

OXFORDSHIRE COUNTY COUNCIL

HEALTH & SAFETY POLICY

Appendix G – Specific to Windmill Primary School

This Safety Policy and Arrangements is published as a complimentary document to Parts 1, 2, and 3 of the Oxfordshire County Council Model Health & Safety Policy and is intended to complete the requirements of the Health and Safety at Work Act 1974, Section (2) 3.

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Appendix A: Updated due to Covid-19 Pandemic (Coronavirus) September 2021

4.1 Objectives

To ensure that the school complies with the Oxfordshire County Council Safety Policy in the implementation of the Health and Safety at Work Act, 1974 and thereby to establish so far as is reasonably practicable a safe environment throughout the school.

- To seek and eliminate bad practices.
- To establish and maintain safe working procedures among all persons using the school.
- To teach safe practices and awareness of obvious, presumed and anticipated hazards.
- To raise a health and safety awareness among all staff, children, Parents/Carers, governors and visitors both on and off County Council premises.

4.2 Organisation

OXFORDSHIRE COUNTY COUNCIL

CHIEF EDUCATION OFFICER

SENIOR AREA EDUCATION OFFICER (HEALTH AND SAFETY)

SENIOR AREA EDUCATION OFFICER (SCHOOLS)

Headteacher	Lynn Knapp
Deputy Head	Andy Howe
School Business Manager	Caroline Shannon
Caretaker	Samir Bouemma

HEALTH AND SAFETY CHAMPIONS: Andy Howe
Caroline Shannon

4.3 Responsibilities and Duties

The Headteacher is the Senior Safety Manager but must always ensure that in her absence a deputy is able to act with her full authority on all day to day matters. In practice, in the absence of the Headteacher, responsibility will lie with the Deputy Head or, in his absence, with the School Business Manager. There must be at least one such designated person on the school premises during the hours at which school is in session. At other times, responsibility in the absence of teaching staff passes to the caretaker, although he should not be deemed responsible for pupils who may be on the premises under the supervision either of their Parents/Carers or of other qualified persons.

During lunchtimes, responsibility for the health and safety of pupils remaining on the premises rests with the senior lunchtime supervisor on duty.

Heads of departments and Line Managers (i.e. Caretaker) are held responsible so far as is reasonably practicable for all health and safety matters within their sphere, calling upon the Head of their area supervisors or Line Manager for advice and assistance if they are not entirely satisfied with the state of safety within their departments.

All staff are required to take reasonable care of themselves while at work, (Health and Safety at Work Act 1974, Section 7).

The safety of pupils on school premises will almost always be the responsibility of the member of staff in charge at any particular time (e.g. the class teacher).

If children attend out of school activities and clubs the responsibility will lie with the teacher or external personnel running the extra curricular activity or the After School Club leaders.

All staff and Governors should be familiar with the arrangements as set out from Section 4.4 onwards, together with Model Policy Part III, as they share joint responsibility for their implementation.

The Headteacher – to actively support the Oxfordshire County Council Safety Policy in its entirety within the school using any means within their power to ensure, so far as is reasonably practicable, a safe working environment for all employees, pupils, students or any other visitor to the school. (See particularly Oxfordshire County Council Safety Policy, Part 2, Sections 5 and 6)

Caretaker – to actively support the Oxfordshire County Council Safety Policy in its entirety within their area of responsibility. (See particularly Oxfordshire County Council Safety Policy, Part 2, Sections 5 and 6)

To take suitable action within the school whenever health and safety circulars and instructions are received.

To prepare reports at the request of the Headteacher and School Business Manager on the state of safety of the school buildings and the site making such inspections as are necessary and/or prudent in order to accomplish this.

All Employees, School Governors, Visitors, Contractors and Pupils – to make a conscious decision that safe working methods only are used and that taking risks can injure any person within range.

To be alert and watch out for hazards, both those which affect themselves and those which affect others and to report any defects.

To observe safe standards of behaviour and dress.

To be immediately responsible for the safety of him/her self and, in the case of teachers, for that of his/her pupils.

To observe safety codes when these apply.

To use and not intentionally misuse, neglect or damage, nor interfere with, things provided for the safety or health of any persons making use of the school.

