



Health and Safety Policy

This policy governs the procedures for Hampton Pre-Prep and Prep School, and it applies to all pupils and members of staff at the School, including those within the Early Years Foundation Stage (EYFS).

Foreword

This is Hampton Pre-Prep and Prep School's Health and Safety policy which is a legal document required by the Health and Safety at Work, etc. Act 1974 (the Act).

Section 7 of the Act requires employees to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Section 8 of the Act states that it is an offence for anyone to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

This document will be revised where necessary to keep it in line with changes in legislation.

You should now familiarise yourself with the contents of this Policy. Any queries on the policy should be directed to the Headmaster, Tim Smith (TS).

A. Responsibilities

The Governors: The Governors accept full responsibility for Health and Safety within the School. They will constantly monitor the effectiveness of the implementation of this policy and will revise it where necessary. The Governors will ensure via the Headmaster of Hampton Pre-Prep and Prep School that any changes in this policy are drawn to the attention of all employees. The current Governors' Health and Safety Representative is Mrs M. Ellis.

Headmaster: The Headmaster of Hampton Pre-Prep and Prep (the Headmaster) will be responsible to the Governors for the safe functioning of all School activities. He will:

- Regularly and consistently monitor the effectiveness of the Policy as regards both academic and non-academic work and report back to the Governors as appropriate.
- Consult with the Hampton Deputy Bursar, who is the nominated Health and Safety Controller, and the Safety Advisor, who is currently the Hampton Facilities Manager.
- Recommend changes to the Policy in the light of experience.
- Ensure the co-operation of all staff at all levels as regards working to this Policy.
- Be responsible for ensuring that all staff fully understand their responsibilities and

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are given both the time and the encouragement to pursue them.

- Take steps to ensure that staff are adequately trained to carry out their Health and Safety responsibilities.

Health and Safety Controller: The Deputy Bursar is nominated as the Health and Safety Controller for Hampton Pre-Prep and Prep, which authorises her to deal with matters raised by the Health and Safety Executive, the Fire Brigade, and any other relevant authority concerning Health, Safety and Welfare matters at Hampton Pre-Prep and Prep School. The Health and Safety Controller is responsible for:

- Co-ordinating training and advising safety representatives.
- Carrying out safety inspections and periodic audits.
- Investigating matters concerning safety raised by any member of staff, parent or pupil and where necessary take relevant action.
- Where matters cannot be resolved, consulting with the Headmaster or Governors for advice or guidance.
- Monitoring the maintenance of plant and premises equipment.
- Updating the Health and Safety Policy as required.
- Liaison with statutory bodies on Health and Safety matters.
- Ensuring adequate funds, materials, equipment and human resources to meet the School safety requirements are provided.
- Ensuring adequate insurance cover is met and maintained.
- Displaying a copy of the Employer's Liability Insurance Certificate in the School Office (Prep) and staff room (Pre-Prep).
- The selection of outside maintenance contractors, reviews and monitoring of all activities on the School premises.
- Ensuring the correct contract is in place with hirers to protect the School's interest and liabilities for third party lettings.
- Ensuring the requirements, calibration and inspections for compliance are undertaken on the due date with the necessary records maintained.
- Staff Inductions. These are provided by the Safety Advisor during the early stages of staff appointments and in conjunction with Fire Safety Training provided by the Facilities Manager.

Safety Advisor: The Facilities Manager has been nominated as the Safety Advisor. The Safety Advisor in particular will (with certain duties delegated to the Deputy Bursar):

- Monitor the effectiveness of this Policy and report back to the Headmaster of Hampton Pre-Prep and Prep or Health and Safety Controller as appropriate.
- Have responsibility for obtaining, interpreting and disseminating all relevant Health and Safety information to the School via the normal line management structure.
- Be the liaison point with the Health and Safety Consultants when necessary.
- Oversee the Health and Safety of all staff.
- Where individual employees in non-academic areas are given posts of intermediate responsibility, identify those posts in this Policy and ensure that those individuals are given the necessary instruction, responsibility and encouragement to carry out the functions that they have been given.
- Be the secretary for the Hampton Pre-Prep and Prep School's Health and Safety Committee.
- Establish a system for the reporting back of all accidents, incidents, near misses and damage to personnel and School property and investigate accordingly. The results of these investigations, as well as being dealt with by the line management function, would then be discussed by the Hampton Pre-Prep and Prep School's Health and Safety Committee.
- Be responsible for liaising with outside bodies who may from time to time use the facilities of the School, and ensure that appropriate action is taken both to ensure these bodies have sufficient knowledge of the School procedures and the School itself is appropriately indemnified.

Heads of Department: The Heads of Department will be responsible to the Headmaster of Hampton Pre-Prep and Prep for the following:

- For ensuring that School is run according to the standards laid out in this Policy, minimum legal standards and other appropriate standards that may be set. They will in turn co-operate with the Safety Advisor and ensure suitable and sufficient communication occurs to enable relevant health and safety legislation to be both implemented and monitored.
- They will be responsible for ensuring that all staff working in their departments understand the practical aspects of this Policy and the various legal requirements that apply within their areas of responsibility.
- They will be responsible for ensuring that the teachers are aware of the degree of priority that these matters carry and that where appropriate they would be provided with the time and encouragement to pursue such matters.
- Notifying the Headmaster of any matters within this Policy that they feel are beyond their competence to deal with.
- They will be responsible for reporting any accidents, incidents, near misses or damage for appropriate investigation. The Headmaster will in turn report such matters to the Safety Advisor.

- They will be responsible for ensuring adequate supervision for pupils both inside the School, during normal teaching activities, and also on external trips as detailed later in this Policy.
- As regards the Control of Substances Hazardous to Health (COSHH) Regulations, they will be responsible for notifying directly to the Safety Advisor any new substances that are required to be purchased by their department: they will be responsible for ensuring that the teaching staff, for whom they are responsible, co-operate fully with any fire practices and other emergencies.

