



Woodgange Infant School Playground Safety Policy

Introduction

The safety of the children and staff underpins all activities undertaken in school. This policy forms part of the Health and Safety Procedures at our school. It contains guidance for staff on good practice when supervising children. The guidance in this policy covers many of the foreseen risks in the school environment. There are always unforeseen risks and the use of common sense at all times can mean that accidents are avoided.

A risk assessment is carried out and reviewed as circumstances arise such as building work or icy conditions. These are available in the school office and staffroom.

The Environment

The site supervisor checks the school grounds to ensure that the environment is safe and secure for the children but all members of staff share a duty to maintain the environment. The site supervisor removes litter, leaves and any animal droppings before school and checks fencing and other fixed items/ areas.

Staff on duty should also check the playground to ensure nothing has changed since the morning.

If any member of staff notices any problems they should report to the HT or the site supervisor at the earliest opportunity.

Staying safe

Our youngest children use the playground throughout the day. They should never be unsupervised and staff should ensure they are spread over the play area.

Children can work outside within eye line of the classroom windows but they must be clear of the expectations of their activity and the area they can use.

Rules for safety

Climbing equipment is supervised

Numbers on the equipment are monitored

Children do not climb on tables/ benches

Adults in the playground spread out and whilst playing with the children keep an overview of the playground

The first aid area is staffed at all break times and children are clear of what to do and where to go if they need help

Vehicles are not permitted in the playground when children are playing

Gates are kept locked

Pupils are collected promptly at the end of playtime and the end of lunchtime.

Children walk in single file or pairs.

Feb 2015

Review Spring 2018



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.

Feb 2015

Review Spring 2018

Fire Instructions

Guidelines on action in the event of a fire are displayed in every room within school. All staff must familiarise themselves with procedures and follow them if you discover a fire.

Fire Bell

On hearing the fire alarm ALL children and adults will immediately walk, via the nearest door, to the fire assembly point in the playground.

Always bear in mind that routes may need to change depending on the location of a fire.

If doing PE the children leave the building as they are- do not stop to get them changed.

Staff will check no children are in the class toilets as they leave and will close the door behind them.

Once assembled staff will count the children and if necessary check the class register which the office staff will pass to them.

Nominated staff will check the building is clear.

The head or one of the office staff will bring the staff signing in book and check all members of staff are present.

YOU MUST SIGN IN AND OUT EVERY TIME YOU ENTER OR LEAVE THE BUILDING

Lunchtime procedures

On hearing the fire bell all staff not on duty will go to the hall to assist in escorting the children out through the exits.

In this situation children will exit, one table at a time through a nominated exit:

Always bear in mind that routes may need to change depending on the location of a fire.

Adults supporting a child 1:1 will take them to the assembly point and return them to their class.

Staff will check no children are in the class toilets as they leave and will close the doors behind them.

Once assembled staff will count the children and if necessary check the class register which the office staff will pass to them.

Nominated staff will check the building is clear. The head will check the hall is clear before leaving the building.

The head or one of the office staff will bring the staff signing in book and check all members of staff are present.

No member of staff should re enter the building unless told it is safe to do so.

NO ONE RE-ENTERS THE BUILDING UNTIL IT IS CONFIRMED THE BUILDING IS SAFE.

Emergency procedures

Accidents

In the event of a serious accident or injury please follow this procedure:

- Do not attempt to lift them. Ask them if they can move or stand up.
- If they are unconscious or are bleeding severely send for the trained first aider and notify the Headteacher or a senior member of staff immediately. Try to keep other children away from the immediate area. Please take necessary precautions when dealing with accidents.(See Health and safety policy)
- If emergency treatment is required for a child an ambulance will be called and an appointed person will attempt to contact parents and carers. If the parents are not able to meet the ambulance at school a familiar adult will accompany the child to the hospital and wait for parents/ carers to arrive.
- If emergency treatment is required for an adult an ambulance will be called and an appointed person will attempt to contact next of kin. If they are not able to meet the ambulance at school a friend will accompany them to the hospital.
- In both cases school will persist in attempts to contact family if not immediately successful.
- Before leaving for the hospital the accompanying adult will need to take information such as address, date of birth etc to pass on to the hospital. Office staff will ensure the most up to date records are made available.

In the event of a less serious accident please follow this procedure:

- If they can walk take them to the trained first aider – based in class 5 at playtimes.
- If the injury is of a nature that needs monitoring – bump on head, loose tooth- phone parents/ carers and advise them. It is advised that all children suffering from minor head injuries should either be sent home or be monitored at school. Please give parents the choice. An information letter should be sent home with the parents.

At the end of the day please advise parents of any accidents or injuries- however minor. If the child is unable to tell you what happened please check with the first aider or an adult who was present when the accident happened.

Please record minor accidents in the accident log.

For more serious accidents the first person on the scene needs to complete the Local Authority accident form as soon as possible. Please ask the headteacher or a senior member of staff if you need help in doing this.

Information regarding accidents whilst on educational visits can be found in the Educational Visits policy.

Staff accidents must however minor be reported to the Headteacher as soon as possible after they have occurred.

Woodgrange Infant School School Emergency Plan

Emergency Evacuation

In the event of an emergency such as a credible bomb threat, gas leak, fire or other local emergency the Headteacher may, under advice from the emergency services take the decision to evacuate the school site.

If this is deemed necessary the school will walk with staff to Sandringham Primary School. Prior to departure parents will be contacted via text message and asked to collect their children. The office staff will take the registers and pupil contact details with them. Pupils with special educational needs will be accompanied by the member of staff working with them at the time of evacuation.

Re-occupation of the building is not allowed until the building has been thoroughly searched. The school will liaise with the emergency services and Newham Emergency Services before staff and pupils return to the building.

In the event of security alerts in the surrounding streets all staff and pupils will remain in the building until clearance is given by the emergency services.

If a public alert for a major emergency is given before school hours staff must check the school website and contact a member of the Critical Incident Team (C.I.T) for further advice (see below).

All staff should ensure they have the team's numbers at home and on their mobile phones. You should make every effort to attend school where it does not place you at risk of injury.

If unable to reach school due to a major incident staff should contact the C.I.T for advice or if not possible Alan Merry at npw.

If you hear that an incident or major emergency has arisen whilst you are on a visit with some children contact the C.I.T who will advise you of arrangements to keep the children safe.

School Critical Incident Team

Name	Contact Number
Sarah Soyler	07791 994962
Monica Secretan	07961111198
Sheila George	07952 414225
Dhavinder Dhingra	07949 247136
If none of the above are available and in an extreme emergency	
Alan Merry LA Heath and safety officer (npw)	07770 227094