ST. JOHN'S CATHOLIC PRIMARY SCHOOL

Health & Safety Policy

July 2026

Our Mission Statement

The Mission of St. John's Catholic Primary School is to grow and learn in the footsteps of Jesus by being: responsible, caring, prayerful, creative, independent, thoughtful, curious and respectful. We live our Mission by:

- Ensuring that our attitudes and values are transmitted through a curriculum that is consistent with the Catholic faith
- Delivering a curriculum that is relevant, varied, interesting, stimulating, balanced and appropriate
- Developing policies and schemes of work which recognise that R.E. is an integral part of the curriculum
- Developing sound teaching and effective classroom management
- Generating a positive attitude to learning where realistic expectations of pupils and high standards of work are expected
- Using a variety of teaching approaches that reflect the needs of individual pupils
- Participating in projects which focus on the needs of others including local and international charities St. John's is a Catholic voluntary aided primary school, established by the Church to serve the parishes of St. John the Baptist, Trowbridge, St. Bernadette, Westbury and St. Thomas More, Bradford-on-Avon.

Rationale

Our school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and Governing Body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately.

We must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming, learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

Aims

- To provide a safe, secure and healthy working environment for staff and children
- To encourage everyone to take responsibility for being vigilant and to be aware of possible risks whilst also feeling confident and comfortable within their environment

Objectives

- Be vigilant around the school premises for unidentified visitors and/or intruders finding a balance between challenge and confrontational behaviour
- Ensure there is sufficient information, instruction and supervision to enable all people and pupils to avoid hazards and to contribute to their own safety and health at work
- Maintain electrical equipment to an appropriate standard and ensure a safe environment for handling, storing and transporting items
- Administer appropriate procedures according to fire regulations
- Have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- Have a procedure in place for reporting faulty equipment and near misses
- Maintain regular checks of the building, safety and security
- Be aware of the pressures on teaching staff and the possible effects which stress may have
- Give guidance on lone working and personal safety
- Lay down procedures to use if there is an accident
- Give guidance on the use of images
- Inform about what should be done in a case of emergency

Informing people of this policy

This health and safety policy is kept in the school office and a copy is also available in the staff room. All members of staff are issued with the policy and required to sign the register to acknowledge that they have read and agreed to the information contained within it.

Visitors have their attention drawn to basic health and safety information on entry to the school and those likely to visit school on a regular basis are requested to read the policy itself.

New members of staff receive health and safety information as part of the induction policy.

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Responsibilities of individual class teachers

The Health and Safety at Work Act 1974 requires governors and employees, according to their particular roles, to take the initiative on certain matters. The following list is a guide to the particular responsibilities that individuals have.

a) Know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
b) Observe standards of dress consistent with safety and/or hygiene
c) Keep good standards of hygiene and cleanliness
d) Know and apply the procedures in respect of emergencies
e) Co-operate with other employees and the safety representative in promoting health and safety measures
f) Report any hazard or breakage
g) Follow health and safety instructions and use appropriate safety equipment and protective clothing
h) Maintain safely tools and equipment
i) Report any incidents, assaults or 'near misses'
j) Set a good example to the children in their care
k) Supervise pupils and ensure that they know about emergency procedures and safety measures
l) Ensure that pupils' bags, coats and belongings are safely stowed away
m) Include all relevant aspects of safety in the curriculum according to the science and PHSE curriculum.
n) Make parent/carers/volunteers aware of safety procedures in the classroom/ work area
o) Give clear instruction and warning as often as necessary
p) Ensure that relevant risk assessments are completed and followed

Responsibilities of subject leaders and First Aiders

Those responsible for others should ensure that:

- Members of their team are complying with health and safety regulations
- Draw the attention of the Head teacher to any breach of procedure amongst their team which cannot be dealt with
- Supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- The Head teacher or Business Manager is informed if any difficulties occur and that near misses and accidents are reported and recorded
- They set a good example to members of their team and children
- They keep an overview of the parts of the premises for which they are responsible
- They keep up-to-date with new pieces of advice relating to health and safety
- They keep an overview of equipment and substances kept in their areas
- All donated equipment is safe for use, if necessary seeking specialist advice
- They complete necessary risk assessments and check that members of their team complete them when necessary
- They implement existing policies and follow advice and instructions

Responsibilities of the Governing Body

- Ensure the high profile of health and safety in relation to financial planning, personnel decisions and in-service training
- Ensure that policies relating to health and safety are in place and updated regularly
- Enable a member of the Governing Body to have a key monitoring role in relation to health and safety including a termly walk around the school building with the Business Manager and Head teacher
- Approve as appropriate arrangements for residential trips according to LA guidelines
- Ensure that safety standards for purchased goods and equipment are met and that items offered for sale by the school are safe