Functional Managers: This section refers to the managers who manage maintenance, ground staff, keepers, cleaners and caterers. Functional Managers will:

- Be responsible to the Safety Advisor for the safe running of their activities. They will be responsible for ensuring the adequate supervision of all activities so that the work proceeds according to standards laid down in this Policy.
- Be responsible for ensuring that staff have appropriate training according to the needs of their work.
- Undertake the necessary training pursuant upon completion of work under the COSHH Regulations.
- Be responsible for ensuring that all agreed systems of work are followed.
- Refer to the Safety Advisor where they come across matters that they feel are not within their competence to deal with.
- Be responsible for investigating any accident or incident and reporting their findings and recommendations to the Safety Advisor.

Staff: Employees have their own specific responsibilities. The Act and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Therefore, employees must:

- Take reasonable care of their own and others' health and safety.
- Co-operate with their employers.
- Carry out activities in accordance with training and instructions.
- Ensure safe procedures are followed and personal protection equipment (PPE) is worn where appropriate.
- Inform the employer of any serious risks.
- Check their classrooms are safe and equipment is in safe condition.
- Be aware of and abide by the terms of the School Health and Safety Policy.

Staff Induction:

At staff induction, new members of staff are advised of health and safety procedures at the School including workplace safety, dealing with emergencies, recording and reporting accidents (including RIDDOR), first aid, manual handling, risk assessments and fire safety.

B. The Hampton Pre-Prep and Prep School Health and Safety Committee

- **Responsibilities:** The Hampton Pre-Prep and Prep School Health and Safety Committee is responsible to the Headmaster for the implementation of the School's Health and Safety Policy to its maximum effect. The Committee reports to the Governors' Hampton Pre-Prep and Prep School Committee, which in turn reports to the full Governors.
- **Membership:** The Hampton Pre-Prep and Prep School Health and Safety Committee shall comprise the following members:

Chairman: The Deputy Bursar
Secretary: The Facilities Manager (Safety Advisor)
Headmaster of Hampton Pre-Prep and Prep School
Deputy Head Pastoral
Head of Pre-Prep
A Governor
Staff Representative – Prep Department
Staff Representative – Pre-Prep Department

- **Committee Meetings.** Meetings will be held once a term or more frequently if circumstances require.
- **Audits.** The Committee will aim to audit a department once a term.

C. Failure to Comply.

Failure on the part of any School employee to comply with this Policy is regarded by the Governors as a serious matter and may result in disciplinary action being taken against the offender.

D. General Arrangements

First Aid

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. Please refer to the First Aid Policy for further details.

The number of certificated first aiders will not, at any time, be less than the number required by law. All members of staff are trained in 'Safety and First Aid for Children' and renew their qualification every three years. Also, in accordance the Statutory Framework for the EYFS, we have staff trained specifically for Paediatric First Aid.

Supplies of first aid material are held at the following locations and these are as follows:

Pre-Prep (Wensleydale Road): School Office and in the Sick Room.
Prep (Gloucester Road): Staff Room, School Kitchen and Sick Room.

For off-site visits from the Pre-Prep and Prep Departments travel kits are available from the Sick Rooms. First Aid kits are kept on the School minibuses and the Sports Store Room.

First Aid sites are prominently marked and all staff are aware of their locations. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all external visits. However, it is the responsibility of the Visit Leader to check first aid material prior to all visits.

A record will be made of each occasion any member of staff, child or other person receives first aid treatment either on the School premises or as part of an off-site visit.

Hospitalisation

Depending on the severity of the injury the pupil may require hospital treatment. If the treatment is not urgent the parents should be contacted and requested to collect their child and take him/her to hospital. In urgent cases, an ambulance should be called by dialing 999 from any telephone in the School.

In certain circumstances where the injury is minor, staff can take a child to hospital in a school vehicle or staff member's private car but a second adult (member of staff or a parent/guardian) must accompany them. Insurance for these journeys is covered by the School

Accident Reporting

The member of staff in charge of the child when the accident occurred is responsible for initiating and completing an accident report within 24 hours. Completed forms must be sent to the School Office who will complete the Accident Book.

RIDDOR

The Headmaster is responsible for reporting all incidents and accidents as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Form F2508 should be completed online as appropriate by the Facilities Manager.

Investigations

Where necessary, the Safety Advisor will undertake an investigation to determine the reason for the accident and any operational or physical improvements. All parties related to the accident will be interviewed.

Epi pens

Staff at Hampton Pre-Prep and Prep are given epi pen training by the Hampton School Nurse.

Fire Safety

Please refer to the separate Fire Risk Assessment for Pre-Prep and Prep and to the Fire Safety Policy. The Hampton Pre-Prep and Prep School Fire Risk and Safety Policy specifies the School's procedures.

Fire Drills

These are carried out at least termly across both Departments. Fire Practices are monitored and a Fire Drill Form is completed and submitted to the School Office. Copies are also held by the Deputy Head Pastoral Prep and Head of Pre-Prep.

E. Hazards specific to Hampton Pre-Prep and Prep

Hazards Associated with running a school. The use of hazardous substances within the School is kept to an absolute minimum and in accordance with COSHH requirements. The areas where hazardous substances are used and stored are:

- Science Room
- Stores in sports grounds and gardens
- Kitchens/Offices
- Domestic Cleaning/Maintenance Department

F. Risk Assessment

At Hampton Pre-Prep and Prep a risk assessment of the premises, methods of work and all activities are conducted annually (or more frequently, if necessary). This is to identify all potential hazards, defects and deficiencies, together with the necessary remedial action or risk control measures. Copies of all Risk Assessments are kept by the Deputy Head Pastoral.

Definitions

- **Risk:** The definition in the Approved Code of Practice (ACOP) which accompanies the Management of Health and Safety at Work (MHSW) regulations state that “risk expresses the likelihood that the harm from a particular hazard is realised”. The term risk can therefore be taken to be a function of the probability of harm actually occurring and the severity of its consequences.
- **Hazard:** The ACOP defines the term hazard as “something with the potential to cause harm” – this can include substances or machines, the working environment, methods of work and many other aspects of work organisation.
- **Risk Assessment:** A risk assessment may be defined as an **identification** of the hazards present in an undertaking and an estimate of the extent of the risks involved, whilst taking into account whatever precautions are already being taken. The ACOP states that employers are required to “undertake a systematic general examination of their work activity and record the significant finding of that risk assessment”.

Making a Risk Assessment

The making of a risk assessment in practice simply puts into a formal procedure the exercise of asking – and answering – two questions.

