

Altmore & Lathom Schools Federation

Health & Safety Policy

Version update: September 2021

Altmore & Lathom Schools Federation HEALTH AND SAFETY POLICY

INTRODUCTION

Newham Council has delegated the majority of the budget relating to the operation of schools to individual establishments. The responsibility for the day-to-day management of occupational safety and health has, therefore, largely been transferred to establishments. However, in community and voluntary-controlled schools, the Council is still the employer, and could, therefore, ultimately be held to account for any H&S failures in these schools.

Individuals, managers and leaders in schools should be aware that they could individually be held to account (criminally/in civil action/disciplinary procedures), for failings in the management of H&S in their establishments if they are deemed to have been negligent.

This policy is written within the framework of the Health & Safety at Work Act 1974 and its subsequent regulations. It is to be read in conjunction with LBN's Community and Voluntary Controlled Schools Health & Safety Organisation and Arrangements, and the Education Department's Health and Safety Management System, supported by NPW.

It is to be reviewed, added to, or modified from time to time and may be supplemented in appropriate cases by further statements related to work of the school. Copies and subsequent amendments will be made available to all employees. The phrase 'employee' includes all staff whatever their management function.

POLICY STATEMENT

The Executive Headteacher will be responsible to the Director of Education and Community Learning for the implementation, management and monitoring of the policies and procedures of the London Borough of Newham, the Education Department and School.

The Executive Headteacher recognises her responsibility to, as far as is reasonably practicable, provide a safe and healthy workplace and working environment for all employees, pupils, visitors and others who may be affected by the work of the school, i.e., parents, volunteer helpers, catering staff.

In discharging her responsibilities, the Executive Headteacher will pay due regard to relevant Regulations, Codes of Practice, Guidance, Notes and professional advice.

The Executive Headteacher similarly requires all employees to recognise their responsibilities to take care of themselves, other workers, pupils, visitors and others who may be affected by the work of the school and to co-operate fully with the Executive Headteacher and the employer in achieving this policy.

The Executive Headteacher accepts responsibility as far as is reasonably practicable for the effect of the school's activities on the safety of contractors and others whilst working on the school's premises.

The Executive Headteacher similarly requires contractors and others, when working on the school premises, to take all reasonable care for the protection of their own employees, school staff, pupils, visitors and other who may be affected by their work.

The Executive Headteacher will co-operate fully in the appointment of Safety Representatives by recognised Trades Unions as set out in the Safety Representative and Safety Committees Regulations 1978 (within the current staff).

In general, the Executive Headteacher will ultimately be responsible for the maintenance of a safe working environment and safe practices within the schools in accordance with guidance received from the HSE, DfE and LBN.

In order to be able to demonstrate that the Executive Headteacher can completely discharge their duties, she must ensure she has suitable H&S training. LBN sets a standard of the IOSH Managing Safety Course for the Executive Headteacher to complete, demonstrating the required standards of competence.

At our sites we aim to create an ethos of *carefulness* and *awareness* both inside and outside, this is for all users of our premises: children, staff, parents, visitors and members of the local community.

This carefulness and awareness includes:

- the ability of each individual to protect him/her self
- concern and consideration for the safety of others
- knowledge of what to do in certain situations
- alertness and control
- cultivation of good habits

The Executive Headteacher is the officer responsible and with the assistance of the Premises Manager, regularly conducts risk assessments and reviews of arrangements whenever the need arises. The Premises Manager conducts risk assessments for specific tasks that are allocated to the Site Supervisor.

For children, good safety habits are taught as part of day-to-day learning and play. This can be through specific topics, e.g., 'A safe place...', which could be covered in Science, English or Technology, and the involvement of outside agencies, e.g. 'People who help us...', such as the police, fire brigade, road safety officer, etc.

