

Bell's Brae Primary School

Care and Welfare Policy

March 2006

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INTRODUCTION

Recommendation 6 of the “Better Behaviour – Better Learning” report (SEED 2001) states that all schools should have agreed and adopted policies for the management of pupil care, welfare and discipline, including the promotion of positive behaviour.

At Bell’s Brae Primary School we want every pupil to experience the highest standards of learning and teaching. To achieve this we know how important it is to maintain positive behaviour and relationships and to ensure that the care and welfare needs of every pupil are met effectively.

This policy brings together all our policies relating to pupil care and welfare in one document. It will be shared with new employees and students at their induction meeting.

RELEVANT SCHOOL AIMS

We aim to support pupils by:

- Identifying needs and making appropriate provision in partnership with relevant staff and parents
- Encouraging pupils to be tolerant, respecting and appreciative of the views of others
- Supporting pupils in developing a sense of right and wrong, self respect and self discipline
- Encouraging pupils to adopt a healthy lifestyle
- Addressing the physical needs of pupils
- Fulfilling the requirements of any Record of Needs
- Encouraging and promoting positive links with the wider community for the benefit of the whole school

We aim to create a good ethos in the school by:

- Creating a welcoming, stimulating and purposeful environment in which pupils and staff feel happy and safe
- Promoting a child centred environment
- Ensuring that staff and pupils have high, but realistic, expectations and that effort and achievement are recognised and praised
- Encouraging good standards of behaviour
- Encouraging parents to be active partners in their child’s learning
- Being responsive to parents’ views and enquiries
- Developing close links and good working relationships with parents and carers, the School Board, visiting professionals and the local community
- Treating all pupils equally regardless of gender, race, religion or ability

PROMOTING POSITIVE BEHAVIOUR

As Bell's Brae is a large school it is important to have a consistent approach to discipline which is understood by all staff and pupils. Guidelines for the promotion of positive behaviour were developed by staff in March 2004 and staff should ensure they are familiar with these and follow them.

Ethos

We strive to make sure that our commitment to equality, respect and concern for others is mirrored in all that we say and do. We aim to foster care and concern for the wider as well as the local community. We support various major charities and local fund-raising events.

Staff responsibilities

All staff of the school contribute towards the development of a warm, welcoming environment for pupils, parents/carers, colleagues and visitors and understand their shared "duty of care".

School Rules

Pupils and staff decide on class rules and the standard of behaviour we expect from each other. The development of the Golden Rules is embedded in our Religious and Moral Education programme. Rules are discussed regularly at assemblies and are on display in several areas of the school.

Pupil Participation

Pupils are encouraged to participate in various activities which help to develop the school ethos of caring and helping others. Fund raising for charities has been established as annual Enterprise events. There is an active Eco Committee and the school achieved its first Eco flag in June 2005.

A Pupil Council was established during session 2005-06 with a committee of 12 pupils elected from Primaries 5-7.

P6 and P7 pupils act as playground buddies and are responsible for playing with the younger children, helping to look after playground equipment and supporting any child who is feeling vulnerable at playtime.

Within classes, pupils are given responsibility for a variety of tasks appropriate to their age and stage.

School Dress Code

All children are expected to be clean and tidy and dressed appropriately for school. The school has an informal uniform consisting of various items of clothing with the school logo embroidered on them.

CURRICULUM

Children are encouraged to develop the knowledge, skills and understanding to make informed choices about their own personal and social development. Through the school's programmes of study across the curriculum, but particularly in Religious and Moral Education and Health Promotion, a range of opportunities is provided which will help pupils to develop into well-rounded and caring individuals.

PASTORAL CARE AND SUPPORT FOR PUPILS

The school has developed policies and procedures that protect children from harm such as:-

- Child Protection
- Anti bullying
- Race Equality
- Equal opportunities
- Health Promotion
- Internet Access

CHILD PROTECTION POLICY

Staff are alert to the emotional, physical and social needs of individual pupils and are sensitive to background information. All staff must ensure that they are familiar with the school Child Protection Policy which is based on the SIC Inter Agency Child Protection Procedures. Any concerns relating to child protection matters must be passed on to the Headteacher immediately.

INTER-AGENCY WORKING

The school maintains effective links with statutory agencies, including education support services, medical services, social work and other such agencies. A member of the promoted staff will act as a key worker for any child designated as a Looked After Child or where the Social Work Department is involved with a child or family.

Any concerns about a pupil's progress or behaviour should be raised with the appropriate Depute Headteacher in the first instance. Class teachers should not contact a parent directly without first discussing the matter with the Depute Headteacher.

