

Health and Safety Policy and Procedures

Introduction

At Educare Small School, we are committed to the physical health, safety and wellbeing of our whole community. We take practical steps to prevent accidents, illness and danger, and promote ways of working that create a safe, healthy environment for children, staff, parents and visitors.

Key Responsibilities

- **Health and Safety Officers:** Chloe Long and Chantell Frost
- **Deputy Responsibility:** All staff
- **First Aiders:** All teachers, Emily Stenthal, Alisha Gilead, Katerina Campbell
 - Paediatric / relevant First Aid course completed: **April 2025**

Children's Welfare and Safety

Supervision

- Children are supervised **at all times**, indoors and outdoors, especially when using physical apparatus.
- Children may be inside at lunchtime but must not enter classrooms without permission.
- Children may use the toilets independently but must inform an adult.
- Children arriving **before 9.00am** are not the school's responsibility unless attending **Before School Club** (stated on the enrolment form).
- After school, the school accepts responsibility until **4.00pm** in exceptional circumstances.
- Responsibility passes to parents/carers once a child has been dismissed and collected.

- Registers and admission files are kept accurately and up to date.

Site Security and Visitors

- Security gates are **kept locked**; only adults may open them.
- Unknown visitors are not admitted until their identity is verified.
- All visitors **sign in and out** and wear a visitor lanyard.

Uncollected or Missing Children

Failure to Collect

- Children must be collected by a known or designated adult.
- If staff are unsure of an adult's identity, they must request the child's **password** (held on the rear of the address card in the white box on the office desk).
- If the password cannot be given, staff will make further telephone checks before releasing the child.
- Children remain on site until staff are satisfied they are safe.
- Other parents cannot take a child without the parent's and Head Teacher's/Senior Teacher's consent.

Lost Child

- Parents are contacted immediately.
- The Police are informed without delay.

Removal From Admissions Register

- When a pupil is removed from roll, the school passes the following to the Local Authority:
 - emergency contact phone number(s)
 - parents' address
 - reason for removal

- **No child is removed from the admissions register** without:
 - details of a forwarding school, or
 - written confirmation that the child is being home-educated.

Fire and Emergency Procedures

Fire Officer

The designated Fire Officer on site will be:

- **Chloe Long**
- or another senior staff member in their absence.

The senior staff member on site will take overall responsibility during any emergency.

Fire Evacuation Procedure

In the event of a fire, smoke, or any emergency requiring evacuation:

1. The Fire Officer or senior staff member activates the fire alarm by breaking the nearest call point (fire glass).
2. All activity stops immediately.
3. Children and adults leave calmly, silently and promptly through the nearest safe exit, away from danger.
4. Everyone proceeds to the designated assembly point:

Alongside the estate agents at the end of the road towards Richmond Road.

5. The Fire Officer / last responsible adult will:
 - check rooms where safe to do so
 - close doors behind them
 - collect the attendance register/sign-in records where possible
 - ensure all persons have left the building
6. A register will be taken immediately at the assembly point.
7. Emergency services will be called via **999**.
8. No person may re-enter the building until authorised by the Fire Service.

Fire-Fighting Equipment

Fire extinguishers are located:

- by the large playground doors outside Starfish classroom
- by the fire doors in the Hall
- in the boiler room (inside the door)

Extinguishers must **only** be used if:

- the fire is very small
- staff have been trained
- there is a clear exit route
- there is no personal risk

Evacuation is always the priority.

Lockdown / Shelter in Place

A lockdown may be implemented where there is a real or potential threat to the safety of pupils, staff or visitors, requiring the site to be secured and movement restricted.

Possible reasons include:

- intruder on or near site
- suspicious behaviour nearby
- police advice
- environmental hazard (gas leak / chemical incident)
- dangerous animal
- other external risk

Types of Lockdown

Partial Lockdown (Precautionary) – “Red Fox”

This means heightened awareness while normal activity continues where safe.

Actions:

- children brought inside if outside
- external doors/gates secured
- movement around site restricted
- staff remain vigilant
- teaching may continue indoors

Used where the threat is external and not an immediate direct risk to the building.

Full Lockdown (Emergency) – Continuous Bell

Immediate action required.