4.4 Arrangements

Please note: safety circulars are issued from time to time by Oxfordshire County relating to:

Accidents and sudden illness to staff and pupils

Fire regulations

Supervision

Educational trips

Physical Education

Storage and use of equipment

Transport of pupils

All staff will be informed of any relevant circulars issued.

4.5 Health and Hygiene

Personal Hygiene see [Covid-19 Pandemic Risk Assessment September 2021, Increased personal hygiene measures in place](#)

Washing – this will be reinforced throughout the school day as part of health education in the following ways:

- after using the toilet
- after handling animals
- after using materials e.g. clay, paint
- before cooking
- before eating

Foot Care – pupils will participate in PE and music and movement activities in the hall in bare feet. Plimsolls or rubber soled trainers are essential for outdoor PE and climbing activities. Pupils should change for PE in classrooms and wear shoes to hall and gym.

Food and Drink

The only foods that should be brought to school are packed lunches and a piece of fruit for playtime snacks. It is strongly recommended that water should be the only drink in lunch boxes. NO SWEETS are to be consumed during school time.

Medical Agencies

Parents/Carers may ask for Multi Agency Support if concerned about health or behavioural problems. Contact is made via the Headteacher or the School's Special Needs Co-ordinator (Senco) All referrals require signed permission from Parents/Carers and carers.

Smoking

No smoking is allowed (including vaporisers, E-cigs) on the school premises or on coaches or cars used to transport children on school visits.

Cleaning Pupils

The School follows guidance outlined in the Personal Care Policy issued by Oxfordshire County Council (Copy in School Office)

Vomit

Cleaning vomit from the floor / playground:

- Carpet: ALWAYS USE GLOVES. Cover vomit with Emergency Clean Up granules, allow 90 seconds to soak in, sweep up with a stiff brush and dispose of in a sealed polythene bag. Vacuum area on completion
- Playground / Vinyl floor: ALWAYS USE GLOVES. Cover vomit with sawdust, leave for a few moments to absorb. Scrape this into polythene bag for disposal. Clean area with diluted disinfectant spray
- Assorted cleaning equipment is available in school. See premises staff or the nominated First Aider

First Aid

Please see separate First Aid Policy.

Copies of the Policy are kept in:

- The First Aid Room
- The Staff Room
- The School Office

The policy includes:

- Names of First Aiders, appointed persons
- Location of First Aid equipment (these are prominently displayed throughout the school)

First aiders are on duty at break times and lunchtimes

Cat/Dog/Fox Excrement on the Playground / Field

The Caretaker checks the school site daily. Premises staff are available during the school day if any more is noticed. A shovel and spade for this use only is kept in the caretaker's office. Once bagged, the excrement should be placed in the outdoor waste containers.

Medicines in School

There is no legal or contractual duty on staff to administer medicine or supervise a child taking it. However, following advice issued by the Health, Safety & Wellbeing team, Oxfordshire County Council, the following has been agreed:

If a child is taking a prescribed medicine it is the parent's/carer's responsibility to come to school and administer the medicine.

- In exceptional circumstances, e.g. if anti-biotic medicine has to be taken four times a day, the Headteacher or a designated first aider will administer the prescribed medicine providing that a 'Parental Agreement' form has been completed and signed. The relevant forms are kept in the school office
- All prescribed medicines that are due to be administered must be kept in the school office
- It is the child's responsibility to come to the school office for the medicine to be given, the school does not accept responsibility if the child forgets
- Records will be kept of all prescribed medicines administered
- Non prescribed medicines are not allowed in school. Please do not permit your child to carry paracetamol etc.
- Children are not permitted to have anti-bacterial hand gel in school

Asthma Treatment and Inhalers

- Asthma sufferers are permitted to bring their own treatments (inhalers etc) to school provided a 'Request for child to carry his/her own medicine' form has been completed by the Parents/Carers Forms are available from the school office
- Asthma treatments for pupils (inhalers etc) are kept in their classrooms, either by the pupils themselves; usually in their personal drawers or bags, or in an accessible central area
- Pupils are responsible for administering their own treatments

Cough sweets and lozenges are not permitted in school.

Staff are reminded that if they bring medicines or any other dangerous substances onto the school premises they must be kept securely away from children. Please be aware that Paracetamol tablets are for adults only, and should never be administered to pupils by staff.