Children are encouraged to develop healthy habits through good health and hygiene routines, e.g. regular exercise or care of themselves, personal hygiene, etc. A positive policy for healthy eating is maintained, with an extended healthy option menu at lunchtime; a daily piece of fresh fruit is part of the 'fruit scheme' in EYFS and KS1. Children in KS2 are encouraged to bring a snack of fruit if they would like to. In EYFS healthy snack-time is also part of children's *social* learning during sessions in the Children's Centre and Pre-School provision.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others:

- when using equipment, e.g., scissors, tools, PE apparatus, etc.
- when moving around our buildings
- when carrying out investigations, e.g., pond, pollution, soil studies, etc.
- when on Educational Visits
- when using technology

We have a limited number of rules, which are for safety reasons, i.e., **walking** around, playing in sight of an adult on duty, care of property, etc.

Risk Assessment

All staff should be aware of the potential risk, i.e., the likelihood that harm may occur and its severity – in any activity that takes place during the course of the average day. Any activity, however innocuous holds an element of risk if not considered/conducted properly. We have to plan ahead for the unexpected, particularly with such young children accessing our site(s).

To achieve this, we must have clear codes of practice carried out by all and we carefully consider the medical, sensory or physical needs of children.

We need to conduct a risk assessment of activities regularly to establish:

- who is at risk?
- those who are particularly vulnerable
- potential hazards
- existing measures

- further action
- review of arrangements

Who is at risk?

- children
- school & children's centre staff
- premises staff
- cleaning staff
- members of organisations using our facilities
- members of the public

Those who are particularly vulnerable

- in relation to the activity – who will be involved?

Potential hazards

- identify and detail the possible hazards in a given activity

Existing measures

- identify standard practice for the given activity and safety measures in place

Further action

- how will the above measures be reinforced and communicated to all staff, pupils and other users of the site?

Review of arrangements

- these arrangements to be reviewed as and when the need arises

Educational Visits

In accordance with safety regulations, Educational Visits are carefully planned in advance, with all staff making pre-visits. Details are sent to parents; parental consent allows children to take part in a visit. Children are expected to wear appropriate clothing for the activity planned. The correct adult: child ratio is always followed; a trained First Aider always goes on the visit and a list of emergency phone/contact numbers is always taken. (See Educational Visit policy for further information)

Emergency Evacuation

Procedures are in place, in case of an emergency, such as a fire or bomb alert when the site needs to be evacuated. All staff and children must be familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The designated Fire Assembly points are indicated on Fire Evacuation plans.

First Aid: Accident, Reporting and Investigating for all Pupils and Staff

All children are taught to take care of themselves and each other, but in a school/setting environment, accidents do occur. Most accidents are minor and can be dealt with by any member of staff. Fully equipped First Aid boxes are kept in the Hygiene rooms, disabled toilet (in the playground – at Altmore), Dining rooms, Children's Centre and other communal areas. A list of children needing special care is held in the Heads of Schools offices. First Aid boxes are also accessible in the conservatory room and on each floor of Lathom. If an accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring medical attention, or caused by any defect in the school or its equipment. For minor injuries to the head, children are given a letter/ advice slip/sticker indicating this to inform the parent/carer.

The Premises Manager, under the direction of the Executive Headteacher, is responsible for ensuring that the building provides a safe and healthy environment for all children. The Premises Manager,

Site Supervisor and LA employees maintain clean and tidy buildings and grounds. Any minor repairs or maintenance are completed by the Premises Manager/Site Supervisor, or through the use of authorised contractors.

Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

In accordance with LB Newham guidance the school uses the 'Three Yellow File' system of storing relevant information on Health and Safety. They are stored in the Premises Manager's office. The three yellow files are:

- Health and Safety at Work: Standard Procedures at Work
- Health and Safety at Work: Establishment and School Handbook
- Health and Safety at Work: Information Bulletins

The following information supplements information held in those files:

- Staff rights and responsibilities under H&S are on display on the H&S poster which is on open display in the Front Office.

Fire Safety

Fire drill procedures are displayed in all rooms, offices and corridors along with Emergency Escape routes (Please refer to emergency evacuation procedure).