In accordance with the SIC Managing Inclusion Guidelines, the school has developed a staged intervention procedure to address any concerns about pupils which have been highlighted by teachers. Any referral to an outside agency can only be made with the parent's permission.

ANTI-BULLYING POLICY

It is the duty of all staff at Bell's Brae Primary School to reduce and, if possible, eliminate bullying behaviour from the school. Staff recognise the adverse effect bullying can have, not just on those pupils directly involved in incidents/allegations, but also on the school and wider community. Staff follow the guidelines in our Anti-Bullying Policy and our Promoting Positive Behaviour Guidelines. Any allegation of bullying must be investigated and recorded and the record passed on to the headteacher.

RELIGIOUS AND MORAL EDUCATION

Both Religious and Moral Education and Religious Observance form an important part of the curriculum and the school strives to:

- Recognise the rights and aspirations of parents/carers and pupils in relation to religious and spiritual values and practices
- In school assemblies, staff are sensitive to the beliefs and views of others
- Provide opportunities within the curriculum and school activities to help promote tolerance and understanding of different beliefs and practices

Parents have the right to withdraw their child from Religious and Moral Education and from Religious Observance. Any parent wishing to exercise this right should put this request in writing to the Headteacher.

HEALTH AND MEDICAL NEEDS

First Aiders

A number of staff are qualified First Aiders - a list of those currently qualified is displayed in various locations in the school.

First Aid Boxes

Staff should ensure they know the locations of the first aid boxes.

Dealing with accidents

In this school we will:

- Deal with any minor cuts, scratches and abrasions by cleaning the affected area with water. We will apply a plaster if necessary. In the case of bumps, an ice pack may be applied.
- Contact the parent should the injury be serious and require immediate medical attention. Parents or the emergency contact will be responsible for taking the child for treatment.
- Call an ambulance if the injury is severe (see appendix 2). The pupil should be accompanied by a member of staff who should remain until the pupil's parent/carer arrives. The member of staff should be familiar with the pupil's health care needs (if appropriate)
- Inform parents/carers by phone if their child has sustained a serious head injury
- Assess children who complain of feeling unwell and decide whether to observe them for a period of time or contact the parent/carer to take them

home. Parents/carers should make the decision about whether a child is able to stay at school.

NB Generally staff should not take pupils to hospital in their own vehicle. However, in an emergency it may be the best course of action. Whenever possible the member of staff should be accompanied by another adult and the vehicle should be insured for business use.

If a pupil with additional support needs has an accident and cannot communicate how he/she is feeling it is advisable to have the pupil checked out by a doctor.

Reporting accidents

A Personal Injury (PIN) form should be completed for any accident to staff and for serious accidents involving children. Please note that this form must also be completed for near misses which do not result in an injury. The Headteacher then completes Part 2 of the PIN form. Both sections are forwarded to the SIC Safety and Risk Department.

Hygiene/Infection Control

All staff should be familiar with the SIC Education Department Good Hygiene and Body Fluids policy (attached as an appendix 1).

Medicines in school

Staff must not administer medicines to pupils. In special circumstances an agreement will be drawn up between the parents and school in order for medicine to be administered during the school day. In the interests of safety, pupils should not bring medicines to school. (Pupils are allowed to bring inhalers for asthma.) Additional information can be found in the school policy "Administration of Medicines".

Supporting pupils with health care needs

A few pupils may have long term health care needs and may need additional support in order to be able to attend school on a regular basis. In such cases a health care plan will be drawn up in conjunction with the parents and medical professionals. More information about this is contained in the school policy "Administration of Medicines".

Head lice

Head lice infection is not primarily a problem of schools but of the wider community. It cannot be solved by the school, but the school staff can help educate and support parents on how to deal with it.

At any one time most schools will have a few children who have active infection with head lice. The Stafford Report highlights the importance of de-stigmatising the identification of head lice for children and parents, by moving away from school inspections. **Regular checking of children's heads is important, but it is a parental responsibility.** Head lice infection can be distressing and disturbing for parents, children and staff. However, head lice

are not harmful, and children and parents should be re-assured that having head lice is nothing to be ashamed of.

See school Head Lice Policy for more information

Provision of intimate care

Intimate care covers areas of personal care which most people usually carry out independently but some are unable to do because of impairment or disability. Children with disabilities may require help with eating and drinking and all aspects of personal care such as washing, dressing and toileting. (see Guidelines on Intimate Care)

Handling and lifting

Various hoists are available for use in the school. Staff are encouraged to make use of the hoists where appropriate. Demonstrations on the operation of the hoists are provided prior to any staff member using them for the first time.

