

Christ the Redeemer Primary School

Health & Safety Policy

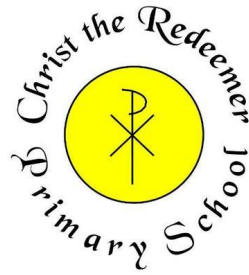


As a Rights Respecting School, our pathway to a successful future is grounded in the United Nations Convention on the Rights of the Child (UNCRC).

Schools should work towards what is best for the child. (Article 3)

All children have a right to good health and good quality health care. (Article 24)

All children should be protected from violence, abuse and neglect. (Article 19)



Vision for Christ the Redeemer

In collaboration with our pupils, staff, families, governors, and community, we build an inclusive educational environment where every child feels safe, nurtured and empowered to achieve their full potential.

Care, Teamwork, Respect.

As a Rights Respecting School, our vision is grounded in the United Nations Convention on the Rights of the Child (UNCRC).

Pupil Aims

- Instill Catholic values such as care, respect and tolerance.
- All pupils valued and respected unconditionally.
- Develop and enhance the resilience, worth and dignity of every child.
- Inspire a lifelong love of learning.
- Enabled to take responsibility for their learning and be able to express their views in a variety of ways.
- Celebrate all achievements.
- Celebrate and nurture faith and embrace diversity.
- Provide diverse range of learning opportunities, taking account of digital technologies, including an extensive programme of before and after school provision.
- Equip them with the knowledge and skills necessary to grow themselves as compassionate and productive members of society.
- Develop a sense of empathy, responsibility and citizenship at a local and global level.

School Aims

- Promote inclusion while nurturing and developing individuality.
- Provide effective leadership and governance to drive the vision of the school forward.
- Promote a highly skilled and committed staff, with a strong emphasis on continuous professional development, in order to realise the vision.
- Welcome, encourage and act upon direct communication with learners.
- Foster strong parental links; provide opportunities for parents to reach their full potential.
- Develop relationships with the parish and wider school community based on mutual respect and the values underpinning the UNCRC.
- Equip the children with the skills necessary to cope with the emotional and social challenges of everyday life through developing their sense of worth, responsibility and independence.

The Board of Governors of Christ the Redeemer Primary School recognises the importance of implementing adequate Health and Safety protocols and procedures to ensure the health, safety and welfare of all staff, pupils and visitors (subject always to the respective duties and responsibilities of the Education Authority SE Region, CCMS and other statutory bodies.)

In developing, reviewing and amending this policy we have taken guidance of **DENI Circular 2017/04: Updated Sept 2023**
"Safeguarding and Child Protection in Schools- A guide for Schools."

Rationale

At Christ the Redeemer Primary School, we strive to create a safe and secure environment where children can learn both inside and outside the classroom. Our preventative curriculum is designed to educate children about health and safety, equipping them with the skills, knowledge, and understanding needed to lead positive, successful, and healthy lives.

Principles

Christ the Redeemer Primary School is committed to the following principles:

- Every child's safety is a paramount concern for all staff.
- Healthy eating habits are promoted and encouraged.
- Children are encouraged to promote their fitness levels and participate in games, sports, outdoor activities.
- Children are taught to understand that their own well-being and the well-being of other children is important, and they are made aware of potential danger in and outside of school.

Purposes

At Christ the Redeemer Primary School, the purposes of teaching Health and Safety are:

- To encourage a healthy lifestyle.
- To ensure safe participation in school activities.
- To implement correct procedures in times of emergency.
- To promote personal safety both inside and outside of school.

Practices:

- Health and Safety is taught through the Northern Ireland Primary Curriculum.
- School and Class charters are discussed, agreed and set at the beginning of each year.
- Evacuation procedures in case of emergency are agreed.
- Fire drills are carried out **termly** according to Education Authority's policy.
- Educational visits are planned for well in advance, permission slips sought, and appropriate clothing is worn. Risk assessments are carried out prior to visit.
- Correct footwear is worn during PE lessons.
- Safety procedures are followed when completing practical activities.
- Teachers/ancillary staff/Responders administer first aid in the event of a minor accident. (Refer to First Aid Policy)

- Parents are informed of a serious incident or accident and, if necessary, an ambulance will be called. (When in doubt in any way, parents are contacted)
- If a child is sick, parents are contacted to come and take the child home or to a doctor. If the parent cannot be contacted, the Principal/Vice-Principal will ensure adequate care, attention and support is available to the child.
- Accident forms are completed in the event of a serious incident.
- The school building is maintained by the **Mr Paul Fay, Building Supervisor** and Mr Watson, Principal to ensure a safe and healthy environment. However, all staff and visitors are expected to exercise vigilance, care and caution when using school facilities and premises.
- Hazardous substances are locked away from children.
- An annual inspection of all portable electrical equipment is carried out by a qualified electrician and appropriate action taken as recommended and necessary. (PAT testing completed by Mc Keown Company, 2024)
- An annual inspection of the fire alarm is carried out to ensure working order.
- A sign out register is used to record any partial absences of children or early collection/late arrival during the school day.
- All visitors come to the Main Office, in the first instance, and, if leaving the Office area to visit another area of school, they are issued with a visitor's badge, which is returned to the Main Office when the visitor is leaving.

Safety of Children

It is the responsibility of teachers and classroom assistants to ensure that curriculum activities are safe. Pupils are only taken off the school site with prior permission of parents. The school's Code of Conduct and school rules have been written with the safety of all in mind and must be adhered to.

Children are taught to have care and consideration for themselves and others:

- in the classroom
- using equipment
- moving around school
- carrying out investigations
- on educational visits
- outside in during break and lunchtimes

Class teachers ensure that all children are collected safely and promptly at home time. Supervisors will be employed to assist at lunchtime.

