

Child Safety at School



St Mary's Church of England Primary School
Established 1845

GENERAL

- Children will only be sent out of the building with adult supervision.
- There will be an adult supervising outside whenever children are on one of the playgrounds or field, to ensure that it is not possible for an entering adult to meet children before being greeted by an adult.
- Children will only enter the kitchen with adult supervision.
- Children should never be left in any room without supervision.
- Children will always be supervised by an adult on the 'Single Central Record' (SCR).

PROCEDURES

- Security of the children within the school building is to be ensured by:
 - Keeping the main corridor door locked, entry gained via the key-pad.
 - Keeping doors, other than the fire door at the back of the school, secured at all times by means of a bolt or lock.
- The main entrance gate will be secured with a padlock at morning break.
- Duty staff at lunch-time and play-time need to supervise inside the building (including the toilets) as well as outside.
- Take particular care with electrical safety. All portable appliances should have a sticker confirming a PAT test in the previous 12 months. Do not place any combustible materials on heaters or other electrical items, and do not impede the air flow around electrical items.
- If using school transport for a school journey, the vehicle must be insured for school use, be free from known safety related defects, and *the journey must be authorised by the Principal or the teacher in charge on the day*. Before the journey occurs, a risk assessment must be completed. In addition, if a child or

children are being transported, there must be at least two adults in the vehicle; all adults must be DBS checked; at least one adult must be a staff member; appropriate seat belts/child seats must be used for the child/children. *(Please remember that there are now specific legal requirements relating to the use of child seats and booster cushions).*

- Any activity or procedure having a recognised risk factor should be 'risk assessed' and any risk identified carefully managed to reduce the risk.
- Whenever children are moved from one place to another, appropriate checks must be made that no-one has been left behind (head count).
- The required staffing ratios for off site visits are:

Reception:	1:3
Years 1-3:	1:6
Years 4-6:	1:10-15
- First Aiders are Jane Clarke, Simone Eckley, Sally Kyles, Elaine Stilwell and Jane Clarke who are qualified for Paediatric First Aid and Administering Medicines (See policy). Peter Kyles is First Aid at Work trained. Superficial injuries may be treated by other colleagues and entered in the Accident Book.

Date Implemented: January 2015

Approved by: Madeleine Spinks Chair of Governors

Person Responsible: Peter Kyles Principal

Review Date: January 2016