Fire, Bomb and Terrorist Alerts Procedures

In the event of a fire, bomb or terrorist alert the school must follow the fire safety procedures. The Executive Headteacher/Head of School/Premises Manager/Site Supervisor/Fire Wardens must ensure all evacuation procedures are followed:

- At Lathom Phone 999 for the fire brigade and police - listen carefully to the information they give you. At Altmore the fire brigade automatically attends when the fire alarms are activated.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident. Fire engine and ambulance services enter school grounds through Gate 3 at Lathom and Gate 5 at Altmore.
- All children and adults must remain outside.
- Only when the all clear has been given will children and adults re-enter the premises.
- If the alert is a practice at Altmore, Newham Security Services must be informed before the evacuation of the premises takes place.
- In the event of long-term evacuation all children at Altmore will be taken to safety at Lathom Junior School and all children at Lathom Junior School will be taken to Altmore. Parents will be informed from there.

Fire Wardens:

Altmore

- Renu Rana
- Jo Doublal
- Jan Hazelden
- Ruxsana Pathan
- Naheeda Ibrahim

Fire Wardens:

Altmore

- Sandie Boulter
- Lucy Boswell
- Sumathi Rajan
- Hortense Kebani
- Shamael Gul

Fire Wardens:

Lathom

- Michele McInerney
- Navina Prakash
- Curtis McKensie
- Zena Holroyd-Doveton
- Rizwana Yaub

Fire Wardens:

Lathom

- Aravinth Ganesh
- Tasnim Nessa
- Fiza Zia
- Jan Hazelden

Smoking Policy

Smoking is not permitted in any area of the school by staff, parents or visitors to the school. No-smoking signs are clearly displayed around the building.

Car Parking

There is no facility for visitor's parking on our sites. At Altmore parking is allocated and priority is given to staff who live out of the Borough and travel a distance to work. Concerns arise at 'peak'

times: at the start and end of the school day. Heavy congestion in our surrounding areas, make it hazardous for those who use the school and for our neighbours who live within our vicinity. Drivers parking cars at, near, or dropping or collecting children at school, should at all times have consideration for pedestrians, other road users and the immediate community. In particular, the road markings near the school crossings should be observed at all times.

There is regular contact with traffic police and the road safety officer who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents should emphasise the following:

- care of our neighbours
- use of the crossing patrol instead of driving right up to school
- not parking on yellow lines
- at Lathom Junior School dropping children off at their gates then driving on to keep the traffic flow moving, rather than parking and waiting
- any adult who continually parks in an obstructive way will be referred to LA parking patrols for tickets. All comments by parents or neighbours will be followed up.

All vehicles left on school sites are the responsibility of the owner. The school cannot be held responsible for any loss/theft or damage.

Children Moving Equipment

In the normal day-to-day running of the school, there are certain situations where children will need to move equipment or items of furniture, e.g.

- chairs and/or tables
- sports equipment
- small items of equipment
- laptops, i-Pads, etc.

Children must always be supervised when moving any equipment or item of furniture. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions. Heavy or awkward to handle equipment will be moved by trained Site Staff.

P.E. and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly and knowing how many children are needed for moving each piece of equipment (this should include how to bend), e.g., P.E. mats and benches, etc.

For any Physical activity, children wear a suitable P.E. kit. They are expected to either be bare footed or wear plimsolls for indoor activities and to wear trainers for outside activities. It is part of our school policy that children do not wear any form of *jewellery*.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly, they may carry single chairs on their own. If a large number of chairs are needed then the Premises Manager/Site Supervisor will supervise.

Tables need one child at each end if the child is tall enough. A child must not attempt to lift a table on his or her own.

Any damaged furniture must be reported by email to the Premises Manager/Site Supervisor immediately.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items children should not move

- computers - monitors can easily fall off trolleys, or wires get caught
- piano or similar equipment - although on wheels, instruments can tip, and feet or fingers become trapped
- cooker - too hot and/or awkward
- paper cutters

Security of the Premises

The Premises Manager, Site Supervisor, Newham Security Services are the designated key holders and are responsible for the security of the building.

Premises Manager/Site Supervisor

It is the responsibility of the Premises Manager/Site Supervisor to check daily that:

- all locks and catches are in working order
- the emergency lighting is working
- the fire alarm has no faults
- the security system is working properly
- staircases/stairwells are clear

Before leaving the premises, to check:

- all the windows are closed
- the doors are locked and secure
- the security alarm is set
- all gates are locked

Class teacher/Session leader

It is the responsibility of the class teacher/session leader to make sure that their classroom/learning area is secure, windows closed and equipment switched off before leaving the premises.

