

Hayfield Lane Primary School



Health, Safety and Welfare Policy

Date of review: November 2025

HAYFIELD LANE PRIMARY SCHOOL HEALTH SAFETY AND WELFARE POLICY

Introduction

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health and safety of all children and members of staff.

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 take every opportunity to educate children in this regard in the normal school curriculum. Health and safety teaching is interwoven into the curriculum and we also link with outside professions as part of our careers education to examine safety points even further (school nursing, water safety team, building companies, fire brigade, police) Through this multidisciplinary approach we teach children about many potential dangers, and how to avoid accidents. Through the science curriculum we teach children about hazards and how to handle equipment safely. The school's PSHCE sessions also enhance health and safety education.

We teach children to have respect for their bodies, and how to look after themselves. Big Talk and NSPCC resources enhance the school's delivery with bespoke programmes. We discuss these issues with the children in PSHCE lessons and we reinforce these points in design technology, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons and the safety issues at the swimming pool, as we swim weekly. (Year 5)

Health and safety issues also arise when we teach care for the environment. The school's curriculum is based around environmental issues and sustainability, linking to the Doncaster Education and Skills Strategy. All children receive RSE education delivered by 'Big Talk' which is progressive and age appropriate.

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as Easter celebrations, and through the act of collective worship.

Each class has the opportunity to discuss problems or issues of concern with their teacher, buddies or any other adult in school that they feel comfortable with. Teachers use tribe time sessions to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity. Thrive sessions are also run to cater for more bespoke needs.

School meals

Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of certain benefits they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value. We are a Healthy School.

If children choose to bring their own packed lunch, we provide them with a suitable place in the dining hall to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. As sweets can damage children's teeth, we do not allow sweets to be eaten in school. We offer fruit at break time for younger children. Children are able to bring snacks for breaktimes but these can only be healthy options (not biscuits, crisps, chocolate or cereal bars)

School uniform

It is our 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 agreed the requirements for school uniform with parents and we review these regularly.

We will always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs.

We will always look at making adaptations for children with specific SEND needs which affects their ability to wear uniform.

It is the responsibility of the Headteacher 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.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We would ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school except for a watch. Smart watches are not permitted. If children have recently had their ears pierced we ask them to cover them with a plaster.

Child protection

The Designated Safeguarding Lead (DSL) is responsible for child protection in the school. This is the Headteacher, who may delegate this responsibility in some circumstances. We also have two Deputy Designated Safeguarding Leads (DDSL) who are able to cover in the Headteacher's absence.

If any teacher suspects that a child in their class may be the victim of abuse, they should immediately inform the named person about their concerns and report this in line with school policy.

The school's DSL will work closely with the MASH Team 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

Whilst it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.

We require all adult visitors to the school who arrive in normal school hours to sign in at the reception area, and to wear a visitors badge at all times whilst on the school premises.

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Headteacher immediately. The Head teacher and Site Manager will warn any intruder that they must leave the school site straight away. If the Headteacher has any concerns that an intruder may cause harm to anyone on the school site, the police will be contacted. If it is believed that an intruder is on the site and that this compromises the safety of staff and children, lockdown procedures will be initiated.

Safety of children

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the Headteacher before the activity takes place.

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

Every Friday Year 5 go swimming to Swimstars swimming pool in Bawtry. There has been a risk assessment completed by staff. Children who do not swim stay behind at school because it would be difficult to supervise non-swimmers with swimmers. Staff at the pool complete an accident form and this is sent to the school.

Staff are fully aware of the safety of children when outside school.

If an accident does happen, resulting in an injury to a child, they will be assessed and treated by trained first aiders. All support staff and some teachers are first aid trained. Mrs Cruise is the Lead First Aider. There is a list of all staff who are trained first aiders in the medical room. We keep a first aid box in the Medical Room and in all classrooms. The classroom boxes also contain personal medication for children in that class, which needs to be used in line with the child's care plan, such as epipens and inhalers.

Should any incident involving more serious injury to a child take place, Mrs Cruise will be called via radio to assist. If necessary, the office staff will telephone for emergency assistance and contact the child's parents.

We record all incidents involving injury in the school accident book and a slip is sent home to parents. If the accident is serious or a head injury, the parent is informed by telephone and the child is given a head bump letter.

Seat belts

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Theft or other criminal acts

The teacher or Headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the Headteacher will inform the police and record the incident.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

Monitoring and review

The governing body has named governors. It is the responsibility of these governor's to keep the governing body informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The governors in question also liaise with the LA and other external agencies, to ensure that the school procedures are in line with those of the EA.

The Head teacher, in consultation with professional advisors, will carry out risk assessments to ensure that the school is a safe environment when required.

The Head teacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed at any time at the request of the governors, or at least yearly.