- **What Could Go Wrong?** What harm could be done to whom, by what, and in what circumstances; and what are the chances of it happening?
- **What is Needed to Prevent it from Going Wrong?** What precautions have been taken, and what further precautions can be taken, to prevent it happening? Account needs to be taken at this stage of the severity of harm and the likelihood of it being caused.

The Process of Making a Risk Assessment

It is basically a five stage process:

- Identification of all the hazards;
- Evaluation of the risks;

- Measures to control the risks;
- Who is responsible for the actions?
- A review of the assessment.

Identification of All the Hazards

The following list gives the activities undertaken which may result in hazards. These may need to be considered when carrying out risk assessments. The list is not exhaustive, but illustrates the extent of hazards, which may need to be taken into account.

Fall of Person from Height	Noise
Fall of Object/Material from Height	Hand Tools
Fall of Person on Same Level	Chemicals/Substances
Manual Handling	Stacking
Use of Machines	Housekeeping
Operation of Vehicles	Compressed Air
Fire, including Static Electricity	Mechanical Lifting Operations
Adverse Weather	Contact with Cold/Hot Surfaces
Electricity	Confined Spaces
Lighting	Cleaning
Minibus	Allergies
Lost Child	School Visits
Pregnant Workers	Lone Workers
Return to work after medium/long term absence	

Major Building Projects

From time to time the School has major building works on its site. These can constitute a hazard and when such works are taking place further specific instructions are given to pupils, staff and visitors.

Reduction of Risk

The Health and Safety Controller is responsible for arranging any physical modifications which are required to reduce or minimise a risk which has been identified within the School. The appropriate form will be annotated when the recommended action has been completed.

Reporting a Hazard

If a hazard is identified in the School, it must be reported to the appropriate Health & Safety Representative for comment (TS), and then to the Health and Safety Controller.

A hazard which is so serious as to create the likely probability of injury should be reported by telephone immediately to the Health and Safety Controller, who will then arrange for immediate appropriate action to be taken to correct the hazard.

Related Policies

The Health and Safety Policy should be read in conjunction with the following Hampton School Trust policies:

- Asbestos Management
- Contractors Code of Practice
- Control of hazardous substances
- Environmental
- Functions
- Grounds Safety

- Lettings
- Lighting
- Minibus Code of Practice
- PAT Testing
- Occupational health services and managing work-related stress
- Risk Assessment
- School Closure Procedures
- Self Employed Contractors
- Water Treatment Policy

and the following Hampton Pre-Prep and Prep Policies:

- Administration of Medicines
- Care and Supervision
- Crisis Management Plan
- Educational Visits and Trips
- Fire Risk and Safety
- First Aid
- Missing /Lost Child
- Uncollected Child

Appendix 1

This section refers to specific aspects of Health and Safety at Hampton Pre-Prep and Prep School; it covers both the Pre-Prep Department and the Prep Department, therefore, includes EYFS (Kindergarten & Reception).

The following areas are covered: Health, Safety – Premises & Security, Hygiene and Food.

A. Pre-Prep Department – Kindergarten and Reception (EYFS) and Years 1 and 2

General welfare requirement: Safeguarding and promoting children's welfare. The provider must take necessary steps to safeguard and promote the welfare of children.

EYFS principle: Unique Child – Keeping Safe

Outcome: Stay Safe

Part 1: Health

EYFS General Statement: To promote the good health of children, taking necessary steps to prevent the spread of infection, and taking appropriate action when they are ill.

Medicine

Staff must not administer medicines unless parents have given written consent. Medicines will only be administered if prescribed by a doctor, dentist, nurse or pharmacist.

All medicines must be handed to the Administration Assistant (or a member of staff on duty at Early Drop) and will only be administered if parental consent has been given and the appropriate form completed. On receipt of medicines, advice will be gained on how to store them and when they should be administered. Medicines must be labelled clearly with the child's name, and written details given of dosage and time required.

It is the responsibility of parents to remember to collect medicines at the end of the school day. The School does not administer medicines unless prescribed by a doctor, nurse, dentist or pharmacist. See the Administration of Medicines Policy for greater detail.

Pupils with severe allergies have potentially life-threatening conditions; therefore, there should not be any delay in administering appropriate medicines. These pupils should have Allergy Management Plans outlining the procedure for each individual case. Allergy Management Plans are displayed at strategic points around the School premises, for example in the School Kitchen, the School Office and the Sick Rooms and are kept in a folder in each classroom. **It is imperative that each member of staff is familiar with these pupils and with the action to be taken. Any concerns regarding this matter should be addressed to the Head of Pre-Prep immediately.** Advice will be given as to storage, dosage etc, and this will be recorded.

The use of self-held medication i.e. inhalers are kept in the First Aid cupboard which is located in the Sick Room. Each class has a separate drawer to ensure quick access to such medicines.

Staff will advise parents on the necessity for sun creams in hot weather and on outings. Parents should apply the necessary sun creams prior to the pupils' arrival at school. Also, members of staff will ensure that, during hot weather, sunhats are worn outside. Parents

are reminded to supply an appropriate head garment to wear in hot weather; however, spare hats are available.

Health Problems

Children with long-term health problems that may affect their progress should be taken into account when planning curriculum activities. Details of problems with eyesight, hearing, motor control, etc., should be recorded in the pupil's profile. Advice can be sought via the School's Head of Learning Support Pre-Prep, outside Health Authorities, the Early Years Advisor or, the Early Years Consultant for Special Educational Needs and Disabilities (SEND) (Richmond/Kingston).

First Aid

All members of staff are first aid trained and most Pre-Prep staff hold Paediatric First Certificates – the Head of Pre-Prep has the current list.

The Administration Assistant administers first aid. The contents of the First Aid cupboard, which is out of reach of children, is checked and restocked regularly. First Aid kits must be taken on school outings; these are kept in the Sick Room.

It is the responsibility of staff to ensure that they have all the required medication for their pupils prior to going off-site.

Written parental permission to seek emergency medical advice or treatment should be given at the time of placement.

Accidents

Accidents are recorded in the Accident Book kept by the Administration Assistant. If an accident occurs on an outing, then the Accident Book should be updated immediately on return. Members of staff will treat minor injuries, but if an injury is felt to be more serious, then assistance will be called via Emergency Services.