Responsibilities of the Head teacher/SBM

a) To ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation
b) To regularly review the safety and security of the school building and grounds
c) To undertake risk assessments, as and when required and review regularly
d) To put into practice and monitor the procedures described in associated policies i.e. first aid, emergency, fire, reporting of defects
e) To act upon referrals from employees
f) To ensure staff and pupils comply with agreed procedures
g) To record and inform relevant external agencies as and when appropriate
h) To ensure access to this policy and other health and safety information as legally required
i) Advise and inform the Governing Body as to health and safety practice, legislation and compliance
j) To ensure that appropriate logs and records of incidents are completed and acted upon
k) To ensure policies and employees are updated as to new legislation and guidance
l) To ensure that employees have adequate training and information to enable them to act upon health and safety recommendations
m) To ensure that temporary/ supply staff are informed of health and safety practice
n) To meet with the health and safety representative of the Governing Body termly to discuss health and safety issues and 'walk the school'
o) To report on any audits/inspections to the Governing Body and follow-up any necessary actions
p) To ensure that procedures are in place to ensure the safety of contractors and hirers
q) To make sure that fire drills are held at least once per term and cover a variety of situations including the blocking of an exit, a child not registering and lunchtime evacuation
r) To ensure that escape routes are kept clear and monitor on a daily basis for hazards and emerging issues effecting the health and safety of staff, pupils and visitors, immediately acting with a view to the highest priority the safety of all on site
s) Ensure adequate first aid cover is provided.

Responsibilities of visitors

Regular visitors and other users of the school will be required to observe the safety rules of the school. The Head teacher will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parent/carers helping out in school will be made aware of the health and safety arrangements by the teacher who they are working with.

Groups of people who regularly hire the premises will be made aware of safety arrangements through our hiring leaflet and in discussion with the School Business Manager.

The Governing Body and Head teacher have agreed that the following procedures/ codes of practice shall be followed within the school:

Defects

1) Any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the Caretaker. He will then report to the School Business Manager or Head teacher as required.
2) The School Business Manager, in consultation with the Head teacher, if necessary, will take steps to have the defect rectified, i.e. by contacting a competent contractor
3) Details of the defect will be reported in the Defects Report Book, which is kept in the office, signed and dated
4) Any member of staff discarding a faulty item or electrical item must also remove this item from the Electrical Appliance Register
5) The contents of the defect book will be checked weekly by the site supervisor

Accident reporting

All serious accidents that occur on the site should be recorded on a Wiltshire Council accident form and the details forwarded immediately or as soon as is possible. All minor accidents should be reported in the minor accident book. Where necessary, parent/carers/ guardians or other persons should be notified of the accident.

If the accident is serious, senior management should be informed immediately and action taken to ensure the location of the accident is still safe to use.

Electricity

Our school arranges the five yearly-fixed wiring testing and testing of portable appliances by a competent contractor. Registers are kept in the office itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register by the School Business Manager or Stock Holder. All defective items are removed or repaired.

Staff should be vigilant for:

- Damage to plugs and switches
- Damage to leads
- Correctly fitted connectors
- Coloured insulation of the internal wires not showing at plug or appliance
- Damage to outer case of equipment
- Signs of overheating
- Signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- The appliance being used for the purpose it was designed for

Access equipment

Staff are reminded that they should only use approved equipment to put up displays and access higher level shelving. Consideration should be given to the appropriate clothing and footwear necessary.

Risk assessments

Risk assessments must be completed whenever there is the possibility that a hazard or danger might be encountered as part of a school activity. A list of risk assessments and pro formas are kept in the risk assessment file in the school office. These are reviewed annually.

Staff should inform senior management if they notice that any risk assessment appears dated or does not deal with the potential risks encountered. It is important to note that expectant mothers should be risk assessed and every off-site visit should be risk assessed.

Manual handling

All members of staff should be aware of manual handling activities involved in their day-to-day activities i.e. the movement of bundles of paper, the reorganisation of classroom furniture, the carrying of books, the movement of audio/ visual equipment, the movement of steel pans and music equipment.

Children should not be required to move heavy objects and should only move awkward objects with appropriate supervision.

Staff are reminded annually about correct posture when lifting and carrying equipment. All staff should alert senior members of staff if they feel that an action they are involved with is having an effect on their physical health and well-being.

Educational visits

Off-site educational visits are an important part of school life. Children benefit enormously from the opportunity to experience residentials and ‘days out’ at selected venues. However, it is crucial that these visits are prepared well in advance, that risk-assessments are completed and that parent/carers, LA and school staff are involved in the preparation.

