



Woodgrange Infant School Classroom Safety Policy

Introduction

This policy forms part of the Health and Safety Procedures at our school.

The safety of the children and staff underpins all activities undertaken in school. However we do not aim to be over protective and inhibit the use of tools and equipment but do take a realistic and measured approach to risk. Children are provided with safety guidelines and within a structured and supervised environment are trusted to apply them.

There are always unforeseen risks but the use of common sense and pre planning at all times can mean that accidents are avoided.

For specific activities risk assessments have been undertaken. These are available to staff on the MLE or via the Headteacher.

Aims of this policy

- To minimise risk
- To provide guidance for teachers on issues of classroom management
- To set out expected standards of practice for staff when supervising children.

Supervision of Children

Pupils are supervised at all times. Pupils are not to be left unattended in the classroom.

- Teachers are ready to receive their class in the classroom at 9.00 am.
- Pupils are collected promptly from their class lines in the playground at the end of breaks
- In moving from place to place as a class adults keep the whole class in view e.g. stopping at corners etc.
- Children who are missing playtime are supervised in the “Thinking Room” by an adult on “inside duty”.
- Children wishing to enter the school during play to collect an item are supervised by an adult.

Classroom Organisation

Teachers and Teaching assistants make sure that the environment is safe and secure for the children. There are a number of ways in which this is done:

Furniture and space

- Furniture is arranged sensibly so that there are clear pathways around the room
- All exits are kept clear at all times.
- Floors are kept clear of clutter.
- Furniture that is deemed unsafe or damaged is reported to the site supervisor.
- All equipment is stored safely. Items that fall on the floor are picked up promptly and children are encouraged to do this.
- Heavy items are not stored above head height and shelves are not overloaded.
- Children (or adults) do not stand on any furniture
- Staff make sure that their carpet area is secure and should inform the site supervisor or Headteacher if this is not the case.

Moving objects

- Chairs are never carried above the head.

- PE benches should only be carried by at least two children, holding the ends and under close supervision.
- Large PE mats are carried by 4 children, each holding a straight edge (not corner due to sagging)

Display

To minimise risk this guidance should be followed:

- Do not climb on furniture- ladders are available
- Remove all staples
- Pick up staples etc from the floor
- Ensure items are well secured
- Do not staple into wooden furniture as it damages it and they can be hard to remove

Use of Equipment and Materials

- All new equipment purchased conforms to relevant British Standards
- Electrical equipment is tested annually.
- Equipment from home is not used in school unless tested
- Tools must only be used for their intended purpose. Where exceptional resources are being used a risk assessment is included in the lesson plan detailing the safety instructions that will be given to the children and the safety precautions that will be taken.
- Children are supervised when using sharp instruments
- After use any broken or worn out materials (e.g. batteries) is reported to the appropriate co-ordinator a.s.a.p. and disposed of according to school policy.
- Glass bottles and containers are not used in classrooms.
- Protective clothing or aprons are used when necessary.
- Paper trimmers are provided for staff use and are stored away from children. Children may only use them under close supervision.

Monitoring

Classrooms are regularly monitored by the headteacher and site supervisor. Repairs etc are reported to the site supervisor and the headteacher monitors the completion rates and timescales

How will we know this policy is effective?

This policy will be judged to be effective when monitoring of classrooms consistently shows this policy is followed.

There are no accidents due to any of the factors listed above.

Policy reviewed by the Finance Committee Feb 2015

Review date 2018