Accidents and their treatments will be reported to parents on collection of their child. The Accident Report Form is completed in triplicate: two copies are sent home, one to be returned to School after signature and the third copy is held by the Administration Assistant for monitoring purposes. When the signed form is received back from parents this is held on the pupil's file.

We are aware that we must notify Ofsted of any serious accident, illness or injury to, or death of, any child whilst in our care, and the action taken in respect of it. Such notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring – failure to do this, without reasonable excuse, is an offence.

Sick Children

When children become ill at school, the Head of Pre-Prep has the final responsibility for sending children home, informing parents, and advising staff and parents of their care given. Sick children are to be cared for by a member of staff while awaiting collection from the Sick Room. Due regard is to be given to the proper supervision and health of the other children in the School.

Parents are given advice about infectious diseases and the necessary exclusion periods, which they are politely asked to adhere to. We also give guidelines about problems such as

head lice. This type of information is distributed to new parents together with information about our protocol with respect to the administration of medicines.

If a child suffers from a notifiable disease identified in the Public Health (Infectious Diseases) Regulation 1988 we will always act on any advice given by the Health Protection Agency (HPA) and inform Ofsted of any action taken.

Contact details and phone numbers for parents, and their emergency contacts are kept in the School Office; these can also be found on SIMS.

Smoking

The School has a no smoking policy in its buildings and grounds.

Part 2: Safety – Premises and Security

EYFS General Statement: Outdoor and indoor spaces, furniture, equipment and toys, must be safe and suitable for their purpose.

Health and Safety Regulations

We acknowledge the provisions of the Act.

The Health and Safety Controller has overall responsibility for the safety and security of the building and grounds, safety and regular maintenance of electrical and other equipment. Training and informing staff on matters of Health and Safety, and also of responding to identified hazards and risks, and information regarding the regulations and good practice of Early Years education are her responsibility too.

Staff will be responsible for the safety and supervision of children in their care, for their own safety and that of other adults in as far as they are reasonably able to do. They have a duty to report any dangers, hazards or risks immediately. They should ensure that equipment and furniture are fit for use, and are used for the purpose for which they are intended.

Staff will ensure at the start of each day (by visual check), that the classrooms, inside toilet area, and equipment are in a safe, clean condition, and free from observable hazards and risks. Problems and concerns will be reported to the Head of Pre-Prep and/or the Headmaster, and recorded on the Daily Monitoring of Pre-Prep sheet. Staff will act on advice from the Health and Safety Controller accordingly.

An annual risk assessment of premises/equipment will be carried out by staff and filed.

Copies are kept in the School Office. The assessment might include:

- electrical equipment and sockets;
- doors, windows, glass;
- floors, carpets, stairs and steps;
- furniture;
- water-taps, drains etc;
- toilets;
- play equipment;
- food and liquids (to include cleaning chemicals and solvents e.g. glue, gold spray and fixatives);
- supervision of children;
- outside play area;
- lunchtime.

Additionally, Risk Assessments are carried out for every outside visit/outing; such Risk Assessments are filed with the Deputy Head Pastoral.

Electricity

Qualified persons should inspect electrical equipment regularly, and stickers used to show date and maintenance of equipment (PAT testing). Appliances and sockets should be adequately protected from children and guarded appropriately to prevent tampering.

Security

At Hampton Pre-Prep, we recognise our duty to provide an environment where children, staff and authorised visitors feel safe and secure. Young children need a high level of care and security.

Our objectives are as follows:

- Protection and safeguarding of children, staff and authorised visitors
- Avoidance of theft, loss or damage to goods, property, equipment, resources and records
- Maintenance of parental confidence
- Compliance with legislation.

To this end, appointment of staff is rigorous and we are mindful that it is a statutory requirement that before formal appointment, all staff who work with children must undergo a satisfactory check by the DBS.

Staff are responsible for ensuring that children remain on the premises and are properly supervised. The Senior Management Team (SMT) ensures correct ratios are in place at all times, and for having contingency plans for covering staff absence.

The front door to the Pre-Prep is kept locked and visitors are required to ring the doorbell to gain admittance by a member of staff. Visitors to the School will then be required to 'sign-in'. Visitors are monitored and are always escorted while on the premises. Deliveries and official visitors must report to the Administration Assistant, who will inform the Head of Pre-Prep of their arrival.

The side gate is kept locked between 8.55 am and 12.00 noon, it will be monitored and closed as soon as all pupils from the morning session have been collected. Likewise, it is opened again by a member of staff at 1.00 pm to allow the afternoon Kindergarten children to enter the premises. The side gate then remains closed until 3.30 pm and will be locked, as soon as possible, following the collection of all pupils from Kindergarten and Reception.

Strangers in the buildings or grounds must be reported and challenged. If a 'stranger' enters the premises and refuses to leave, this behaviour may give rise to a criminal offence. Staff will request the person to leave the premises, but should not place themselves in a position of risk. If violence is threatened, if there is a breach of the peace, or a likelihood of this, the police will be informed by an emergency call.

Parents are made aware of which entrances to use, and the importance of arriving on time for security reasons. Parents are to be made aware of the arrangements for delivering and collecting children outside of school hours, and also when arriving late during school time. Members of staff must be notified when a child is delivered or collected.

EYFS parents are required to sign their children both in and out of school on a daily basis. Likewise, parents are required to sign their children out of Late Stay.

Parents must inform staff if their child is to be collected by another adult. Parents can either give notification on the 'Signing In & Out Sheet' or by phoning the School Office. A password will be required if the person collecting has not been introduced to members of staff. Staff must never allow children to leave with another adult without prior consent. Parents must also inform staff, where relevant, who has legal access to their child/children.

Supervision

Children are supervised at all times. Children in Kindergarten can access the inside toilet area independently as this forms a secure part of the setting and Reception, similarly, access their toilet area independently. SMT is responsible for ensuring ratios are maintained at all times – the Care and Supervision Policy sets out all information to ensure that children are supervised rigorously during the school day.

Children will remain with a member of staff until they are safely handed over to parents/carers. Reception are dismissed from the Hall and Kindergarten from their classroom. Years 1 and 2 are collected from the front gate.

