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1.0 INTRODUCTION

This policy is linked to and derived from the overarching curriculum policy. This policy has been reviewed by the SLT to ensure it does not undermine British Values of Democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Circulation: This guide has been adopted by the governors, is addressed to all members of staff and volunteers, and is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Hillcrest New Barn School;

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.



2.0 AIM

The aim of our school is to create an atmosphere of care both in and out of school; this is for all users of the school, including children, parents, staff and the community.

This care includes:

- The ability of each individual to protect themselves
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

For children, good safety habits are taught as part of the curriculum. This includes topics in all subjects and not just in safety regulated subjects such as Science and PE. The enriched wider curriculum offered at New Barn requires all subjects are risk assessed. In some cases from through the involvement of outside agencies such as the police and fire brigade.

At New Barn School pupils are encouraged to develop healthy habits through good health and hygiene routines; for example, through regular exercise and personal hygiene. A positive policy for healthy eating is maintained at school.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- In the classroom;
- When using equipment such as scissors, tools or PE apparatus;
- When moving around school;
- When on educational visits

For physical activities pupils change into shorts and T-shirts or tracksuits. They are restricted in the wearing of jewellery for safety reasons.

We have a number of school rules, which incorporate safety considerations, such as walking around school, playing in sight of an adult on duty, care of property, etc.

In accordance with company policy, educational visits are carefully planned in advance, with prior staff visits. An offsite form is signed by the SLT before a trip is offsite. Children are asked to wear clothing appropriate to the activities planned. The correct adult to pupil ratio is always followed, and a First Aid kit and mobile phone are taken with the number of the school and/or the emergency contact person normally the Head.

New Barn School has set procedures in case of an emergency in school, such as a fire or intruder alert, when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these routines, and know their exit route, place of assembly and roll call procedure. Staff are aware if students need a PEEP (Personal evacuation plan)

All children are taught to take care of themselves and each other, but in a school environment, accidents do occur. Most accidents are minor and can be dealt with by any member of staff. A fully equipped first aid box is kept in the school office, as is the school's accident register, and a list of any allergies the children have. First Aid boxes are also located around the school in the two resource rooms and in the art room. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents/carers are informed immediately and if necessary, an ambulance sent for. Most staff are First Aid trained. Training is updated every three years. The Accident Book is filled in for any accident requiring medical attention, or any accident caused by any defect in the school or its equipment.



The Caretaker, under the direction of the Head teacher, is responsible for ensuring that the building provides a safe and healthy environment for the children. The site supervisor and school employees maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the site supervisor or through the use of authorised contractors. Any equipment or hazardous substance is kept locked away from the children. All equipment meets British Standards and is maintained regularly.

3.0 FIRE DRILL

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.

Exit routes for each classroom or activity area are displayed appropriately.

The teacher in charge of the class takes whoever is with them to the assembly point.

All non-class teachers (floor wardens) should check the floor they are on at the time for staff/pupils especially the toilets, closing the doors behind them, before vacating the building.

Nobody is to go back into school until instructed by the Head teacher that it is safe to do so. If a child is missing it must be reported immediately to the Head.

Pupils should walk in and out of school sensibly and line up quietly.

If the usual exit point for a class is blocked for any reason then the nearest available exit should be used.

4.0 FIRE PROCEDURE WHEN OUT OF CLASS (DINING AREA) OR PLAY

- Staff members on duty in the dining area or in the playground shall evacuate all children from the building or play ground to the assembly point.
- Any staff members in other areas of the building shall evacuate, the Fire Officer shall ensure that toilets are vacated.
- The Head teacher and Fire Officers (teachers) assigned to each floor will ensure, as far as is reasonably practicable, that the rest of the building is vacated.

5.0 INTRUDER ALERTS

In the event of a fire or intruder alert the Head teacher or Secretary designated must:

- Sound the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure above).
- Phone 999 for the fire brigade and police.
- Check that the evacuation procedure has been followed.



- Gather the school community and remove from site to Welford Estate Rooms. Meet the fire brigade/police and direct them to the incident.
- Ensure that all adults and children remain covered, away from harm and protected, away from the building.

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

6.0 SMOKING POLICY

- It is the policy of New Barn that the School is a no-smoking school.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school.

