



# Trail's Policy on Health, Safety and Welfare

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## **1 Introduction**

1.1 Although we are not bound by the British Education Act of 2004, we believe firmly in the sentiments of the Act and we aim to insure we adhere to the principals of the 'Every Child Matters' agenda closely as we can in the context of the country (Thailand) and the school in which we work. Our school is committed to achieving the five required outcomes of the Children Act 2004 ('Every Child Matters'), i.e. that all children:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution;
- achieve economic well-being.

1.2 The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

## **2 Healthy schools initiative**

2.1 We believe that a healthy school is one in which children can thrive not only physically and academically, but also spiritually and emotionally. We promote a whole-school approach to the well-being of our children, which involves:

- giving health issues high priority in our planning;
- making sure that we have effective policies on sex education and drugs education;
- planning the curriculum to ensure that the children have sufficient opportunity to learn about healthy living;
- providing opportunities for children to take responsibility for their learning and behaviour;
- making sure that the environment is stimulating and conducive to learning;
- providing opportunities for children to put forward their views and be listened to;
- supporting children who need additional care and attention;
- providing opportunities for all our staff to develop their skills;
- working closely with parents and external agencies to provide the best possible support for our children;
- making sure all children have clear and appropriate targets.



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### **3 The school curriculum**

- 3.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard as part of the normal school curriculum.
- 3.2 We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons, and we reinforce these points in science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 3.3 Health and safety issues also arise when we teach care for the environment, and awareness of the dangers of litter.
- 3.4 We believe that everybody in our school can and should promote everybody else's safety, so we teach children to spot hazards in the classroom or around the school, and inform their teacher.
- 3.5 Each class has the opportunity to discuss problems or issues of concern with their teacher.

### **4 School uniform**

- 4.1 It is our policy that all children wear the school uniform when attending school, or when participating in a school-organised event, even if outside normal school hours. The Board define the requirements for school uniform with parents, and they review these requirements regularly.
- 4.2 It is the responsibility of the Principal to ensure that the school uniform policy is enforced.
- 4.3 We ask parents to equip their children with the necessary uniform and school equipment. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform on. If a parent is in financial difficulties, and this results in a child not having the correct uniform, or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles, or the sort of appearance that is likely to draw attention. We ask parents to discuss their child's appearance with us if there are any religious issues involved that we might be unaware of.



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4.4 On grounds of health and safety, we do not allow children to wear jewellery in our school. An exception is ear-ring studs in pierced ears. We ask children either to remove these during PE and games, or to cover them with a plaster.

### **5 Child protection**

5.1 The named person with responsibility for child protection in our school is the Principal.

5.2 If any teacher suspects that a child in their class may be the victim of abuse, they should not try to investigate, but should immediately inform the person named in 5.1 about their concerns.

5.3 When investigating incidents or suspicions, the person responsible in the school for child protection works closely with the school counsellor and appropriate external agencies handle all such cases with sensitivity, and we attach paramount importance to the interests of the child.

5.4 All the adults in our school share responsibility for keeping our children safe. We may, on occasion, report concerns which, on investigation, prove unfounded. It is better to be safe than sorry, and we trust that parents, while they will naturally be upset, will nevertheless accept that the school acted in the child's best interests.

### **6 School security**

6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly, and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

6.2 We require all adult visitors who arrive in normal school hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the school premises.

6.3 Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.

6.4 If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal immediately. The Principal will warn any intruder that they must leave the school site straight away. If the Principal has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.



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### **7 Safety of children**

- 7.1 It is the responsibility of each teacher to ensure that all curriculum activities are safe. Similarly, curriculum coordinators will always be vigilant for hazards concerning equipment or activities related to their area of responsibility. If a teacher or curriculum coordinator has any concerns about pupil safety, s/he should bring them to the attention of the principal before that particular activity next takes place.
- 7.2 We do not take any child off the school site without the prior permission of the parent.
- 7.3 If an accident does happen, and it results in an injury to a child, there is a fulltime nurse on site to administer first aid. On any occasion that the nurse is absent, teachers are informed and first aiders are notified. There is a first aid box in the main school office and the Principal's office.
- 7.4 Should any incident involving injury to a child take place, one of the above-mentioned members of staff will be called to assist. If necessary, the school nurse will telephone for emergency assistance. The nurse will inform the parents and teaching staff.
- 7.5 We record in the school log book all incidents involving injury, and, in all cases, we inform parents. Parents will be contacted immediately through the emergency telephone number if the incident is serious. We update these emergency telephone numbers annually, but it is essential that parents inform us when contact details change.
- 7.6 There may be rare occasions when it is necessary for staff to restrain a pupil physically, to prevent him or her from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases, only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. If restraint has been required, a written report will be made and put into the students file.

### **8 Fire and other emergency procedures**

- 8.1 Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

### **9 Educational visits**

- 9.1 The school takes very seriously its responsibilities for ensuring the safety of children whilst on school trips. We follow the Ministry of Education Policy. (see also the policy for school trips).



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### **10 Seat belts**

- 10.1 We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

### **11 Medicines**

- 11.1 Many pupils will at some time have a condition requiring medication. In most cases, the condition will be short-term – perhaps the duration of a short absence from school. However, although a child may soon be well enough to be back at school, medication may perhaps still be required during the school day for a short period. In such cases, the nurse will administer the medication the student.
- 11.2 Where, on the other hand, children have long-term medical needs, parents must give us details of the child's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.

### **12 Internet safety**

(see also the Communications policy)

- 12.1 We regularly use the Internet in school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet.

### **13 Theft or other criminal acts**

- 13.1 The teacher or Principal will investigate any incidents of theft involving children. If there are serious incidents of theft from the school site, the Principal will inform the police, and record the incident in the incident book.
- 13.2 Should any incident involve physical violence against a teacher, we will report this to the Principal, and support the teacher in question if s/he wishes the matter to be reported to the police.

### **14 The health and welfare of staff**

- 14.1 The school will not tolerate violence, threatening behaviour or abuse directed against school staff. If such incidents do occur, the school will take the matter very seriously, and take action in line with the school's protocol and the police.



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### **15 Monitoring and review**

- 15.1 The Principal implements the school's health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them. The Principal also reports to governors on health and safety issues as the need arises.
- 15.2 This policy will be reviewed at any time on request from the governors, or at least once every two years.

**Signed:**

**Date:**