Absence through illness

Parents/Carers should be regularly reminded of the need to inform the school of any absence from school through illness. A list of incubation and exclusion periods for common infectious diseases is kept in the School Office and in the First Aid room.

The need to inform the school of cases of any infectious diseases should be re-enforced.

Rubella (German measles)

If a case of Rubella (German measles) is notified to the school all staff should be informed and notices posted at every entrance informing Parents/Carers and carers of this to alert pregnant mothers.

Exposure to the Sun

Staff make sure that all pupils are aware of the dangers of excessive exposure to the sun. Parents/Carers are asked to send in sun hats and sun cream for summer playtimes and especially for events like Summer Dancing, Sports Day, and educational visits. Children are encouraged to have cover-up clothing and high factor sun cream. In hot weather pupils are reminded to wear sun hats, and cover up, apply sun cream, drink lots of water and to spend some part of the lunch break in the shade.

Record Keeping and Reporting Accidents

- All minor injuries and First Aid treatments given are recorded in the treatment book kept in the First Aid room
- Parents/Carers are notified by letter and/or telephone of any child that has received a bump to the head, a wasp or bee sting or a significant incident. The pupil is also given a head bump wristband to wear with the date and time of the incident on.
- For more serious injuries, a School Accident Form is completed
- In the event of a medical emergency and the School is unable to contact Parents/Carers then the Headteacher acts in 'Locum Parentis'
- Statutory requirements; under the Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995 (RIDDOR) require some accidents to be recorded to the HSE, (fatal and major injuries)
- After completing the Accident Form, the form is reviewed by the Headteacher, then reported by completing an on-line accident form via the Health and Safety Case Management. Copy filed in School Office (kept for three years)
- If required a Health and Safety Incident Report Form must be completed and reviewed as specified on the form
- Accident records are monitored and reviewed by the Health and Safety Committee and these are reported at full Governing Body meetings

Any accident occurring to a member of staff must be immediately entered in the accident book kept in the First Aid room, and if necessary a School Accident Form will be completed. If such an accident appears to have been caused through a defect in the school building and equipment this must be immediately reported to the Headteacher or School Business Manager who will ensure that appropriate remedial action is taken without delay. Accident report forms should be completed by the injured staff member. If a staff member is absent from work following such an accident in school, the Health & Safety Committee of the School Governing Body should be informed by the Headteacher or School Business Manager.

Illnesses in School

If pupils feel unwell during the school day an adult should accompany them to the school office where they will contact the parents/carers if the decision has been made to send the

child home. If the pupil is going to sit quietly for a while and then re-assess, the teaching assistant will wait with them. If there is any serious concern the First Aider will be called for. No sick pupil should ever be left unsupervised.

In situations where a pupil's Parents/Carers and additional contacts cannot be reached the pupil will be kept as comfortable as possible in school unless it is judged to be serious in which case the pupil will be taken to hospital by the Headteacher, or in his/her absence the delegated member of staff. Parents/Carers are asked to always ensure that the school has up to date telephone numbers for emergency contact.

Serious Accidents / Illness – Immediate Action

The First Aider will be responsible for action in the case of serious accidents or illness and in his/her absence the Headteacher and Senior Management Team. If a pupil is suddenly seriously ill or involved in a serious accident the pupil's Parents/Carers should be contacted as soon as possible, and be expected to take responsibility for the pupil immediately on arrival at school.

Should an ambulance need to be called e.g. when the Parents/Carers cannot be contacted, and / or the injury needs immediate hospital attention, then either the Headteacher or a delegated member of teaching staff (*locum parentis*) should accompany the injured / sick pupil. On arriving at the hospital the staff member will make sure the hospital is aware of their relationship to the pupil e.g. teacher, and remain at the hospital until the child's Parents/Carers arrive if at all possible. The staff member will keep in contact with the school by telephone at regular intervals.

All staff should appraise themselves with the HSE Incident reporting in Schools guidance in the First Aid Room, Staff Room and School Office.