7.0 CAR PARKING

Car parking is a concern at New Barn School as it is a hazard for those who use the school. It is also a hazard for neighbours of the school. Drivers parking near the school or dropping or collecting children at the school should at all times have consideration for the safety of the school and the immediate community. Fortunately the school is located in a quiet area.

The school emphasises the following:

- Care of our neighbours;
- Use of the parking spaces in front of the school;
- Dropping children off outside the school and then moving on rather than parking and waiting;
- Staff should ensure that they and the children leave at the designated time when going to and from sporting events and games afternoons.

School trips should be arranged, where practicable, to leave school before or after the 'school run'.

The Head teacher or School administration will have personal contact with any adult who continually parks in an obstructive way. All comments by parents/carers or neighbours will be followed up.

8.0 POLICY ON CHILDREN MOVING EQUIPMENT

Staff should avoid situations where children need to move heavy items wherever possible. However, in the normal day to day running of the school, there may be situations where children need to move equipment or items of furniture, such as:

- Chairs
- Sports equipment



- Small items

Children must always be supervised when moving any equipment. Some items may be heavy or awkward to handle; children must be shown how to lift and carry safely.

9.0 SECURITY OF THE PREMISES

The Head teacher, Caretaker, Health and Safety Co coordinator, as well as the cleaning company are designated key holders. The Caretaker and staff are responsible for the security of the building.

It is the responsibility of the class teacher to ensure that their classroom window locking bolts are in place when leaving the classroom at the end of the day. Closing down the IT equipment is also the responsibility of the teacher. It is the responsibility of the Caretaker & cleaning company to check daily that:

- All locks and catches are in working order;
- The emergency lighting is working;
- The fire alarm has no faults;
- The security system is in working order;
- That all windows are closed, door locked and secure, rear gate padlocked and security alarm set before leaving the premises each evening.

10.0 HEAD TEACHER & SCHOOL ADMINISTRATORS

It is the responsibility of the Head teacher / School Administrators to perform the above functions in the absence of the Caretaker,

In addition, the Head teacher, SLT and Administration are responsible for the security of the premises during the school day. All staff working in the school are responsible for ensuring that the front door is closed securely behind them when entering and leaving the building.

Parents/carers and visitors are welcome to the school but must report to the School reception first. None must be admitted to the school unless they have come in via the entry phone system. This in no way detracts from the open door policy of the school.

11.0 CONTRACTORS ON SITE

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Head teacher, Secretary, or the Caretaker;
- Known contractors will be named on the school central record;
- All contractors must report to the school office. Reception, will then be informed of their arrival;
- All contractors must complete a contractors attendance record sheet and wear a 'visitor's label'. No contractors are to be left unattended on the school premises;



- Contractors are informed of the following:
 - Smoking in buildings is against the law and we are a non-smoking school;
 - No playing music;
 - No talking to pupils (we instruct our pupils not to talk to strangers);
- Contractors will work under close supervision of the Caretaker, Head or School Secretary so as not to endanger the health and safety of children or adults in the school;
- Any equipment that contractors bring into school must not be stored within the school during term time;
- No repairs or maintenance may be carried out in areas, which adults or children are occupying; this includes cloakroom and toilet areas;
- All work will be monitored by the Caretaker and any concerns reported to the Head teacher and the contractor concerned.

12.0 POLICY OF THE ADMINISTRATION OF MEDICINE DURING SCHOOL HOURS

From time to time, parents request that the school should administer medicine to children.

These requests fall into two categories:

- Children who require emergency medication on a long term basis due to the chronic nature of their illness (such as asthma or epilepsy) or have medication for ADD, ADHD.
- Children who are suffering from 'casual' ailments (such as coughs or colds)

Generally, no member of staff will administer medicine to children.

If a child needs a single dose of medicine at lunchtime, the child must come to the School Office to receive a single dose application from Beth Dixon (Medication trained). If a parent/carer brings medication into school they have to give written authorisation with the dose and time the medication is to be given to the school office.

If it is unavoidable that a child has to take medicine in school for treatment of a long-term illness, then each individual case will be considered. Teachers are not required to dispense medicines as part of their contracts and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents/carers must give written authorisation to the school for medicines to be administered to their children. This must include instructions regarding dosage and frequency.
- The medicines must be brought to school in a properly labelled container, which states: (a) the name of the medicine, (b) the dosage and (c) the time of administration.
- Medicines will be kept in the school office in a locked cabinet and dispensed by the Beth Dixon. The Secretary has completed specific training to administer. In the secretaries absence the Head teacher would assume this role. Where long term needs for emergency medication exist, the school will require



specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

13.0 POLICY OF FIRST AID IN SCHOOL

The School First Aiders are responsible for dealing with minor incidents.

