DULWICH COLLEGE
THE JUNIOR SCHOOL

JUNIOR SCHOOL HEALTH & SAFETY POLICY

This document is to be read in conjunction with the whole College Health and Safety Policy.

Rationale

This document is designed to supplement the College's Health and Safety Policy. As part of the College, the Junior School falls under the umbrella of the College's Health and Safety policy, but due to the age of the pupils and the location of the Junior School building, there are some issues which need addressing specifically.

Matters relating to health and safety (H&S) will be linked closely with other policies and should be read in conjunction with those policies i.e. the Safeguarding (Child Protection) Policy, First Aid Policy, Fire Procedures, the Educational Visits (Outings and Expeditions) Policy (Years 3 – 13) and the following Junior School policies: Behaviour Policy, Anti-Bullying Policy and Supervision of Pupils Policy.

General

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Do their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

In addition, teachers and other staff in schools have a common law duty to act as any prudent parent would do when in charge of pupils.

Junior School Health and Safety

Health and Safety should be a standing item on the staff briefing notes and staff should be informed of any issues which affect them and the pupils. Staff are encouraged to report and share any issues or concerns they have regarding H&S.

A member of the Junior School has been appointed as Health and Safety (H&S) officer, and they liaise with the College's H&S committee. They will complete a visual check of the Junior School regularly and report any issues to the relevant departments for action. Any members of staff who discover an issue relating to H&S may report the matter directly for attention but should also inform the H&S officer and the Head of Junior School of the matter so a record can be kept, including any near misses (which should be reported using EVOLVE).

The H&S officer, Head of Junior School and a member of the office staff should have a regular meeting (termly) to discuss H&S, review incidents from the previous term, and report anything significant to the College H&S committee. Minutes of this meeting should be kept and recorded.

Pupil Supervision (to be read in conjunction with the Junior School Supervision of Pupils Policy and guidance)

Pupils should be supervised by an adult for the majority of the time they are in school. Whilst in lessons the teacher should ensure that pupils can carry out the activities in a safe manner and, where necessary, have been shown appropriate methods of working to ensure their safety. This may be particularly relevant in the more practical subjects such as Art, DT and Science. Where it is deemed necessary, a second adult may be used to support the teacher in lessons to aid in the supervision of the pupils.

Junior School pupils can move around the main College site unsupervised to get to lessons being held beyond the Junior School building. However, no Junior School pupil is to leave the main site unsupervised. For lessons and clubs taking place in the PE Centre and its facilities, pupils will be supervised in crossing College Road at one of the two zebra crossings.

Pupil supervision starts 25 minutes before the school day commences, when a member of staff is in the playground by 7.55am. At the end of the day, a member of staff is responsible for ensuring that pupils have been collected, and if any remain after 15 minutes, they are brought back into the school while contact is made with their parents and collection is arranged. The pupil will join After School Care. During break times pupils are be supervised by three members of staff. These staff are spread out around the areas used by the pupils.

At the end of the school day, or following after school clubs and practices, Junior School pupils should be met by an adult or older sibling, usually from the Junior School, and escorted home by them. The exceptions to this are pupils who use the College coach service, those who cycle home, and those who walk home. Parents have to notify the Junior School if they wish their sons to make their own way home (forming the

'Independent Travellers' list). A member of staff (in most circumstances a member of SMT) will be on site until the last child is picked up from After School Care.

Trips, Visits and Fixtures (to be read in conjunction with the Educational Visits (Outings and Expeditions) Policy (Years 3 – 13))

Junior School pupils are taken on many educational visits to support the curriculum each year. Before any visit can be undertaken, a member of staff should preview the location and complete a risk assessment. This should be submitted for approval through the EVOLVE management system. All parents will be notified of the visit and permission received to take the pupils out of school. This is done through a generic form at the beginning of each year. At least one member of staff must carry a mobile phone with them and be contactable by the school if necessary. A first aid kit should be carried with the party and any medication or specific emergency treatments needed by the pupils should be taken. A sufficient number of adults should accompany the visits to maintain a safe ratio. This may vary according to the level of activity but in general a ratio of 1:10 should be sufficient for visits to museums etc. Parents are encouraged to support the programme of visits. Before they accompany the pupils, they will have a safeguarding induction, safety briefing and they are not permitted to take a group on their own (unless in an emergency).

Each year pupils in Years 4, 5 and 6 travel to the College's Outdoor Centre in the Brecon Beacons for a residential trip. Year 3 have a residential trip for one night (and two days). Before any of these residential visits, parents will be notified of the arrangements for the trip and will have the opportunity to attend a parents' evening where details and expectations can be explained. As with day visits, previews and risk assessments will need to be carried out by one of the trip leaders and written permission has to be obtained from parents (this may be done through the Dulwich Post electronic response system). During these trips, the staff are acting in 'loco parentis' and should manage the supervision of the pupils as any responsible parent would do. Staff ratios for activities may vary according to the activity but will not exceed 1:10 and may be as low as 1:5. Activities are led by qualified instructors with school staff ensuring that pupils' welfare is a priority.