Executive Headteacher/Head of School

It is the responsibility of the Executive Headteacher or Head of School to perform the above functions in the absence of the Premises Manager/Site Supervisor.

In addition, Executive Headteacher/Head of School/designated member of the Leadership Team is responsible for the security of the premises during the school day.

All visitors are required to report to Front Office.

All parents and other adults are requested, when bringing children to school, or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Any parent or visitor is welcome on site but is asked to report to the office first.

These points must be adhered to, but in no way detract from the open-door policy of the school.

Contractors on Site

(See Guidance for Contractors on Site – page 12)

Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store. All substances purchased have a low hazardous recommendation and are accompanied by COSHH data sheets. This is to ensure the safety of all users. Staff are not permitted to order any chemicals without consultation with the Premises Manager who will advise regarding COSHH.

Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy)
- children who are suffering from casual ailments (coughs, colds etc.)

Please see the Medicine's policy for further guidance.

For casual ailments it is often possible for doses of medication to be given outside school hours.

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered. A Medical Care Plan will be discussed and agreed by all agencies with very clear guidelines. Please note that teachers are not required to dispense medicines as part of their contracts.

For the school to agree to assist in long term medication of pupils with long term conditions:

- a clearly defined Care Plan must be set up and agreed by all involved agencies
- parents must provide written authorisation for medicines to be administered to their children by school. This needs to include instructions regarding the quantity and frequency of administration.
- the medicines must be brought into school in a properly labelled container which states:
(i) The name of the medicine, (ii) The dosage, (iii) The time of administration
- it is the parent/carers responsibility to ensure all medicine is in date and they are responsible for disposing of out-of-date medication
- where possible the medicine should be self-administered under the supervision of an adult.
Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long-term needs for emergency medication exist, the school will follow specific guidance set out in the medical Care Plan.

First Aid in school

All staff are responsible for dealing with minor incidents requiring First Aid during the school day.

During lesson/session time, First Aid is administered by any member of staff (all are trained). If an accident occurs in the playground the First Aider at Work accredited member of staff will assist. The same applies at lunchtime.

If there is any concern about what to do then the qualified First Aid people must be consulted.

Qualified First Aid staff are:

Altmore

First Aiders at Work

- Azad Khan
- Naheeda Ibrahim
- Kalpana Subakumar
- Farah Tufail
- Vicky Cunningham
- Hortense Kebani
- Sumathi Rajan
- Tanuja Ramgolam

Paediatric First Aiders

- Azad Khan
- Naheeda Ibrahim
- Kalpana Subakumar
- Farah Tufail
- Vicky Cunningham
- Lucy Boswell
- Sandie Boulter

Paediatric First Aiders

- Hortense Kebani
- Sumathi Rajan
- Tanuja Ramgolam
- Pam Sagoo
- Bina Bhatt
- Darshana Parmar

Lathom

First Aiders at Work

- Ravinder Jutla
- Aravinth Ganesh
- Michele McInerney
- Navina Prakash
- Rizwana Yakub
- Catty Johnson
- Temitope Kalawole

First Aiders at Work

- Curtis McKenzie
- Clinton Elvis
- Elaine Williams
- Fiza Zia
- Sofia Dad
- Masooma Fatima
- Sarwat Yasin

First Aiders at Work

- Humaira Rehman
- Tasnim Nessa
- Inderjeet Katorea
- Lisa Slack
- Hera Begum
- Nassem Ali
- Parijatham Narayan

First Aiders at Work

- Maria Houlker
- Rehana Patel
- Nazia Abbas
- Carol Conduah
- Sabrina Wade
- Robina Mohiuddin
- Zena Holroyd-Doveton

Recording Accidents

All accidents must be recorded in a Record of First Aid Treatment Book/Pupil Accident Book kept with each First Aid box. All details need to be filled in, including any treatment given. Accidents occurring off site should also be reported and recorded in the same way. In the event of a serious accident taking place off site, the responsible adult/person in charge must inform the school immediately, appropriate action will be agreed. (see Educational Visits policy)

Safety/HIV Protection

Always wear disposable gloves when treating any accidents/incidents involving body fluids. Make sure any waste wipes, pads, paper towels, etc. are placed in a disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

First Aid Boxes

Location: Hygiene rooms, Dining rooms, Disabled toilet, Conservatory room, Children's Centre, and on each floor at Lathom Junior School. In the Nursery and 2 -year-old provision first aid boxes are located in the classrooms.