Actions:

- all children and staff move to nearest safe room/space
- doors locked or barricaded where possible
- windows secured/blinds closed if appropriate
- children kept low, calm and quiet
- phones silenced where possible

- nobody enters or leaves

CLOSE Procedure

During full lockdown staff follow **CLOSE**:

- Close windows and doors
- Lock up
- Out of sight and minimise movement
- Stay silent
- Endure until all clear

Emergency Contact

Where safe to do so:

- Office staff / senior leader calls **999**
- If speaking would increase risk, make a silent call and press **55** when prompted.
- Panic button in the office may be used if available.

Parents may be informed once safe and practical.

All Clear

Lockdown procedures remain in place until:

- police
- emergency services
- or senior leadership acting on official advice give the all clear.

Training and Practice

- Fire drills held **at least termly**
- Lockdown practice held **at least termly**
- New staff briefed on emergency exits, alarms and procedures
- Emergency plans displayed near fire alarm points and key areas
- Staff aware of safe rooms and evacuation routes

After an Incident

Following any fire, evacuation, lockdown or serious emergency:

1. Staff and leadership debrief the incident.
2. Procedures are reviewed and improvements identified.
3. Incident records are completed.
4. Relevant authorities informed where required.
5. Parents are updated appropriately.
6. Children and staff are offered reassurance and emotional support where needed.

Key Principle

In any emergency:

Preserving life and keeping children calm and safe takes priority over property or routine.

Crisis Contingency Plan

In the event of a significant crisis:

1. Obtain factual information.
2. Meet with support personnel within hours.
3. Establish an intervention team.
4. Contact affected families.
5. Hold a staff meeting to share information.
6. Inform pupils in small groups (same day if possible).
7. Debrief involved staff.
8. Debrief involved pupils as soon as possible.
9. Identify high-risk pupils and staff over the following days.
10. Encourage class discussion where appropriate.
11. Identify the need for group/individual support.
12. Organise appropriate support or treatment.

Accidents and First Aid

- Minor first aid is administered by **trained First Aiders**.
- Complete First Aid kits are located in the First Aid cupboard in the office. Refill equipment is kept in the tall cupboard by the art sink.
- The last user returns the kit and informs Chloe Long if stock needs replacing (add to list of items on whiteboard in staff area).
- First Aiders check contents regularly.
- All accidents are recorded in the **Accident File** located on the office desk and reported to the relevant adults (teacher/parent).
- Parents are informed of all accidents; **head injuries** are reported immediately via telephone call.
- All adults on site must record and report accidents.
- In serious cases, an ambulance is called or the child is taken to hospital; parents are informed as soon as possible.

Head Injuries

- Parents are informed at the time of any head injury.
- An incident form is completed and signed by parents; a copy is given to them.
- For serious head injuries, depending upon the severity, parents are asked to collect their child or an ambulance is called or the child is taken to A&E, and parents are informed as soon as possible.

Sickness, Medication and Infection Control

Children's Illness and the 48-Hour Rule

- Children showing **signs of sickness or fever** are not accepted into school that day.
- Children who have experienced **vomiting or diarrhoea must stay off school for 48 hours from the last bout** (not the first) to reduce infection risk.
- Children who become unwell in school wait in the office area away from others and parents are contacted to collect them.

Medicines in School

- Prescription medication is only administered where staff deem the child **well enough to be in school**.
- Non-prescription medicines are only given as part of an agreed care plan; where possible, parents administer doses before school.
- Homeopathic medicines may be given if correctly labelled and handed to staff.
- All medicines must be:
 - clearly labelled with child's name, dosage and timing
 - recorded on the **Medicine Form within the office**.
 - doses signed in by the parent and recorded when administered

Infectious Diseases

- Outbreaks of contagious diseases are notified to parents by email.
- The SW London Health Authority is informed if there are multiple cases.
- Local health guidance is followed (see: **Infectious diseases in schools and childcare settings – UK Gov**).

Body Fluids and HIV Precautions

To reduce any risk of transmission:

- Staff wear disposable gloves for any incident involving body fluids.
- Spillages or soiled clothing are bagged immediately; surfaces are disinfected.
- Blood, faeces, vomit, saliva, nasal/eye discharges are cleaned up at once:
 - use disposable gloves
 - avoid contact with eyes, nose, mouth or open sores
 - use a combined detergent/disinfectant
 - use paper towels (not mops)
 - launder contaminated clothing on the hottest suitable wash
 - dispose of waste in plastic bags

Asthma Inhalers

- Parents complete an asthma information sheet at enrolment where needed.
- Inhalers are stored:
 - In the first aid cupboard in the office, or
- Children may use inhalers independently if agreed by parents.
- Inhalers are always taken to **Elm Road Recreation Ground, Richard Mayo Hall** and on all off-site visits.