Accidents

- In the event of an accident, resulting in an injury to a child or adult, an electronic accident form will be completed via the relevant EA platform service by a member of office staff. This is immediately uploaded to the Education Authority.
- When an incident involves injury to a child, this will be dealt with by either the teacher on duty, classroom assistant or the child's own teacher. An accident report form will be completed if deemed necessary.

- Staff will record all incidents of "head bumps" and in all injuries to head incidents parents will be notified.
- If there is any concern about the injury, one of the trained first aiders must be consulted, the trained first aiders are known with names on display in the corridors around the school.
- When dealing with an injury, staff must always wear disposable gloves and ensure that any waste is disposed of securely.
- If there is any concern whatsoever about the injury, the school will contact the parent.
- If the parent cannot be contacted, then, if the school deems it necessary the family doctor or emergency services will be contacted.
- Parents are constantly reminded about school having up to date emergency contact numbers provided.

Note:

When a child enrolls at Christ the Redeemer Primary School, the parent or guardian completes a Class Data Capture Form, which the school maintains on SIMS. The information provided on this form is crucial, especially in the event of an accident. Parents and guardians must ensure that the school office is notified immediately of any changes, particularly regarding a child's health, family doctor, and primary and secondary contact numbers.

Fire Drill (using school bell for planned drills)

- As soon as the fire alarm sounds, all children and adults must stop what they are doing and walk out of the building through the nearest exit to the agreed assembly point (MUGA).
- If normal exit is blocked, the nearest available exit should be used.
- Check that all children are present (class attendance sheets will be brought out by class teachers and sign out register will be brought from school office and should be referred to) and remain there until they are allowed to go back in.
- Each classroom has a specific exit route, which is known to the pupils. Children should walk in and out of school sensibly and line up quietly.
- Kitchen staff are aware of their evacuation procedures.
- Classes are only to return to the building when told to do so by the person in charge. (Mr Watson, Miss Mc Keown, Mr Paul Fay, Senior Fire Officer)

Lunchtime Fire Procedure

- All Supervisors on duty in the playgrounds will, on hearing the fire alarm, gather all the children away from the building, proceed to designated area and ensure no child re-enters the building.

- All Supervisors on duty in the dining hall will evacuate all children from the building and ensure on the way out that any toilets are vacated.
- Mr Watson, or Miss Mc Keown, will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Fire Alerts

In the event of a fire alert, Mr Paul Fay, the building supervisor will:

- Ensure alarm is activated and evacuation of premises is underway (see fire drill procedures).
- Phone 999 for the fire brigade (the secretary)
- Check that evacuation procedure is being followed.
- Only when the all-clear has been given will children and adults be allowed to re-enter the premises.

***If the alert is a practice, then the fire brigade must be informed before the evacuation of the premises takes place. ***

Fire Extinguishers

- There are different types of extinguishers in the school, identified by the colour or the nozzle.
- All fire extinguishers, blankets and alarms will be checked and maintained annually.

The Building Supervisor

The Building Supervisor Mr Paul Fay, under the supervision of the Principal Mr Watson, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.

- The caretaker and his staff maintain a clean and tidy building and grounds.
- Any minor repairs are completed by the caretaker or using authorised BANI contractors.
- The caretaker will ensure that he exercises caution in his own work.
- He is vigilant to the H&S needs, potential issues of the school.
- Ensures walkways are dry and not slip hazards.
- Ensures that walkways are uncluttered and is aware of trip hazards.
- All locks and catches are in working order or reported to EA.
- The security system and fire alarms are in working order.
- All checks of alarm call points are done as per guidance.
- All other checks are done and recorded as per guidance.
- Ensure toilet areas have replenished with soaps and towels etc.
- Informs Mr Watson, Principal, if H&S issues are identified.

Smoke Free Policy

- It is the policy of Christ the Redeemer that we are a smoke free environment. Our policy is on public display and is reviewed regularly by the B.O.G.
- Smoking is not permitted in any area of the school by staff, parents or visitors.
- No smoking signs are clearly displayed around the building.

Car Parking

- Car parking at the school should only be in the designated areas.
- Parents may park only in the church carpark and only those parents who hold a disability pass may park in the playground for pupil drop off and collection.
- When leaving pupils to school in the morning (by car) or if collecting pupils at 2 p.m. or 2.45 pm, the church car park or designated parking bays should be used.

Hygiene

- Every effort will be made to ensure that hygiene in toilets is of a high standard.
- Pupils will frequently be reminded of their responsibility in this regard. (The importance of good hygiene practices to curtail the spread of germs will be regularly reinforced with the pupils)
- Liquid soap dispensers and paper towels are provided in all toilets.
- Liquid soap and paper towels are also provided in all classrooms.

Medicines

Administration of medicines must be discussed with and agreed by the Principal/Vice-Principal and AM2 forms completed re dosage etc of prescribed medicines.

Medicines must never be brought into or stored in a classroom or other unsecured area.

Visitors Policy

- All visitors are required to report to the General Office in the first instance.
- Any parent or visitor is welcome in the school but is asked to report to the office first.
- These points must be adhered to, but, in no way, detract from the open-door policy of the school.

Health Care Plans

Individual care plans as drawn up by health professionals will be discussed with relevant staff, adhered to and accessible to any responsible person in case of an emergency. All training as appropriate will be given.

Child Protection (refer to policy)

Intimate Care (refer to policy)

Pastoral Care (refer to policy)

Anti-bullying (refer to policy)

Positive Behaviour (refer to policy)

Risk Assessment (refer to policy)

Signed by Principal:

Signed by Chair of Governors:

Date: 19th December 2024

Review date: December 2025