



## Health and Safety Policy

### Guidance for Parents

This guidance contains extracts from the full Health and Safety Policy which are most relevant to parents and carers. A copy of the full policy can be obtained from the school by written request.

### Aim

The aim of our school is to create a safe secure environment for everyone and an atmosphere of carefulness both in and out of school. This is for all users of the school, children, school staff, parents and the community.

This includes:

- The provision of a safe environment for everyone
- Adequate security for the protection of the staff and pupils during the school day
- The ability of each individual to protect him/her self
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

Safety and security is of the utmost importance in Leaney Primary School. The school aims to ensure the safety of staff and children in their care at all times. For this reason the following procedures are adhered to:

- A member of staff will be on duty in both playgrounds each morning from 8.45am to 9.00am;
- Children who ride a bicycle or scooter to school should always wear a helmet. Bicycles/scooters should not be ridden in the school grounds except during approved classes such as cycling proficiency;
- Children will be supervised in the playground at morning break by a member of staff and at lunch times by the supervisory assistants;
- Children who finish school at 2pm leave via their cloakroom door once the teacher has seen the adult responsible for picking up said child;
- Children who finish school at 3pm will leave via the main doors or their cloakroom doors, whichever is the most appropriate. Many older children walk home unaccompanied or travel by bus. Older children getting a lift are encouraged to develop their independence by going to meet parents at the school gate. However, they should always return into school if their lift does not arrive within a few minutes.

Parents and visitors to the school are most welcome but in the interests of security must report to the Secretary's office on arrival. **In the interests of safety, parents should not let themselves into the school at any time, but should wait to be admitted.**

**For any physical activity such as P.E.** children from Years 1-3 change into gym shoes and children in Years 4-7 change into full P.E. kit. It is part of our school policy that children do not wear any form of jewellery (with the exception of stud earrings or a watch) for safety reasons. Children with long hair should wear it tied back.

We have a limited number of school rules which are for safety reasons such as walking in and around school, playing in sight of an adult on duty, care of property etc.

In accordance with NEELB safety regulations, educational visits are carefully planned in advance in accordance with our Educational Visits Policy. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult : child ratio is always followed and a First Aid kit and list of emergency phone numbers taken.

### **After School Activities**

After school activities allow children to develop their independence and follow up on interests / hobbies on school premises in a more relaxed atmosphere. In general, the same safety procedures are in place as during the school day. The following points should be noted –

- When taking part in activities, children should stay in designated areas – they should not be in other parts of the school without permission. If a child needs to access the cloakroom or toilet area, they should first ask permission and should then return immediately to their activity;
- Parents should ensure that children are clear regarding who is picking them up after such activities and where they are to wait. Children in Years 1 & 2 will remain in school until someone arrives for them – older children are expected to know the arrangements made for them and to be able to wait at their pick-up point or walk home;
- If a child persistently breaks these rules, the school may decide that in the interests of the child's own safety they not be permitted to stay for after school activities.

### **Parking**

Staff car parking is available in the school grounds adjacent to the Main Gate. Public car parking is available at the front of the school for parents and visitors. Drivers parking cars at the school when dropping off or collecting children should at all times have consideration for the safety of pedestrians, other road users and the immediate community.

**In particular the road markings for children crossing inside the school grounds should be observed at all times. At no time should the staff car parking area be used by anyone other than staff. Visitors to the school should always report to the office.**

### **Main driveway -**

This area serves a pedestrian entrance from Stuart Park and vehicles have been observed using this driveway without consideration for pedestrians. Parents should not as a general rule drive into the school grounds, but should drop children off at the main gate.

Gates at the vehicle entrance will be closed during the following times and opened only to accommodate buses and delivery vehicles which will be managed by the building supervisor.

Gates closed:

8.45am to 9.00am

1.45pm to 3.00pm (or after the bus leaves)

Staff or visitors leaving the school during these times must close the gates after them.

### **Dogs on the Premises**

The N.E.E.L.B. recommends that dogs, '...are only allowed on school premises for educational purposes or with pupils, staff or members of the public as a registered service dog.' ('Guidance on Bringing Dogs into Schools' N.E.E.L.B. Health and Safety Office). The Governors of the school have now agreed to formally adopt this policy as part of their Health and Safety guidelines. **Accordingly, dogs should not now be brought into school grounds nor should they be left tied up at the gates, unless it is a registered service dog.** If an adult brings a dog into school they will be asked to remove it.

### **Children Moving Equipment**

In the normal day to day running of the school there are certain situations when children will need to move equipment or items of furniture. For example:

- Chairs and/or tables
- Sports equipment
- Small items of equipment

Children should be shown how to lift and carry safely. Children must always be supervised when moving any equipment or item of furniture and 'safe handling' reinforced.