- contents
- bandages
- plasters, single and strip
- antiseptic wipes
- cotton wool
- sterile gauze
- disposable gloves
- bodily fluid powder

Person Responsible for Supplies

Identified staff are responsible for checking the contents of the First Aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying the Head of School if the supplies in any of the First Aid boxes are running low. Ordering stock is carried out by identified Staff.

Allergies/Long term illness

A record is kept of any child's allergy to any form of medication (if notified by the parent) any long-term illness, for example asthma, and details on any child whose health might give cause for concern.

Courses

All staff have annual First Aid training (updates) and accreditation

Accidents

Accidents fall into four categories:

1. Fatal
2. Major injury
3. To employees resulting in more than three days consecutive absence
4. Other accidents

Accidents in the first two categories should be reported immediately to:

The Health and Safety Executive

NPW

Building 1000

London E16 2QU

The accident should be reported by telephone immediately, and then confirmed in writing on a yellow accident form. A list of what constitutes a major injury is attached. Category 3 accidents are

reported to the Health and Safety Executive within 7 days on yellow accident form available from Head of School's office.

If the accident is more than a minor one for child or adult, please report it immediately to the Executive Headteacher/Head of School/Centre Manager who will send for and ambulance if needed and contact parents.

When in any doubt, contact parents/guardian immediately.

Other accidents

These are the accidents that occur more commonly on our site.

Procedure to follow:

- All staff must complete an accident report for minor injuries (including all bumps on the head, but not minor cuts and grazes).
- If a child has a bump on the head, you must send a letter home and/or contact the parent/guardian. At Althorne letters and *I bumped my head today* stickers are kept with the First Aid Boxes and in classrooms. At Lathom, letters are kept by the Admin Staff.
- Fill in the accident form (copies are kept with Admin/ with First Aid boxes) if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment.

Copies will then be taken for:

- Health and Safety Executive (and posted)
- Area Education Office
- For the school file

Major Injuries

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury. A RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013) must be completed.

See link for all associated report forms: <https://www.hse.gov.uk/riddor/report.htm>

Accident Documentation

The following documentation is attached:

- London Borough of Newham School Incident form

Reporting School Accidents

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. The following gives practical advice to schools on compliance with this duty.

Advice in any area of concern can be obtained from:

Health and Safety Executive

0203 373 9884

Employee Accidents

This applies to all Education employees and self-employed persons on school premises.

Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days, please see the link to access the form: http://wwcc.candcss.com/pdf_files/wwcc_sms_riddor_report_f2508.pdf

If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days, (excluding the day of the accident), there is no need to telephone; but Form 2508 must be completed and sent to the HSE within seven days of the accident.

Children's Accidents

Including accidents to any visitors not at work.

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps, etc.
- Plant or equipment on the school premises
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as school trips) must be reported if the accident arose out of or in connection with these activities.

Personal Safety of Staff

- All staff should take steps to ensure their personal safety and that of their property.
- Lockers are provided for all staff to store their valuables/personal items.
- Keys for these are provided and returned when the member of staff resigns from their post.
- Only individual members of staff should have access to their locker. Children should not be given access.
- All external gates are locked at 3.35 pm (Lathom) and 3.45pm (Altmore). All staff are requested to exit the building via the staff entrance
- Children attending after school clubs must leave the building by the main entrance.
- Where a parent/visitor becomes aggressive or uses threatening behaviour the Executive Headteacher/Head of School or a member of the Leadership Team (LT) should be sent for immediately.
- The Executive Headteacher or a member of LT will attempt to diffuse the situation, however, should it continue, the police will be summoned.
- Where a member of staff suspects a parent may become aggressive or difficult s/he should ask for another member of staff to be present/or ask the Executive Headteacher/Head of School to see the parent on his/her behalf. Aggressive/threatening behaviour will not be tolerated.
- The perpetrator will be informed by the Executive Headteacher that they are banned from entering the school premises/site until such time that she is assured it will not be repeated.
- The Executive Headteacher will inform the Chair of Governors regarding the incident and advice will be sought from NPW to how to proceed.