Children not collected by 3.45 pm will be handed over to the persons in charge of Late Stay for safekeeping – a summary of our procedure for an 'Uncollected Child' is outlined below.

Uncollected Child

Please refer to the Uncollected Child Policy for greater detail.

We adopt the following procedure if a parent fails to collect a child at the appointed time:

1. A child who is not collected should remain with his/her Class Teacher for fifteen minutes.
2. A message should be sent to the School Office and the School Secretary will attempt to contact parents/carers, or any other adult normally authorised to collect the child.
3. The child will then be taken to 'Late Stay' for safe-keeping and will remain there until s/he is collected. 'Late Stay' operates every day from 3.30 – 5.30pm.
4. After all reasonable attempts to contact parents/carers have been made, between 5.30 and 6.00pm, the School will make contact with the local authority Single Point of Access (SPA) who will alert the police and social care.

In the case of Kindergarten pupils, who normally leave the premises at midday, the School will make all reasonable attempts to contact parents/carers. However, after half an hour, at 12.30, the School will make contact with the local authority Single Point of Access (SPA) who will alert the police and social care.

Pupils **must not** be released into the care of another adult unless direct permission is granted by the parents/carers to the teacher on duty or through a message from the School Office.

In the event that a parent / carer is deemed unfit to take charge of a child due to alcohol or substance abuse the School would similarly make contact with either the police or the local authority social care for children (SPA), subject to the child's home address

Missing Pupil Policy

In the event of a child going missing staff should stay as calm as possible and follow the procedure outlined in the Missing Pupil Policy.

A pupil is identified as missing when:

- absence at morning registration is not confirmed by a parent or guardian.
- absence at afternoon registration is not confirmed by a parent or guardian.
- comparing pupils in a class with the day's absence e-mail.
- a fellow pupil reports a missing friend or classmate.
- a routine headcount on an educational visit flags up an absence.

Any member of staff discovering a discrepancy must immediately notify the School Office who will:

- Contact the relevant member of staff to find out if the absence is expected or to check if there have been any medical emergencies.
- Check all lists of events not on the School premises.

Outside Area

When outside, appropriate supervision should be maintained at all times. The playground has gated entry secured by bolt. The playground consists mainly of a rubberised porous surface. However, the approach to the playground consists of a hard surface, where children should be discouraged from running. The playground can sometimes contain animal faeces (fox/cat) and children may need to be kept off this area until it has been cleaned. Children should never climb on the fire escape stairs.

In fine weather, the children have access to the front lawn at the discretion of the Head of Pre-Prep. The front lawn does not have secure boundaries, therefore, children **must** be supervised with extra vigilance.

Some trees bordering our premises have berries, therefore, care should be taken to ensure that children do not pick or touch these.

Water

Water activities inside and outside the classroom should not be left unattended. Water trays should be emptied after use, and water toys washed.

Fire Safety

In the event of a fire, safety and preservation of life will override all other considerations. Please refer to the School's Fire Plan & Emergency Procedures.

Procedures for the evacuation of rooms and place of assembly are displayed clearly. It is the duty of all staff to study and make themselves familiar with the School's emergency evacuation procedures – our arrangements for ensuring fire safety are under continual review. Therefore, individual staff have a duty to be aware of these procedures, and to alert helpers, parents and visitors to them.

Staff should make sure that the children in the area in which they were working are evacuated safely. Staff will take a roll call reporting any children not accounted for. The registers of attendance are kept in a central place and are collected by the Head of Pre-Prep in the event of a fire alarm.

The School is equipped with fire warning devices designed to activate the alarm system in the event of a fire. The warning of a fire will be a bell or siren, which will sound continuously. Call buttons are located throughout the building. In the event of a fire, the glass should be broken and the alarm will automatically sound.

Fire-fighting equipment (commonly known as “fire extinguishers”) is located throughout the School. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Staff undertake training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

Regular fire drills are carried out, and records are kept in the Head of Pre-Prep’s office.

Staff should follow good housekeeping practices, which can eliminate or reduce many fire risks.

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Portable electrical equipment should be checked.
- Rubbish should not be left lying around.
- Escape routes should always be kept clear and fire exit doors never blocked.

In the knowledge that most school fires occur when the school is not in session, the School places a high priority on outside security.

Outings and Transport

We have developed the following procedures to enable the children to experience a wide variety of outings safely – refer to the School’s Educational Visits Policy for greater detail.

All outings are well planned and written parental permission is obtained for all outings, and permission for trips obtained from the Headmaster. Details of outings – time, date, place, time of return, transport – will be provided to parents. Parental permission is sought for routine local trips out to shops, parks and libraries at the time of admission. Visit planning together with a Risk Assessment should be given to the Educational Visits Co-ordinator (EVC) prior to the outing. An Evaluation Form should be completed and given to the EVC following the outing.

The transport used will be hired coaches or the School mini-buses with named drivers. Coach and mini-bus drivers will have suitable qualifications, and all vehicles used will be fitted with seat belts. Booster seats should be used as appropriate. No child should ever be left unattended in a vehicle. A copy of the current School insurance for private and hired vehicles for outings is to be found in the School Office.

Ratios will take into account the nature of the outing, but will always be lower than the classroom ratio. Known voluntary helpers may be used, but must always be under the direct supervision of a member of staff. Parent helpers never have their own child placed in their group in accordance with guidance and may be asked to attend a brief meeting prior to the visit.

Risk assessments will be carried out prior to visits, and copies given to the EVC, who may ask for further detail, clarification or modification of plans. Plans are put in place to eliminate or minimise the risk to children and staff. Records of such assessments, details of trip itinerary and letters to parents will be kept in the School Office. Outline details and names of children and adults on the trip will be given to the School Office for information purposes.

Emergency contact numbers for children and adults, plus details of any medical conditions will be taken on the trip. Staff will have access to a mobile phone, and will inform the School of any emergency, change to itinerary or time of arrival back at School. All staff will have clear details of procedures to be followed in the event of an emergency.

A first Aid kit, spare clothing, plastic bags, disposable wipes, disposable gloves, bottles of water and sick bucket must be taken.

When off-site care should be taken to ensure safety when walking (e.g. walk in twos on pavement with adult supervision at front and back of line); getting in and out of vehicles; using public toilets; and, especially, when crossing roads.