During lesson time the school secretary administer first aid. If an accident occurs out of school and first aid is required, then one of the staff on duty will administer aid.

If there is any concern about the first aid, which should be administered, then the school doctor should be consulted.

14.0 SAFETY/HIV PROTECTION

Biohazard kits are available in the school. Soiled goods e.g. with blood are placed in the female Sanitary units located in toilets. Sani tact units are collected on a monthly basis by a contracted supplier.

15.0 PERSON RESPONSIBLE FOR FIRST AID SUPPLIES

A designated school member is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the office if the supplies in any of the first aid boxes are running low. First Aid boxes must not contain any soiled goods.

16.0 ALLERGIES/LONG TERM ILLNESSES

A record is kept in the child's file of any allergy to any form of medication (if notified by the parent), any long-term illness such as asthma, and details on any child whose health might give cause for concern.

17.0 ACCIDENTS

Accidents fall into four categories:

- Fatal
- Major injury



- Employees resulting in more than three days consecutive absence
- Other accidents

Accidents in the first two categories must be reported immediately to Human Resources at Head Office who will contact the appropriate Health and Safety Executive:

If the accident is more than a minor one for child or adult, please report it immediately to the Head Teacher or school admin who will send for an ambulance if needed and contact parents/carers.

When in doubt, always contact parents/guardians.

Other Accidents

These are the accidents, which more commonly occur in a school.

Procedure to follow:

- Always fill in the accident book/form for minor injuries (including all bumps of the head). This is kept in the school office.
- If a child has a bump on the head you must contact the parent/guardian or send a letter home.
- Complete the Incident log.

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than in the wrist or hand
- Fracture of any bone in the leg other than in the ankle or foot
- Amputation of a hand or foot
- The loss of sight in an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation.

It might be that the extent of the injury is not apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Lead and compliance at Havant Head Office.

Employee Accidents

(This applies to all Education employees and self-employed persons on school premises.)



Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. If the accident does not result in a fatal or major injury, but the employee is incapacitated and unable to work for more than three days (excluding the day of the accident) there is still a requirement to contact the HSE.

Pupil Accidents (Including accidents to any visitors not at work)

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collision, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (e.g.: potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities.

Recording Accidents

All accidents must be recorded in an Accident/Injury Record Book. There are separate books for pupils and staff.

First Aid Boxes

First Aid Boxes are sited: in the school office, in the first floor and food technology room and second floor resource rooms and in the art room.

18.0 MISSING CHILDREN POLICY & PROCEDURE

- If a child is lost, the Head Teacher is informed and a search is carried out.
- The register is checked to ensure that no other child have also gone astray.
- Doors are checked to see if there has been a breach of security whereby a child could wander out.
- Information is gathered as to when and where the child was last seen, and in whose company.
- A search party is organised to rule out the possibility of the child hiding.
- The child's parents are contacted.
- After the child is found, a full examination of the circumstances is carried out. All staff are made aware of the reasons that led to the child being lost and procedures put in place to prevent a recurrence.
- An incident report is compiled detailing the date and time, the names of staff and children present and the estimated time that the child went missing.



- A conclusion is drawn as to how the breach of security occurred.

19.0 SCHOOL SITE

The school is situated in an area close to water. The River is shallow but caution is taken to ensure students are not at risk. Staff accompany students off site and students are warned not to enter the water unless part of a planned activity.

The school is aware of the farm land around its property border. At certain times of the year there is large machinery being used for agricultural use. A seasonal pheasant shoot and other such risks associated with being close to sharing the environment of a working agricultural setting. Teachers are aware of the events and take suitable precautions to supervise students when in the grounds of the estate.

The M4 is close by on a fly over bridge about a quarter of a mile from the school. Staff are aware of its dangers and students are supervised when walking near its position. Students are taught about road safety which can be equally as dangerous in the country lanes as they are in small towns. Students are taught 'bikability' skills and made aware of the dangers of cars and similar traffic. Highly visible jackets, helmets and other protective wear are used in all such offsite activities.