



ABERDOUR
PRIMARY SCHOOL

HEALTH & SAFETY POLICY GUIDELINES



DEAR PARENT/CARER

THE HEALTH AND SAFETY OF EVERYONE IN SCHOOL IS PARAMOUNT. WE DO EVERYTHING WE CAN TO ENSURE THAT EVERY CHILD IS SAFE AND WELL CARED FOR. THIS IS PART OF OUR CHILD PROTECTION POLICY. WE HAVE PROCEDURES AND RULES TO HELP US MINIMISE RISKS. PLEASE TAKE TIME TO READ THIS LEAFLET AND SUPPORT US BY ADHERING TO OUR GUIDELINES.
MANY THANKS.

CHILD PROTECTION

COMMUNICATION ABOUT ABSENCE FROM SCHOOL OR NURSERY

If your child is off sick from school or from nursery, or has an appointment to attend, or any other reason for absence, **please telephone, email or text the school office to let us know.**

The easiest way for the office is if you **leave a text message on the Groupcall number 07860003648.** The office will then update the register and share it with the class teacher.

This communication is part of our Child Protection Policy. If a child is not in school when we expect them to be, and we have not heard from you, we will make every endeavour to contact you so that we know your child is safe and not missing.

If you are collecting your child for any reason during the school day, or returning them to school within the school day you must sign them in or out in the **Sign in / Sign out Log in the school office.**

HEALTH & SAFETY

INHALERS

Annually we update our school system for pupil use of inhalers and we share the NHS staff recommendations with relevant parents. We would ask that if your child has been prescribed an inhaler for keeping in school that you **come to the office at the start of each new session and provide an inhaler for your child to keep in school. You also need to complete the 'Administration of Medication' form annually. Parents are responsible for checking the 'Use By' date and disposal/replacement once expired.** This is stored in a named cotton bag (we provide) inside your child's school bag so that they can access it readily when required. Older children will have been trained to self-administer. Staff will support younger children if needed. The date of any inhaler use is recorded in the child's own record booklet which you can check in their bag at home. Older children can do this themselves.

ALLERGIES

Please make sure that we are aware of any allergies your child may have. **Note that as a precaution against the serious side-effects of nut allergies, we are a NUT FREE SCHOOL.** This includes the food items that children bring in for snack and packed lunches. For this reason, we discourage sharing of snacks.

Birthday cakes – due to food intolerances for some children we respectfully request that children don't bring home baked cakes in on birthdays. If your child wishes to bring in a shop bought cake/sweet this is permitted, and staff will give out the cake/sweet at home time where the parent can decide whether to allow their child to eat them.

We would really appreciate it if all parents would make sure their children know that they are **not to eat the berries on the trees and bushes.** Some children get very tempted and the berries in school grounds are not edible!

SUN SAFETY

On warmer and sunny days please ensure you provide a sun hat and any sunscreen in your child's bag. Staff will give reminders to children to use their hats during break and lunch as well as during outdoor learning or outdoor PE. It is the child's responsibility to reapply over the course of the school day.

PLAYGROUND SAFETY

Please support us in reinforcing with your child our rule that **bikes, scooters and skateboards are not to be used in the playground** during school hours. Between **8.45am and 9.00am** bikes, scooters and skateboards are not permitted and also between **3.00pm and 3.15pm** they are not permitted. **This also applies to younger siblings.**

Some of our children have attempted to **climb the school railings!** Please support our playground staff by making sure your child knows this is not safe and not allowed in school. Whilst your child is on school grounds both before and after school please note that it is parental responsibility to supervise your child/ren appropriately, especially if they are accessing the wooded area of the school grounds.

Dogs are not permitted within the school grounds at any time. If you have to bring your dog with you at drop off or collection time please tie them up on the opposite side of the road on Hawkcraig Road or at the far gate next to the football pitches. Some children and adults are frightened of dogs and find it intimidating to have to pass right beside a dog. We would appreciate your co-operation with this.

School gates need to be kept closed at all times during the school day for security reasons. If you need to enter the playground to drop off or collect your child from Nursery during the day please always check you have closed the gate behind you.

PARENTAL ACCESS TO THE SCHOOL BUILDING

As part of our Health and Safety Policy and Fire Risk Assessment we need to know who is in the school building at all times. For this reason, we ask that **parents always access school by the main reception doors using the silver buzzer (this includes the nursery entrance).** **Please then report to the school office.** You will be asked to sign in and out if you are remaining in school for any length of time.

PARKING

School Staff Car Park

The school car park is only designed for staff parking and deliveries. There is insufficient space for general cars. Parents who need to drive children to and from school should park in Hawkcraig Road where the road markings permit legal parking. If you have a disabled badge you are permitted to use the car park as are parents who are attending a specific meeting at school.

There are ongoing concerns for children crossing Hawkcraig Road at drop off and pick up times. Please ensure that you manoeuvre and park safely and do so considerately.

SITE MANAGEMENT PLAN

As we have no pedestrian pathway alongside the driveway leading to the school reception entrance children should be accompanied at all times by an adult if they are accessing the school via the school office. If parents are in the playground, please ensure that they exit via the gates rather than going through the car park?

SCHOOL TRIPS & EMERGENCY CONTACT INFORMATION

Due to Data Protection regulations we no longer ask you to provide a telephone contact number with school trip permission slips. We use the information entered onto our system from your annual Data Capture form. **Therefore, it is essential that you keep the school office updated about any contact number changes.**