Due attention will be given to procedures and advice in the DfES document (HASPEV2) 'Health and Safety of Pupils on Educational Visits' (1998).

Part 3: Hygiene

General Hygiene

The School cleaners carry out general cleaning of classrooms and toilet areas prior to the start of the school day. The cleaning of toys and equipment, and the washing of the dressing up clothes is the responsibility of the teaching staff. Care should be taken to ensure that toys and equipment are cleaned regularly and as required. All equipment should be checked and cleaned properly at the end of the summer term.

Staff will incorporate into Personal, Social and Emotional Development (PSED) (Kindergarten and Reception) and Life Skills (PSHE) (Years 1 and 2), guidance for using the toilets, washing hands after toilet use and before eating, nose wiping, etc. Facilities for children should include warm and cold water for hand washing, soap, paper towels and bin for disposal, soft toilet tissue, tissues for nose wiping.

In order that staff can maintain high standards of cleanliness of equipment, mop up after 'accidents' and clean up children, they should have access to antiseptic liquid soap, water, paper towels, disposable gloves, disposable aprons, buckets, mops, disinfectant, cloths, washing-up liquid and sterilising liquid such as Milton – this is kept well out of the children's reach. There should also be a supply of children's spare clothes.

Staff have access to soap, towels, disposable gloves, buckets and absorbent granules to clean up vomit. These are kept in the Sick Room.

Sand

Sand should be changed regularly, and more often if there are children notified as having worms. Sand trays indoors should be covered at night. Only Children's Play Sand is used; it is graded sand that is clean, non-toxic and non-staining.

Part 4: Food and Drink

It is our policy to ensure that all food and drink prepared and consumed on the premises is prepared to the highest standard to prevent any type of illness in the children in our care and staff, too. We subscribe to the four basic principles of food hygiene to:

- Ensure food areas are clean and a good standard of personal hygiene is maintained.
- Cook all food thoroughly.
- Keep food at the right temperature.
- Prevent cross contamination.

Staff handling food should thoroughly wash and dry their hands often during the working day. The Food Standard Agency recommends these steps for washing hands:

- Use warm water and a liquid soap.
- Work up a good lather and make sure wrists, hands, fingers, thumbs, fingernails and in between the fingers are washed.
- Rinse soap off hands and dry them thoroughly using a disposable towel.

Spend at least 20-30 seconds when washing hands.

Food Handling

Hampton School kitchen provides lunchtime meals and we have a range of dishes through the week. Special dietary and religious requirements are catered for. Parents notify the School of any special requirements at the time of their child's entry in to the School.

We seek to promote good approaches to a healthy lifestyle, and this is taken into account in the snacks and drinks provided - we have fruit and water instead of milk and biscuits. Water is also available from the drinking fountain and the children bring in their own water bottles from home. Fruit and water are routinely made available mid-morning and also during the afternoon for the Kindergarten pupils. Attention is paid to the proper storage, preparation and serving of food and drinks safely and hygienically – all Pre-Prep staff have received training by Compass Catering.

Drinks

Children need regular drinks, and are often unaware of the need to drink. There is always water available during the day from the water fountain. Drinks are also provided mid-morning, lunchtime, and mid-afternoon each day. Staff are aware of the need to encourage children to drink more after physical play, and in hot weather. Although the children bring their own water bottles into School, fresh drinking water is available at all times, together with suitable cups for small children to use.

Snacks

Snacks need to be nutritious and encourage children to adopt a healthy approach to eating. Our snacks include a variety of fruit and sometimes vegetables. Suitable plates and preparation equipment is available to staff in the School Kitchen. Storage, preparation and serving of snacks must be in accordance with good practice in food handling. Snack times are also an important part of social development, and provide a time for conversation and mixing with children of different ages. During the preparation of such snacks, staff must wear appropriate gloves and aprons.

Staff must be aware of the medical requirements of all pupils and any snacks offered to the children must be strictly in accordance with these.

Lunchtimes

Children, who are present over lunchtime, are encouraged to adopt a healthy approach and are encouraged to eat a balanced meal - we see this as an important social part of the day.

We offer a choice of traditional hot meals, followed by hot and cold puddings or fruit. Children sit in small groups. Mealtimes are organised so that all Early Years Foundation children have lunch with the infant children in a quiet and calm atmosphere. It is important that tables, chairs, crockery and cutlery are suitable to the needs of young children.

Staff will be aware of information from parents about a child's particular likes and dislikes, and most importantly any medical or other dietary requirements.

We are aware that we must notify Ofsted of any food poisoning affecting two or more children looked after on the premises.

B. Prep Department

Part 1: Health

Medicines

All medicines must be handed in to the Form Teacher, or to the School Office; they will only be administered if parental consent has been given and the appropriate form completed. On receipt of the medicines, advice will be gained on how to store them and when they should be administered. Medicines must be labelled clearly with the child's name, and written details given of dosage and time required. Parents should be made aware of this at the time of their child's admission, and reminders given as necessary. It is the responsibility of parents to remember to collect medicines at the end of the school day. **Staff must not administer medicines unless parents have given written consent. Medicines will only be administered if prescribed by a doctor, dentist, nurse or pharmacist. A record must be kept of when medicines are administered.**

Pupils with severe allergies have potentially life-threatening conditions; therefore, there should not be any delay in administering appropriate medicines. These pupils should have Allergy Management Plans outlining the procedure for each individual case. Allergy Management Plans are displayed at strategic points around the School premises, for example in the School Kitchen, appropriate Form Rooms and the Staff Room. **It is imperative that each member of staff is familiar with these pupils and with the action to be taken. Any concerns regarding this matter should be addressed to the Deputy Head Pastoral immediately.** Advice will be given as to storage, dosage etc., and this will be recorded.

Self-held medication i.e. inhalers, along with epi pens, are kept in clear plastic boxes (labelled by form) in the Sick Room. Expiry dates are noted in the main diary in the School Office to ensure that they are kept 'in date'. It is the responsibility of Form Teachers/Trip Organisers to check that these are taken and are readily available on any trips off school premises during school hours.

Health Problems

Children with long-term health problems should be taken into account when planning curriculum activities. Details of problems with eyesight, hearing, motor control etc., should be recorded in the pupil's profile. Advice can be sought via the School's Head of Learning Support (Belinda Grove) or outside Health Authorities.