4.6 Supervision

Registration Procedures / Accounting for Pupils on Site

Online registers are completed every morning and afternoon, paper copies of registers are available when necessary. Pupils who arrive after registration must go to the office and register. Pupils leaving after morning and afternoon registration for any reason must be signed out, and on return signed back in again by office staff

Once on site, if staff leave the premises they must sign out on the electronic system and sign back in if they return. This is located in the School Office.

General Supervision September 2021 - Due to Covid-19 Pandemic different procedures may be in place for arriving and leaving site and breaktime and lunchtime procedures. Please see Covid-19 Risk Assessments on Google Drive.

- The gates for pupil access to school in the mornings are opened at 08:30am and again at 3:00pm in the afternoon.
- In the mornings before the start of school pupils will be supervised in the rear playground from 08.35am. Children should not be left unaccompanied before this time.
- Pupils may not leave school premises at any time unless escorted; the one exception to this is at the official finishing time (3.05 pm).
- **Due to Covid-19 parents/carers, adults dropping off and collecting children are not permitted in the School buildings.**
- Pupils should not be left unsupervised in classrooms. Staff should be in their classrooms at the beginning of sessions before the children.
- Teaching staff are responsible for any pupils uncollected at the official end of the school day. At 3.15 pm they can be taken to the school office. The office staff will telephone Parents/Carers to collect them and will see that they are safely supervised until they are taken home. Every attempt will be made to contact the Parents/Carers, but if the pupil is still uncollected and no information has been received by 4.30 pm the matter will be reported to Social Services and the pupil given into the care of the appropriate authority.
- Teachers of pupils in the reception classes and Year 1 should not allow the pupils to leave the classroom at the end of the school day. Parents/Carers should come in to the classroom and collect the pupils.
- Pupils should not be allowed to leave the school with someone unknown to them unless the Parents/Carers have informed the school beforehand.
- At the end of the School Day the two side gates at either end of school are then locked at 3.30pm, this leaves the site secure and the only access way in and out of school is via the front entrance.
- Parents/Carers collecting from after school clubs and activities wait at the front of the school and the instructors will bring the children out to them via the side gate.
- The children attending Windmill After School Club are the responsibility of the club and they have their own arrangements for parents/carers collecting.
- Outdoor play equipment and the MUGA is not to be used outside of the school day.

Playtime Supervision

- Pupils should not be allowed in the playground until a member of staff is on duty
- Supervising staff should be out in good time
- Children may only play football in the designated playground area
- The Outdoor Play Equipment may only be used by children when a supervising adult is on duty. All children using the apparatus must wear suitable footwear

Playtime Procedures

At End of Play

1. At the end of playtime the teacher on duty blows the whistle.

2. Each class has a designated door for entry. It is the responsibility of the class teacher to ensure that the children know which door to use
3. Teacher on duty to record any serious issues to a member of SMT
4. Teaching Assistants are to see children in at end from playground, while teacher goes in to greet class
5. If it is deemed necessary - Teacher on duty and Teaching Assistants to report problems to class teacher via a note. These must be followed up by class teacher e.g. copy up class rules and miss play / golden time etc.

Role of Playground Leaders

Playground Leaders record pupils in corridors who should not be there. If Playground Leaders report a child to class teacher – this too, must be acted upon by class teacher.

Play Equipment

- When the field is not in use the M.U.G.A is designated for football
- Only large footballs allowed on field or the M.U.G.A.
- Only children allocated, to be on apparatus

Wet Playtime

If the weather does not allow the pupils to use the school playground they will remain in their own classrooms during breaktime. Teaching Assistants and teacher on duty will supervise.

Lunchtime Supervision

On induction all lunchtime supervisors are given a copy of the Staff Handbook which includes relevant Health and Safety and First Aid guidance.

