine (*see Medication Policy*).

We do not take any child off the DUCKS site without the prior permission of the parent.

If an accident does happen, resulting in an injury to a child, the member of staff will do all he/she can to aid the child concerned. At the Infants' School we keep a first aid box in the Staff Room, the kitchen and KS1. At the Kindergarten a first aid box is kept in the Office, Nappy Changing Room and the Baby Room. In the Kindergarten, asthma pumps are kept in the rooms and epi-pens in the Nappy Changing Area for any child requiring one. In the Infants' School asthma pumps and epi-pens are kept in the classrooms.

Should any incident involving injury to a child takes place, one of the trained First Aiders will be called to assist. If necessary, the School/Kindergarten secretary will telephone for advice from the College Medical Centre and/or emergency assistance (*see: Dulwich College First Aid Policy & Medical Centre Standard Operating Procedure*).

We record all incidents involving injury on our MIS, and we inform parents. Should an injury cause any concern, we will contact the parents through the emergency telephone number that we keep in class registers and on the school files. This in most cases will be to advise the parent of the accident having occurred and what first aid has been given and if there are any concerns remaining. This in the first instance is a courtesy call to keep parents informed as to what has happened and to discuss if they feel it necessary to collect their child early or seek further advice from their GP.

Fire drill procedures are displayed in each classroom and in communal areas.

Fire assembly points are clearly marked.

Regular fire drill practices take place and are recorded in a Fire Practice sheet

Seat belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all appropriate times (*see: Outings Policy*).

Theft or other criminal acts

The Teachers, Teaching Assistants, Early Years Practitioners or Head will investigate any incidents of theft involving children.

If there are serious incidents of theft from the DUCKS site, the Head will inform the police and the Head of Security at the College.

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

Responsibilities

Day to day responsibility for Health and Safety in the School is that of Mrs Miranda Norris and she reports to the Chief Operating Officer who has overall responsibility for Health and Safety at Dulwich College and DUCKS. The Head of Kindergarten, Sally Donaldson and/or the Deputy Heads of DUCKS will be responsible in the absence of the Head. It is the responsibility of The Master and Chief Operating Officer to keep the Governing Body informed of new regulations regarding Health and Safety and to ensure that DUCKS regularly reviews their procedures with regard to Health and Safety matters.

All employees work with the Head of DUCKS to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter.

Whenever a member of staff notices a health or safety problem, which they are not able to put right, they must immediately report to the Head or Deputy Head. At each staff meeting the staff are asked if there are any Health & Safety issues.

Last Reviewed: September 2018

Next Review: September 2019