Two chair lifts have been installed in the school for wheelchair use. The workings of these are demonstrated to all new members of staff. Safety guidelines have been established for their use and should be adhered to at all times.

However there are times/situations when manual lifting is unavoidable. All relevant staff will be given the opportunity to have training in up-to-date handling and lifting practices. It is up to the individual to follow these guidelines to ensure the safety of both staff and pupils.

Free School Meals and Milk

Forms to apply for the above are available from the school and should be returned to the Education Service, Hayfield House, Lerwick.

Smoking

Smoking is not permitted within the school or in the school grounds (this includes the staff car park).

If any pupil is found with smoking materials at school these will be confiscated and the pupil's parents/carers informed.

Dealing with Incidents of Drug Misuse

Any pupil or member of staff finding discarded needles or used syringes in the playground should report these to the headteacher, or member of the promoted staff, who will arrange for the safe disposal of the items. Pupils should be reminded not to touch any items in the playground which may be dangerous and to inform an adult.

Staff should refer to the school guidelines on "The Management of Incidents of Drug Misuse in Schools" for advice on how to deal with an incident involving drug misuse by pupils.

HEALTH AND SAFETY

The SIC Health and Safety Policy is on display in the School Office.

Fire regulations

Please read the relevant fire regulations which are on display in all areas of the school. Staff and students should be clear about what they should do in the event of a fire.

The fire alarm is a siren which sounds continuously. Emergency exits are clearly marked and emergency lighting comes on automatically. Fire exits must be kept clear at all times.

Buildings

The Health and Safety at Work etc Act 1974 deals with health and safety in the workplace. The Education Service must ensure that its school buildings and equipment meet safety requirements.

Hazard defect reporting

Risk assessments are carried out regularly by the Headteacher following guidance from the SIC Safety and Risk Department. Staff should pass on any concerns about safety to the Headteacher.

Safety and Supervision of Pupils

The Safety and Supervision of Pupils (Scotland) Regulations 1990 places a statutory duty on authorities to ensure the safety of pupils under their charge and places a duty to provide adult supervision at break times. No supervision is provided before the start of the school day.

Pupils are supervised during break times by a team of playground supervisors.

Leaving the school

Children are not allowed to leave the school unaccompanied except at lunchtimes. (see note below)

Pupils going home at lunchtime (P1 - 3)

Parents who wish their child to go home at lunchtime must put this in writing to the class teacher.

Visits outwith the school

Parents give their permission for pupils to go on walks within Lerwick on the pupil enrolment form. However if the visit involves travelling on a bus the parent/carer's permission must be sought in advance of the outing – no slip, no trip!

The adult/pupil ratio for outings is as follows:-

Primary - 1/10

Nursery - 1/4

ASN Department - as appropriate for the needs of the pupils and to ensure their comfort and safety

Trainees/students are not permitted to be solely responsible for children outwith school grounds.

Food in schools

“...no food brought to school by a pupil is (to be) shared with other pupils in the classroom” Department of Education and Community Services Circular number 106/2000

Baking/cooking activities can be undertaken in school so long as the ingredients are provided by school staff. These activities provide good opportunities to reinforce basic hygiene rules when working with food.

Attendance

Section 30 of the 1980 Education Act lays a duty on every parent of a school age child to ensure that their child attends school regularly. Class teachers record attendance twice daily. Parents should inform the school of the reason for absence when the child returns to school. If a child does not return to school in the afternoon and the school has not been informed of the reason then the parent is contacted. Absences are recorded as authorised or unauthorised depending on the reason for the absence. Family holidays taken during term time are recorded as unauthorised as are any unexplained absences.

The headteacher monitors attendance on a regular basis. Any concerns about frequent absence or lateness are discussed with the parent/carer.

Disclosure checks

All adults working in school, either in a paid or voluntary capacity, must be disclosure checked by Disclosure Scotland.

Emergency Closures

Please refer to the school procedures.

Use of the internet

Parents/carers complete an SIC Acceptable Use Agreement for Pupil Use of Information Technology at the time of enrolment.

More information is available in the school “Acceptable Use of the Internet” policy.