Many sports fixtures are undertaken during the school year. Before a fixture, parents will be notified, and appropriate details given. Permission is not required for a pupil to attend each fixture, including an away fixture that returns to school late; this is covered in the generic permission form that is signed by parents at the beginning of each year. Travel to 'away' fixtures is usually by coach or school minibus. A first aid kit should be carried with the party and any medication or specific emergency treatments needed by the pupils should be taken.

Transporting Pupils

Travel for trips, visits and fixtures is normally on a coach, school minibus or public transport. Staff accompanying pupils on coaches should carry out a count as they board to ensure numbers are correct. All passengers should wear seat belts and staff should check that pupils have fastened their belts and that they

are adjusted properly. Pupils are expected to behave sensibly and not to act in a manner that may cause a danger to themselves or others, whether directly or through distraction.

Junior School staff may drive the College's minibuses provided they are on the College list of approved drivers. As with coach travel, all passengers should wear a seat belt, and staff should check they are fastened correctly. For short journeys it may be that just one adult is sufficient on the minibus but for longer journeys there should be two.

For travel on public transport (e.g. bus or train) staff should ensure the route has been fully walked through, the ratio of staff to boys is able to cope with emergencies (especially being separated as a group), the journeys to and from stops / stations is understood and the additional risks mitigated against. Where possible TFL and station management should be contacted to facilitate boarding and getting off the transport (e.g. tube journeys).

Medical Support and First Aid

To ensure the safety of the pupils, parents are asked to complete a medical questionnaire prior to their son starting at the College. This includes consents for non-prescription medications which remain valid for their whole time at the College. Thereafter the parents are asked to complete an annual data capture declaration at the start of each academic year and inform the Medical Centre of any changes to medical conditions/needs. They are reminded to advise the College of any other changes that may occur during the year ahead. The Medical Centre retains this information and disseminates it as appropriate. The Junior School Office and Junior School Staff Room contain important information relating to pupils with serious medical conditions that need monitoring or emergency treatment e.g. if a boy has asthma or has particular allergies.

If a pupil needs medication during the day, it should be taken to the Medical Centre for safe-keeping and administration. The exceptions to this are:

(1) Asthma Inhalers

These may, with parental permission, be kept by the pupil for use as necessary if deemed capable age and maturity wise. Otherwise, they are kept centrally in the Junior School Staff room. When pupils are participating in sports activities and fixtures these should be handed into the member of staff taking the activity for safe-keeping and given to the pupil for use if necessary or staff should collect the pupil's inhalers from the Junior School Staff Room. Staff with pupils requiring such devices are recorded in the central school asthma register. This can be viewed in the Medical Centre Sharepoint on My Dulwich. Staff should ensure that they have these pupils' inhalers with them before leaving the campus. Generic emergency use Asthma Kits are available around the College campus, and one should be obtained from the Medical Centre and packed, with the first aid kit, for trips and fixtures off campus.

(2) Adrenaline Auto-injectors (AAIs)

Pupils requiring an AAI should have it available at all times. They are stored for each anaphylactic Junior School pupil centrally in the Junior School Staff Room. They are in a named pupil specific emergency bag that contains 2 prescribed AAIs their antihistamine and their Allergy Action Plan. All pupils in the Junior School must take two AAIs with them for all trips and fixtures off campus. In Year 6, in preparation for Year 7, pupils are encouraged to carry their own AAIs, but this should only be allowed on a pupil-by-pupil basis and with consultation with parents.

All Junior School staff are given annual training in the use of AAIs and asthma inhalers. The Allergy Awareness Training in Astute is compulsory. All Junior School staff receive face to face training which will normally be carried out by the Medical Centre staff on the first inset day in the academic year. This includes practical use of AAI administration. It is also advisable that staff refresh themselves on the Astute Training which remains accessible once completed. A practical update is advisable from the Medical Centre staff prior to any residential trip.

Illness and injury

Should a pupil feel unwell during the school day, the staff member should send him to the Junior School office in the first instance. The core members of the Junior School office staff are both qualified First Aiders. If they feel it appropriate, they will send the pupil to the Medical Centre. In all but very minor cases a pupil will be accompanied by either another pupil or by a member of staff. The pupil will be provided with a slip to inform the staff in the Medical Centre that he has been given permission to visit them and that the Junior School is aware of his injury/illness. A copy of this slip is kept at the Junior School reception.

Minor playground bumps and scrapes can be dealt with by the Junior School staff. However, pupils who have sustained any injury that may need medical treatment and any blow or bump to the head, however minor it may seem, will immediately be sent to the Medical Centre via the Junior School Office and will be accompanied by another pupil or member of staff.

When accidents occur the Medical Centre staff complete an EVOLVE accident form, and a copy is sent to the appropriate Junior School staff (including the relevant Form Teacher and someone in the Junior School SMT). The Medical Centre will contact the parents and if a pupil needs to go home, he will be discharged from there.

Policy Owner:	Head of Junior School
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