- A supervisor should be on duty in a playground area before the pupils are allowed out into it. This is particularly important for the apparatus area
- There is a supervisor responsible for First Aid. **Due to Covid-19 Pandemic, all First Aid is dealt with in one of the pods in the playground.** They will also take charge of any pupils feeling unwell during the lunch break. All incidents of illness and accidents should be recorded in the dinner time minor incident book. For more serious incidents and the procedure to follow see section 4.1.7.
- The Senior Lunchtime Supervisor will be informed of any accident to pupils, however minor, before the end of lunchtime. They are responsible for reporting these to the Headteacher or in their absence to the Deputy, or Key Stage Managers, in that order. The Senior Lunchtime Supervisor is responsible for ensuring that the First Aid regulations are followed
- Pupils should not go in and out of school building during the lunch hour except to go to the toilet; this will be monitored by Playground Leaders and Lunchtime Supervisors
- Year Groups have their own designated toilet area
- The Senior Lunchtime Supervisor should carry out regular checks of the inside as well as the outside of the building

- At wet playtime the pupils must be carefully supervised. The Senior Lunchtime Supervisor should take over joint supervision of classes where this is unavoidable
- During wet play pupils should only be allowed to use items as instructed by the teacher and displayed on the wall clearly for Lunchtime Supervisors to see.
- **If it is deemed necessary by the First Aider / Appointed Person to phone an ambulance. A member of the Senior Management Team should be informed or the delegated member of staff.**

Teaching staff are responsible for ensuring that:

- Wet play rules are clearly displayed
- Pupils know which activities / items they can use at wet play
- Pupils are familiarised with the contents of these rules and sanctions for not following them
- Activities / items for use during wet play are very safe

Lunchtime Supervisors are responsible for ensuring that these rules are followed, and that the rooms are tidied before the end of play.

4.7 Safety Awareness and Education

General Safety Training of Children

Teaching staff are responsible for the general safety training of children in their class. In particular, they should ensure that children are trained:

- In safe practices in the movement of furniture, e.g. holding chair (from back and legs down)
- Always to walk in the building
- In safe ways of moving in a large group through doors, along corridors, in the hall and playground, and when off the premises
- In the safe use of electrical and video equipment. Children should never touch sockets or plugs. All sockets when not in use should have a safety cover if possible
- In safe practices in science and design technology, e.g. the wearing of goggles where appropriate. Booklets on these subjects are hung in the science resource room and it is the responsibility of all staff to be aware of their contents
- In the safe use of PE equipment
- In the safe use of tools i.e. scissors, paper cutters, hammers, saws etc
- In proper action when evacuating the building and fire and safety, regular drills are carried out
- In road safety
- Not to carry any object that could constitute a danger to them
- Because of the danger of accidents resulting from wearing jewellery, we do not allow jewellery of any sort to be worn in school, except stud earrings which must be covered or removed for P.E and swimming. Children should provide their own tape / plaster

Special Safety Training for Pupils

From time to time pupils may be involved in: -

- Water safety training
- Road safety training
- Personal safety training
- First Aid Programme for schools Year 6
- Cycling Proficiency Year 6
- Keeping safe (bullying, inappropriate behaviour from adults)

Members of the police force may be involved in this training.

Staff Safety Training

All staff members (including temporary) must: -

- Be aware of the contents of the Health and Safety and First Aid policies
- Be aware of and take precaution against common causes of injury
- Ensure that all safety precautions are reasonably met in areas where they are responsible
- Ensure that adult volunteers are made aware of the safety rules of this document
- All electrical equipment must be annually PAT tested and marked accordingly to indicate testing; this is done by the School Caretaker. All new electrical items purchased must also be checked and tested before use. Staff must also be aware that any electrical items brought into the school from home must also be PAT tested before use
- Complete risk assessment forms for all activities which may pose an increased risk
- Be familiar with Education Visits procedure and check list
- Be familiar with on / off site emergency procedures.

4.8 **General Safety Rules**

In order to ensure the safety of everyone on site there are certain safety rules.

- No skateboards, roller skates, scooters or bicycles may be used in the playground, just before or after school. Bicycles and scooters, used by both adults and children, for travelling to and from school must be pushed on school premises
- It is the responsibility of Parents/Carers to take care of siblings on the school site
- There is provision for the storage of bicycles on site during the school day, however the school takes no responsibility for them
- No guns, swords or knives nor any object deemed to be dangerous by the Headteacher may be brought on site
- It is recommended that glass containers and drawing pins should not be used in school
- Apart from stud earrings jewellery should not be worn to school
- All staff are responsible for being alert to safety hazards on site
- Spilled liquids should be cleared up immediately

- Wet floors should have signs put up to this effect
- Staff carry hot drinks in a drinks container