Home Visits (See Home Visiting policy for protocols)

Staff carrying out home visits must only do so with a colleague and must inform the Executive Headteacher/Head of School:

- who they are visiting
- the purpose of the visit
- the estimated length of the visit
- the time of the visit
- expected time of arrival returning to the school

Staff should endeavour to contact the Executive Headteacher if they are running late
They should report to the Executive Headteacher on their return to the school

Where staff are requested to take a child home who is, for example, unwell, they must:

- establish that someone is at home to receive the child (refer to the *Pupils Contact Numbers* stored in the school office)
- only deliver the child to the home address/emergency address into the safety of the named contact
- not enter the household

Where a child's parent/carers/emergency contact cannot be contacted the child must remain in school until such time the parent/carer/emergency contact can be found

After School Arrangements

- Children under 10 years of age must be escorted to and from school by a responsible adult
- At Lathom Junior School all children must be escorted into the playgrounds at the end of the school day and wait with the teacher until they see their parent/carer or whoever is collecting them, unless the teacher has been informed by the parent/carer that the child is allowed to go home on his/her own
- At Altmore the children are collected by their parent/carer from the external classroom door. No one under the age of 18 is allowed to collect a child.
- If the parent/carer is late/does not arrive, the teacher must bring the child to the reception office and call the parent.
- The member of the Leadership team on duty will supervise the child until such time the parent/carer/emergency contact can be reached and arrangements made for him/her to be collected.
- Children's contact numbers are accessible in the Main School Office. At Altmore, children's contact numbers are also accessible in class. Contact numbers are updated termly.
- The local Social Services department should be informed if attempts to contact the parent/carers are unsuccessful.

After School Activities

Parents/carers must be informed, by letter of the After School Activity and give written consent for their child to participate.

The letter should state:

- the purpose of the activity
- the type of activity - i.e., football, dance, drama etc.
- the duration - start and finishing times
- clothing required, i.e., football kit
- the name(s) of the teacher(s) supervising the activity
- where and when the child should be collected, i.e., 4.30 p.m. at the main entrance
- parent/carers must be informed if the activity is cancelled for any reason. [Please refer to the Staff Handbook]
- staff should keep an attendance register of the pupils involved in the activity. Attendance registers are kept in the Main Office
- it is preferable that two members of staff organise an after-school activity together so that should one be absent the activity can still take place

Child Protection / Safeguarding

Please refer to Child Protection/Safeguarding Policy.

Emergency Evacuation Procedures

Please refer to Emergency Evacuation Policy.

Handling and Safekeeping of Money

All money collected in school and for whatever reason should be stored in the safe. The Business

Manager/Office Manager has access to the safe via the Executive Headteacher or Head of School. Cash can be collected for several reasons, these include:

- fundraising events i.e., sponsored spell, walk etc.
- payments for educational outings, e.g., cost of travel
- staff collections
- tea/coffee fund
- purchase of books through the book club

All staff should keep clear and precise records of the amount of money received and for what purpose. A photocopy of the list of pupils in the class can be used for this purpose. The record should show:

- the purpose for collecting the money, e.g., outing to the British Museum – Fares, etc.
- at Altmere staff should record, next to the pupil's name, the amount paid and provide a running total for each day the money is collected - this record should be signed and dated
- money should be sent, immediately, after collection, to the office, in a suitable container each day
- at Lathom money should be sent, immediately, after collection, to the reception office, in a suitable container each day/envelope
- no children should be allowed to carry money to the office, money must be brought to the office by an adult
- office staff must check the amount collected and ensure it is correct
- the container should be placed in the safe
- if the amount shown does not correspond with the amount in the container office staff should inform the member of staff immediately
- the member of staff should check the disparity and either sign to show that it has been verified or make enquires to ascertain where the difference is
- the money should be paid into the School Bank Account as soon as possible
- clear records of the amounts received should be kept as described above
- all monies are collected by LBN secure collection service
- the collection of payments for dinner monies are checked daily by office staff - they are "bagged up" and kept in the safe until collected by secure collection service
- payment for school photographs does not involve staff handling money, the amount charged is enclosed in envelopes provided for this purpose
- envelopes should be sent/handed to office staff immediately who will store them in the safe and make arrangements with the photographer's representative when they should be collected