First Aid

Staff at Prep are trained according to the recommended level – the training log is held by the Deputy Head Pastoral. The Office Manager has completed the First Aid in the Workplace qualification. She or, failing that, any available member of staff administers first aid. Where there is doubt as to the seriousness of a child's illness/injury, the Hampton School Nurse's advice will be sought. The contents of the First Aid cupboard, which is out of reach of children, is checked and restocked regularly. First Aid kits must be taken on school outings; this is located in the Staff Room. Sports First Aid bags are also available for fixtures.

Written parental permission to seek emergency medical advice or treatment should be given prior to residential trips.

Accidents

Accidents are recorded in the Accident Book kept in the School Office. If an accident occurs on an outing, then the Accident Book should be updated immediately on return. Members of staff will treat minor injuries, but if an injury is felt to be more serious, then assistance will be called via the Emergency Services.

Where appropriate, for example head injuries, an Accident Report Form should be completed. The form is completed in triplicate: two copies are sent home, one to be returned to School after signature and the third copy is held in the School Office for monitoring purposes. When the signed form is received back from parents this is held on the pupil's file.

Sick Children

Whilst, when children become ill at School, members of SMT have the final responsibility for sending them home, informing parents, and advising staff and parents of their care, in general the Office Manager discusses this with the Form Teacher and acts appropriately.

Sick children are overseen by a member of staff while awaiting collection. Due regard is to be given to the proper supervision and health of the other children in the School. The School Office must be informed if contact is made to send a child home and also to report collection of the child.

Parents are given advice over procedures for infectious diseases, and also problems such as head lice for example.

Smoking

The School has a no-smoking policy in its buildings and grounds.

Part 2: Safety

Health and Safety Regulations

We acknowledge the provisions of the Act and follow the same procedures outlined in the Pre-Prep section.

Staff will ensure at the start of each day (by visual check), that the classrooms, inside toilet area, and equipment are in a safe, clean condition, and free from observable hazards and risks. Problems and concerns will be reported to the Deputy Heads and/or the Headmaster, and recorded. Staff will act on advice from the Health and Safety Controller accordingly.

An annual risk assessment of premises/equipment will be carried out and copies are kept by the Deputy Head Pastoral. The assessment might include:

- electrical equipment and sockets;
- doors, windows, glass;
- floors, carpets, stairs and steps;
- furniture;
- water-taps, drains etc.;
- toilets
- gym equipment;
- food and liquids (to include cleaning chemicals and solvents e.g. glue, gold spray and fixatives);
- supervision of children;
- outside play area;
- lunchtime.

Risk Assessments are carried out for every outside visit/outing; such Risk Assessments are filed with the School Office and EVC.

Electricity

Qualified persons should inspect electrical equipment regularly, and stickers used to show date and maintenance of equipment (PAT testing). Appliances and sockets should be adequately protected from children and guarded appropriately to prevent tampering.

Security

Staff are responsible for ensuring that children remain on the premises and are properly supervised. The SMT are responsible for ensuring the correct staff:pupil ratio, and for having contingency plans for covering staff absences.

The inner gates to the Prep Department are to be kept closed and visitors are required to sign in. The Prep staff should be made aware of expected visitors and any 'strangers' on the premises must be challenged/checked up on with the School Office.

Deliveries and official visitors must report to the School Office.

Parents are to be made aware of the arrangements for delivering and collecting children outside of school hours, and also for arriving late during school time. Any pupil/adult must report to the School Office if they either arrive or leave the School premises out of normal school hours. Members of staff must be notified when a child is delivered or collected.

Parents must inform staff if their child is to be collected by another adult. Staff must not allow children to leave with another adult without being informed. Parents must also inform staff, where relevant, who has legal access to a child.

Supervision

Children are supervised at all times. Parents are advised that staff will be on duty from 8.15 am. Where work commitments necessitate dropping children off before this time, Early Drop should be used and this starts at 7.45 am at Prep.

Children remain with a member of staff until they are handed over to parents. Children not collected by 4.15 pm will be taken down to Pre-Prep and handed over to the persons in charge of Late Stay for safekeeping.

If a parent or authorised adult fails to collect a child at the appointed time, staff should follow the procedure set out in the **Uncollected Child Policy**.

Missing Pupil Policy

At Prep, the same procedure outlined above for Pre-Prep is followed.

Outside Area

When outside, appropriate supervision should be maintained. The playground can sometimes contain animal faeces (dog/fox/cat) and children may need to be kept off this area until it has been removed.

In fine dry weather, the children have access to the field. After or during wet weather, the children are confined to the playground area. The member of staff on duty should ensure that when it is a whole school playtime, Years 3 and 4 play at the minibus end and Years 5 and 6 at the Jubilee Hall end. This is to minimise accidents. Balls or frantic charging are not allowed before and after school, or when there are puddles lying on the ground.

Out of bounds areas are as follows: behind buildings, sheds and occasionally parts of the field.

Fire Safety

In the event of a fire, safety and preservation of life will override all other considerations. Please refer to the School Fire Plan & Emergency Procedures.

Procedures for the evacuation of rooms and place of assembly are displayed clearly. It is the duty of all staff to study and make themselves familiar with the School's emergency evacuation procedures - our arrangements for ensuring fire safety are under continual review. Therefore, individual staff have a duty to be aware of these procedures, and to alert helpers, parents and visitors to them.

Staff should make sure that the children in the area in which they were working are evacuated safely. The toilet areas should be checked before the last member of staff leaves the building. Staff will take a roll call reporting any children not accounted for. The registers of attendance are kept in a central place outside the Staff Room and are collected by the Administration Assistant in the event of a fire alarm.

The School is equipped with fire warning devices designed to activate the alarm system in the event of a fire. The warning of a fire will be a bell or siren, which will sound

continuously. Call buttons are located throughout the building. In the event of a fire, the glass should be broken and the alarm will automatically sound.

Fire-fighting equipment (commonly known as “fire extinguishers”) is located throughout the School. Different appliances are designed for different applications and conditions; this will have been taken into account with respect to their siting. The main purpose of fire extinguishers is to clear a path to an exit.