4.9 Educational Visits

The school has adopted and adheres to the guidance in ‘Out and About with Oxfordshire’ policy, **taking into account the latest Covid-19 guidance.**

4.10 Maintenance of Building, Grounds and Equipment

- All persons working on site must sign in, Health and Safety guidance is part of this sign in
- All Contractors must review the Asbestos Folder and sign to say they have reviewed it
- Contractors report to either the Headteacher, School Business Manager or School Caretaker, they will be responsible for informing staff in the vicinity of work areas
- All staff should be alert to dangers arising from contractor’s work on site and should inform the Head or School Business Manager if they have any concerns
- Any member of staff finding some potentially hazardous defect in the school building should inform the Head or School Business Manger immediately
- Any member of staff concerned about the safety of any school equipment should take it out of use immediately and inform the Head or School Business Manager
- All minor repairs and defects should be entered by staff into the Caretaker’s ‘Maintenance Book’ that is located in the staff room, this is checked daily by the School Caretaker

4.11 Equipment

- All equipment used by pupils at any time in or out of school in connection with a lesson or school activity must be used only for the purposes for which it is designed and must be in safe condition
- Craft or woodworking tools must only be used by pupils who have been trained according to D.T. outlines, under the direct supervision of an adult. No pupil should be alone with these tools
- Power tools must never be used by pupils. When such tools are used by adults in school, for any purpose, stringent precautions must be taken to ensure the safety, not only of the operator, but of any other person within the vicinity
- Cooking equipment used in connection with lessons should at all times be used under the direct supervision of an adult who understands the correct operation of the equipment. Pupils should be aware of the dangers associated with such equipment as part of their training. Cooker tops should always be clear
- All personal electrical equipment should be used in accordance with manufacturers guidance. All items must be PAT tested before use in School, this includes used and brand new equipment.

- The School Caretaker must ensure that all equipment used in the performance of theirs and the cleaning team's duties are stored safely and locked securely. This equipment must not be accessed by pupils

4.12 Hazardous Materials

- All chemicals and hazardous substances require an up to date C.O.S.H.H. Risk Assessment
- Stocks of hazardous materials used for lessons should be kept as low as practically possible and should be kept in an appropriate safe place. Attention is particularly drawn to materials which emit toxic fumes during combustion. Stocks of these should be kept particularly low and kept locked away from obvious fire hazards in the Caretakers secure cabinet.
- Correction fluids, such as Tippex, except in their non-toxic form, must not be brought into school or used by pupils. Where such fluids are kept for the use of adults, access to them by pupils must not be allowed.

4.13 Fire Safety

(See Fire Safety folder and Fire Plan for full details, kept in Headteachers Office)

Fire notices shall be maintained near fire fighting apparatus in sections of the school used by the general public. These are particularly for the benefit of hirers of the school or other non-school based organisations.

During school organised activities on the premises outside of normal school hours; the senior member of staff on the premises will be responsible for the implementation of these emergency procedures. Should no member of staff be present, the responsibility becomes that of the person organising the event, or a person so nominated by the Headteacher.

Fire drills, either fore warned or not, should be carried out during school hours at least three times a year and details recorded in the Fire Safety Folder.

A fire blanket should always be in the room when a cooker is being used or any kind of activity using fire or heat.

Safety circulars, issued from time to time by the Oxfordshire County Council, relating to fire regulations must be circulated to all relevant staff and shall be deemed to form part of this section, where appropriate over-ruling any of the above paragraphs.

Fire alarm during lessons

- When the fire alarm sounds the Headteacher, Deputy, School Business Manager or Caretaker will locate the fire area and assess
- A member of the Office Admin will telephone 999 and wait to meet the Fire Service

- The School Business Manager and the Office Staff will take out class registers and give them to staff for roll call
- Once all pupils are accounted for the class teacher will raise their arm to signal that all of their pupils are present
- The School Business Manager and or the Office Staff check off staff from the evacuation list
- Support Staff, Visitors and Contractors are asked to make themselves known to the office staff who will be at the front near Reception Class fence
- The School Office staff will immediately be informed of any missing pupil or adult who will inform Fire Officers
- The completed drill will have been timed by the Headteacher, Deputy and School Business Manager who will record details in the Fire Safety Folder