Head lice

From time-to-time children and staff will suffer from Head lice. Parents/carers/staff should inform the school when this occurs. Periodically information will be given to Parent/Carers on how to avoid Head lice

Graffiti

In the event that it is detected it should be reported immediately to the Executive Headteacher/Premises Manager/Site Supervisor who will endeavour to ascertain who is responsible and make arrangements for it to be removed immediately.

I.T.

All PCs and printers are networked and all have 'hard', or wireless access to the Internet. All Internet access is filtered by the London Grid for Learning (LGfL) therefore, children/staff are able to access 'safe' sites only.

All IT equipment should be turned off each night. The server should never be switched off.

Where a *breakdown* in the system occurs, it should be reported immediately via the SBT's log.

Conclusion

Staff need to actively remind children of Health and Safety issues individually, as a class, and on occasions as a whole school. Parent/Carers will also be informed through the school prospectus, Newsletters, etc. and where the need arises individually.

Health and Safety Arrangements are monitored and reviewed regularly throughout the year or when internal organisation, i.e., function of rooms/areas change, by the Executive Headteacher, Premises Manager, or when highlighted by others. Regular Risk Assessments ensure that safety of our building for all is assured.

Guidance for Contractors on Site

The Health and Safety Inspectors for London Borough of Newham have recommended we inform you of the following points:

- Smoking is not allowed in or on any part of the school site.
- All contractors must sign in and out the contractors log and wear ID badges at all times whilst on school premises.
- Parking on site may not be available but if you do park on site, car details must be left with Reception office.
- Attendance at a site meeting is compulsory at the start of all 'works'.
- Materials, tools or property can be left on site at contractor's own risk. Altmore & Lathom schools Federation cannot be held responsible for any loss or damage etc.
- Premises Manager, Site Supervisor and Reception Office must be informed of all personnel entering and leaving the site. Keys will not be given out to contractors at any time.
- During term-time works can only be carried out before school starts at 8.30am or after children have left school at 3.30pm.
- During holiday times works can be carried out from 8am to 5pm, unless an emergency arises.
- Contractors carrying out works during the school day must have a current enhanced Disclosure and Barring Service (DBS number will be required at the start of the school day).
- All work areas must be cleared and cleaned at the end of each day or task.
- All materials, rubble and rubbish must be cleared into skips or designated areas at the end of each working day.
- Please ensure that school site is left clean and tidy at all times.
- Allocated toilet facilities are available on the premises.
- All contractors must read and adhere to Fire and Safety signs—(assembly point is in the playground).
- All contractors must read and adhere to Asbestos management Plan (AMP).
- Voltage 110 tools/cordless tools must only be used on site.
- All electrical tools must be pat tested.
- Please do not talk to the children (our children are asked not to talk to strangers)

If you have any problems, please see the Executive Headteacher: Sarah Rowlands (07415 800030) Premises Manager: David Graves (07801 321813) or Site Supervisor: Wayne Rozee (07921 693565) who can be contacted on the numbers shown.



Lots of children in Class are telling us that they have **very** itchy heads – this means there is an outbreak of Head lice or Nits.

- Parents, you need to do something, the Nits will not just go away.
- Nits spread in classrooms and schools because children play together closely and often share more stuff than adults do.
- Nits cannot jump or fly. They spread when people's heads touch or when they share hats and other clothing, combs, brushes, headbands and bedding (like sheets, blankets, pillowcases). If Nits are stuck on any of these things and that thing touches another person's head, that person may also get Nits. You need to make sure that everything is washed and clean.
- Treatment includes: combing hair with a fine-tooth comb to remove the Nits or, shampoo, cream, or lotion usually kills the Nits right away.
- You need to check hair every day to make sure that all of the Nits have gone.
- Sometimes it is difficult to get rid of the Nits, if this happens to you, please talk to the doctor or nurse at your surgery.