Food, Diet and Allergies

- Serious dietary and medical conditions are displayed in the office; information is gathered on enrolment and updated annually.

Anaphylaxis and EpiPens

Parents must:

- Inform the school of any known allergies or reactions.
- Provide **two EpiPens** and up-to-date information on triggers.
- Ensure EpiPens are **in date**.
- Sign a permission form authorising staff to administer the EpiPen.

The school will:

- Ask parents to sign a permission form as part of enrolment.
- Ensure at least one First Aider is trained and all staff know emergency procedures.
- In the absence of the trained First Aider, other staff present will administer the EpiPen if needed. The trained First Aider is **not responsible** for others' actions.
- Call an **ambulance immediately (state anaphylaxis)** in the case of suspected anaphylaxis and inform parents straight away.
- Inform parents of any concerns about allergic reactions.

- Request that parents do **not send known trigger foods (e.g. nuts)** in lunches or snacks.

Staff Sickness and Medication

- Staff who become unwell during school hours may go home.
- Staff must take personal medication in staff facilities and store it away from children's areas.
- The school operates a strict **No Smoking Policy** inside and outside the building.
- Recreational drugs and alcohol are **not permitted**.
- Any adult suspected of being under the influence of drugs or alcohol will be asked to leave the premises.

Personal Hygiene and Cleaning

Personal Hygiene

- Staff encourage regular, effective **handwashing**, especially after toileting, before eating, and after outdoor play.
- Disposable towels are placed in bins emptied daily.
- Children are encouraged to use tissues/handkerchiefs or elbows when coughing/sneezing.
- Children are discouraged from touching their face with unwashed hands.
- Hygiene is reinforced through:
 - curriculum lessons
 - staff modelling good practice
 - posters and visual reminders around school

Cleaning and Disinfection

- High-touch surfaces and shared equipment are cleaned and disinfected regularly.
- Shared supplies are cleaned with appropriate products.

- Only disposable wipes or washable cloths are used.
- Staff check that resources are well-maintained and clean.
- Children are taught how to look after and handle resources hygienically.

Classroom Activities

- Staff assess risks when planning shared-resource activities (toys, pens, mats, cooking, utensils).
- Plastic, wooden and fabric items are cleaned frequently.
- Children are discouraged from putting resources in or near their mouths, indoors and outdoors.

Staff Safety and Welfare

Violence to Staff

- Verbal or physical violence towards staff is **not tolerated**.
- Parents/visitors with complaints are directed to the Head Teacher/Senior Teacher.
- The Complaints Policy is included in the enrolment pack and displayed on the Parent Notice Board.

New or Expectant Mothers

- Pregnant staff are allowed time for medical appointments.
- Duties and workload are adjusted to support wellbeing.
- Expectant mothers are informed promptly of any infectious disease in school and protected from undue risk.

Safety and Security of the Premises

Premises Safety

- Fire alarm serviced **bi-annually**; fire appliances **annually**.
- Fire glasses are checked in rotation; fire exits remain clear.
- Faults/defects are reported immediately to the Head Teacher/Senior Teacher.

- Staff switch off appliances in their work area before leaving.
- Hazardous substances are kept in a **child-locked cupboard** beside the toilet sink; the magnetic opener is stored in the tall cupboard behind the children's toilet door.

End-of-Day Lock-Up Checklist

The last person to leave must:

1. Check all lights off in toilets and classrooms.
2. Ensure Starfish classroom fire door is properly closed.
3. Turn off computers and switches in the Reception Area.
4. Lock:
 - Large Starfish doors
 - Library–Reception doors
 - Hall doors
 - Stock Cupboard
5. Set alarm and lock Reception doors.
6. Padlock side gate.
7. Padlock front entrance gate.

Gas and Electrical Safety

- Gas boiler serviced **annually**.
- Electrical system checked every **5 years**.
- PAT testing carried out **annually**.

All staff and volunteers must familiarise themselves with this policy and follow it. Copies are provided during induction.

Risk Assessments

- Full risk assessments for all areas and activities are carried out **annually** and updated as needed.

- Risks are evaluated and appropriate control measures implemented.

This policy was last reviewed October 2025 and will be reviewed again in October 2026 to ensure its effectiveness and compliance with relevant legislation.