Staff undertake training in the safe operation of portable fire-fighting equipment and the appropriate applications for particular items. Such training is organised through Hampton School.

No attempt should ever be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

Regular fire drills are carried out, and records are kept in the School Office. The Deputy Head also keeps a record of all fire drills.

Staff should follow good housekeeping practices, which can eliminate or reduce many fire risks.

- Sources of ignition should be controlled. Heaters should not be covered up and electrical sockets should not be overloaded.
- Portable electrical equipment should be checked.
- Rubbish should not be left lying around.
- Escape routes should always be kept clear and fire exit doors never blocked.

In the knowledge that most school fires occur when the school is not in session, the School places a high priority on outside security.

Outings and Transport

We have developed the following procedures to enable the children to experience a wide variety of outings safely. Please refer to the School’s Educational Visits Policy for greater detail.

All outings are well planned. Written parental permission will be obtained for all outings, and permission for trips obtained from the Headmaster. Details of outings – time, date, place, time of return, transport – will be provided to parents. Trip planning together with a Risk Assessments should be given to the EVC before the outing. An Evaluation Form should be completed and given to the EVC following the outing. Copies are kept in the School Office.

The transport used will be one of the following: train, tube, hired coaches, the School mini-bus with named driver, or occasionally staff cars for short distances and trips of short duration. Coach and mini-bus drivers will have suitable qualifications, and all vehicles used will be fitted with seat belts. No child should ever be left unattended in a vehicle, travel in the front of a car or without a seat belt. Booster seats are used as appropriate. A copy of the current School insurance for private and hired vehicles for outings is to be found in the School Office.

Adult:pupil ratios will take into account the nature of the outing, but will always be lower than the classroom ratio. Known voluntary helpers may be used, but must always be under the direct supervision of a member of staff. Parent helpers do not have their own child

placed in their group in accordance with guidance and may be asked to attend a brief meeting prior to the visit.

Risk assessments must be carried out prior to visits, and copies given to the EVC, who may ask for further detail, clarification or modification of plans. Plans are put in place to eliminate or minimise the risk to children and staff. Records of such assessments, details of trip itinerary and letters to parents will be kept in the School Office and Staff Room. Outline details and names of children and adults on the trip will be given to the School Office and Staff Room for information purposes. Where applicable, Form Teachers will collect Permission Slips and pass them to the teacher organising the trip for onward transmission to the School Office.

Emergency contact numbers for children and adults, plus details of any medical conditions will be taken on the trip. Staff will have access to a mobile phone, and will inform the School of any emergency, change to itinerary or time of arrival back at School. All staff will have clear details of procedures to be followed in the event of an emergency.

A First Aid kit must be taken on all outings.

When off site care should be taken to ensure safety when walking (e.g. walk in twos on pavement with adult supervision at front and back of line); getting in and out of vehicles; using public toilets; and especially when crossing roads.

Due attention will be given to procedures and advice in the DfES document (HASPEV2) 'Health and Safety of Pupils on Educational Visits' (1998).

Part 3: Hygiene

General Hygiene

The School cleaners carry out general cleaning of classrooms and toilet areas prior to the start of the School day.

Staff will incorporate into Life Skills (PSHE) programme, guidance for good hygiene, washing hands after toilet use and before eating etc. Facilities for children should include warm and cold water for hand washing, soap, paper towels and bin for disposal and soft toilet tissue.

Staff have access to soap, towels, disposable gloves, buckets and absorbent granules to clean up vomit. These are kept under the sink in the Staff Room.

Part 4: Food

Food Handling

Hampton School kitchen provides lunchtime meals and we have a range of dishes through the week. Special dietary and religious requirements are catered for. Parents notify the School of any special requirements at the time of their child's entry in to the School.

We seek to promote good approaches to a healthy lifestyle. Fruit and water are brought in by the pupils for their mid-morning snack.

Drinks

Children need regular drinks, and are often unaware of the need to drink. There is always water available during the day from the water fountain. Staff are aware of the need to

encourage children to drink more after physical play, and in hot weather. Pupils are allowed to have nozzle-style bottles of water in lessons with them.

Snacks

Healthy snacks are brought in to School by the children in Years 3 – 6 and must be of a fruit and/or vegetable nature. This is part of the School's Healthy Eating Policy.

Staff must be aware of the medical requirements of all pupils and any snacks offered to the children must be strictly in accordance with these.

Lunchtimes

Lunch is seen as an important social part of the day and children are encouraged to adopt a healthy and balanced approach to eating. We offer a choice of traditional hot meals and a salad bar, followed by hot and cold puddings or fruit. Children sit in form groups.

Staff will be aware of information from parents about a child's particular likes and dislikes, and most importantly any medical or other dietary requirements.

Appendix 2



Accident Report

Section A: To Be Completed by School

NAME OF CHILD INJURED: DATE:

FORM:

ACCIDENT
DETAILS:

LOCATION: TIME:

INJURY SUSTAINED AND CIRCUMSTANCES OF
ACCIDENT:

.....
...
.....
...
.....
...
.....
...

TREATMENT:

.....
.....
.....

ADMINISTERED BY:

FURTHER ACTION:

NAME OF PERSON REPORTING ACCIDENT:

SIGNATURE: DATE:

****If this report includes any reference to a head injury, please see advice given
overleaf.****

**Section B: To be Completed by
Parent/Guardian**

I acknowledge receipt of the above accident
report.

NAME:

.....

SIGNATURE

.....

DATE:

.....

One copy to be signed and returned to child's Form
Teacher
One copy to be kept for parents'
record

If your child has had a Head Injury.

Please follow this advice:

- **Rest** as much as possible for 24 hours, mentally and physically;
- Take **No Physical Exercise** for at least 24 hours;
- **Avoid** stressful situations;
- Seek **help** if your child feels unwell.

Be alert to the following, and seek medical advice promptly:

- Increasing drowsiness;
- Worsening headache;
- Confusion or strange behaviour;
- Two or more bouts of vomiting;
- Loss of use of part of the body, e.g. weakness in an arm or leg;
- Dizziness, loss of balance or convulsions;
- Any visual problems such as blurring of vision or double vision, or hearing problems;
- Blood, or clear fluid, leaking from the nose or ear;
- Unusual breathing patterns.