Fire alarm during lunch

- The Headteacher, Deputy, School Business Manager or Caretaker will locate and assess the fire area
- The Office Staff will telephone 999 if necessary and wait to meet the Fire Service
- The Office Staff will take out class register and visitor evacuation lists for roll call

Sequence of search

- The Senior Management Team will search the building, including the toilet areas, to ensure all pupils have evacuated the building
- All other staff will assemble on the back playground to support Lunchtime Supervisors
- Lunchtime Supervisors will assemble pupils on numbered playground.
- Roll call taken by Lunchtime Supervisors and present staff. Lunchtime Supervisors to check all pupils present by staff raising arm when roll call correct and to inform senior member of staff on site who will in turn inform Fire Officer

4.14 Critical Incident

In the case of a critical incident that requires evacuation see the procedures in the Critical Incident Plan Folder.

4.15 Emergency Procedures and Closure

In the case of a natural or man made emergency it may be necessary to close the school or certain classes.

- Teachers who cannot get to school should inform the Headteacher
- The Headteacher will be responsible for deciding whether to close the school or certain classes and will follow the County Procedures
- The Head, Deputy, and Senior Management Team all keep copies of the up to date emergency procedures at home with a code word for informing Radio Oxford of closures

- If the Head cannot be contacted then the Deputy Head should be contacted, failing this any member of the Senior Management Team
- Staff and Governors will all be notified of the closure by the Emergency Contact list.
- Staff and Parents/Carers should listen to Radio Oxford for news of closures. Those staff that can get to school without danger to themselves should do so even if the school is closed
- Staff, Parents and Carers will be informed via Social Media (Facebook, Twitter and the School App)

4.16 Dog Safety

From September 2021 a School Dog will be introduced to the site. Please see the Risk Assessment for more details. This policy will then be amended accordingly.

- No dogs are allowed on the school site or in the school buildings
- In exceptional circumstances, guide dogs etc, permission must be sought from the Headteacher
- If a dog is loose in the playground at playtime or lunchtime the whistle will be blown and the children immediately returned to classrooms
- If a dog remains on site and the owners cannot be located Oxford City Dog Warden should be contacted

4.17 Security of Possessions

- Staff are responsible for their own possessions whilst on the school site. Staff lockers are provided in the staffroom, keys available from the School office.
- All payments from parents/carers should ideally be paid online via School Gateway. Occasionally, if money has to be paid in cash, correct payment should be sent to school in a sealed envelope clearly marked with the child's name, class, and contents on the outside. All money should be handed in to the School Office.
- Money should never be left in classrooms
- Staff should discourage children from bringing possessions of any value to school, and make them aware that they do so at their own risk
- No possessions may be 'swapped' by the children at school
- Watches may be worn to school but have to be removed for PE
- Pupils are not allowed to use mobile telephones in school. Older pupils bringing mobiles to school for after school use must hand them in to their Class Teacher for safe keeping during the school day

4.18 Child Abuse

All staff are to be aware of and must adhere to the School Child Protection Policy and the School Safeguarding Policy.

4.19 Staff Stress

We value the wellbeing of our staff and recognise it is important to deal with issues of staff stress. We are committed to recognising and addressing stress issues for all staff and the School has adopted and adheres to the Oxfordshire County Council Stress at Work Policy.

Signed: -----

Date: October 2020

Updated: November 2021

Policy Review Date: October 2022

Appendix A: Updated due to Covid-19 Pandemic (Coronavirus) September 2021

The School is following all guidance from the Department of Education, Public Health England and Oxfordshire County Council.

For the Schools approach to social distancing and hygiene, and any extra precautions being taken including:

- Ensuring the building is organised to allow for appropriate social distancing
- Ensuring staff organisation is appropriate to minimise risk of infection spreading
- Staff, Children and Parents/Carers arriving on site
- Working in Classrooms
- Safely delivering the Curriculum
- Breaks and Lunchtimes
- Leaving the site
- Pupils and Staff Wellbeing and Safeguarding
- First Aid
- Staff Meetings and Staffroom Access

Please see the [School Risk Assessment Covid-19 Pandemic September 2021](#)

For the Schools approach to Visitors on site, please see the Visitor's Policy, this includes Track and Trace.