SCHOOL POLICIES (THESE ARE AVAILABLE IN EACH CLASSROOM)

Child Protection Policy Statement – June 2001

Religious and Moral Education – June 2001

The Administration of Medicines – revised March 2006

The Management of Incidents of Drug Misuse in Schools – revised March 2006

Guidelines on Intimate Care – March 2005

Equal Opportunities – June 2003

Acceptable Use of the Internet – June 2003

Head lice – December 2003

Anti Bullying – June 2003

Race Equality – November 2004

Promoting Positive Behaviour – March 2004

Health Promoting Schools – February 2006

USEFUL RESOURCES

“A Guide to Child Health in the Primary School” - Dr Sandy Irvine (HEBS 1997)

“Guidelines for the Management of Incidents of Drug Misuse in Schools” SEED 2000

“5 – 14 Health Education Guidelines” Scottish Executive 2000

“Better Behaviour – Better Learning” Scottish Executive 2001

“The Administration of Medicines in Schools” Scottish Executive 2001

“Shetland Inter-agency Child Protection Procedures” SIC revised 200

“Drug Education Policy” Shetland Islands Council 2001

“Child Welfare Policy” Shetland Islands Council 2003

“Promoting Positive Behaviour Operational Guidelines” Scottish Executive 2003

APPENDIX 1 - GOOD HYGIENE AND BODY FLUIDS POLICY (SIC)

Rational of the policy

Many people have infections and these are often undiagnosed and unsuspected by themselves and other people.

Consequently, this policy does not outline special precautions to be taken with a person known to have an infection. The policy outlines normal good hygiene practice to prevent the transmission of infections.

It is also hoped that by treating all people in the school in exactly the same way, the policy will help to eliminate the alienation and ostracism of those who have or whom others suspect to have infections.

The policy offers an opportunity to encourage sensible and appropriate habits that children will need to develop as they grow and learn. A whole school approach to good hygiene practice that is known, understood, endorsed and carried out by all school members from the Headteacher to the youngest class of students provides a firm foundation for this.

Clearly this necessitates a commitment to incorporating, teaching and promoting the policy throughout the health-related spiral curriculum.

The Good Hygiene Policy

The body fluids most commonly encountered and most likely to carry infection are:

- Blood
- Vomit
- Urine
- Faeces

It is essential that you adhere to the following procedures when dealing with these fluids.

BLOOD

Dealing with a wound

1. Put on disposable gloves.
2. Wash the wound with warm water.
3. Dry with a disposable cloth.
4. Apply a waterproof dressing.
5. Dispose of the gloves in a plastic bag. Seal the bag and place in a rubbish bin away from students.
6. Wash your hands.

If there is a severe flow of blood, put on disposable gloves, attempt to stem the flow and seek medical support.

If blood has been spilled on someone else

1. Splashes on the skin should be washed off immediately with soap and warm water.
2. Splashes onto eyes and mouth should be washed out immediately with plenty of water.

If blood has been spilled onto a surface

1. Put on rubber gloves.
2. Wipe up any spillage using 1 part bleach to 10 parts water.
3. Any disposable towels used to wipe up spillage should be bagged and placed in a rubbish bin away from students. Alternatively, you can burn the bag if facilities are available.
4. Wash rubber gloves.

If blood has been spilled onto clothing or soft furnishings

1. If possible, remove articles from contact with students.
2. Clean as appropriate.

In the event of a needlestick injury

1. Encourage the injury to bleed freely, then wash with soap and warm water. Do not suck or scrub the wound.
2. Cover with a waterproof dressing.
3. Do not attempt to re-sheath the needle.
4. Place needle/syringe in sharps box.

Any cuts or grazes should be covered by a waterproof dressing whilst at school irrespective of where they occurred.

VOMIT, URINE AND FAECES

1. Put on rubber or disposable gloves.
2. Wipe up any spillage using 1 part bleach to 10 parts water. Any disposable towels used to wipe up spillage should be bagged and placed in a rubbish bin away from students. Alternatively, you can burn the bag if facilities are available.
3. Wash rubber gloves or dispose of rubber gloves in a sealed bag.
4. Wash your hands.

If a child should vomit on another, the skin, eyes or mouth, should be washed with warm water.

Disposable aprons may be worn in any circumstances if there is a possibility of splashing by body fluids.

APPENDIX 2

MEDICAL EMERGENCY PROCEDURE

999 CALLS - these can be made from any phone in the school. You still need to press 9 first to get an outside line.

All 999 calls go directly to Inverness – so when you give directions they should be clear as you are not speaking to someone based locally.

CALLING AN AMBULANCE

If it is necessary to call an ambulance clear instructions should be given about which entrance should be used. This decision should be based on the location of the accident and ease of access for the ambulance. (Access to the staff car park is often very difficult.)

A member of staff should be allocated to wait at the designated entrance and take the ambulance crew to the patient. This member of staff should control traffic, in the staff car park, if necessary.

- **Staff car park – for the 3 storey block east side, GP room and Gym**
- **Lower entrance, Gilbertson Road – for the 3 storey block west side and Canteen**
- **Bell's Road – nursery and ASN Department**
- **Main Entrance – office area**