Our EVC is Laura Byrne. Laura will help support the planning process of a school visit and will advise. Necessary arrangements, information and preparation are to be completed by the teacher responsible for the children experiencing the visit.

Pre-site visits are always recommended in order that staff can feel sure about potential risks involved and prepare alternative arrangements in the case of inclement weather. Staff should also consult with colleagues who have previous experience of the venue or children involved.

All residential and educational visits need to be assessed and approved using LA procedures and the Governing Body needs to approve visits to new venues.

Work experience

We welcome work experience students to St John's Catholic Primary School. In order to make sure that their experience is beneficial it is important to:

- follow the work experience risk assessment

- ensure an appropriate match between the student and the activity

- ensure appropriate supervision at all times

Work experience students are co-ordinated by Mrs Poulter. Their class teacher is responsible for ensuring their induction and mentoring them whilst on site.

PE equipment

The PE equipment is inspected annually by an accredited company. The School Caretaker is responsible for overseeing this inspection. A weekly check of whether play equipment is fit for purpose is recorded and kept in the school office.

The PE policy outlines procedures for safe use of equipment. Careful consideration should be given to the use of apparatus. Staff should be particularly alert to the use of equipment with children with additional needs. It may be necessary for additional TA support to be given where there are concerns.

Contractors and visitors

All contractors and visitors entering the premises are required to sign in and wear a visitors' badge. They are alerted to important health and safety information. In addition, contractors are advised about the location of asbestos and asked to sign to acknowledge that they have received this information.

Display Screen Equipment

All work stations used by staff require a risk assessment. Staff should have training in the use of the DSE. This will be delivered by Mrs Poulter.

Asbestos

An asbestos register is available and shown to contractors prior to work beginning. This should be signed to confirm they have seen it. An asbestos risk assessment is available. Further information is contained in the LA asbestos policy.

Fire

Fire drills are held termly and will on occasion include:

- the blocking of an exit

- the removal of a child to test effectiveness of register checks

- lunchtime drills

Responsibilities during fire drill

Head teacher/ deputy Head teacher	Supervision of evacuation Evaluation of procedures Training and guidance
School Business Manager Administration staff	Calling the fire brigade Registers
Teachers/mid-day supervisor	Roll call
Fire Marshalls	Checking classrooms, corridors etc. have been evacuated

Responsibilities for class teachers (or teaching assistants/mid-day supervisor if class teacher not onsite)

During the **first day of school** all class teachers should explain to children what the procedure is should the fire bell sound. This should include information about:

- Fire exit to be used
- Assembly point
- Action on discovering a fire
- Keeping gangways clear

Fire exit to be used – is the nearest available exit. Please also make note of alternative exits should this one be blocked.

Assembly point – is on the bottom of the school field standing in registration groups. Where children have been in sets or working in other groups, they should return to their registration group for roll call.

Action on discovering a fire – children inform someone immediately and should never try to put a fire out themselves.

Keeping gangways clear – children should be reminded about hanging coats and bags out of the way

Reporting – fire registers, kept in the school office, will be taken out on to the fire assembly point. Once the register has been checked teachers should let the Head teacher know that the class are all present.

The same procedure will be used in the event of another emergency where evacuation of the school building is needed. For further information see ‘Emergency procedure’ document. This also provides information about the notification of staff, parent/carers and LA in the event of school closure.

We operate the ParentMail text messaging service. This service can be accessed via the internet from any computer.

Tests and checks

Weekly (All Staff/Caretaker)	**On arrival** Exits and routes to remain unobstructed Exit doors unlocked Main fire panel working **On leaving** Electrical equipment disconnected or switched off Exit and windows adequately secured All fire doors closed
Weekly (Admin Officer and Caretaker)	Test fire alarm systems and record in caretaker's log Test one alarm each week on a rota
Monthly (Caretaker)	Check extinguishers are in the correct place
Termly (the Head teacher)	Fire drill – on occasions to include the blocking of an exit, removal of a child and lunchtime evacuation
Monthly (Caretaker)	Check emergency lighting and record in log
Six monthly (BW Standfast Limited)	Test fire alarm system Check door closers all in order Annual inspection of fire extinguishers Risk Assessment

Fire notices are contained in each room.

Occupation density figures

Hall Events	Standing, no tables or chairs – 275 people Sitting with tables and chairs – 200 people

Lockdown

The school will complete a lockdown drill once per year. All new staff and visitors will be made aware of the school lockdown procedure in the same way that they are with the fire evacuation procedure.

Lone working and personal security

The Governing Body, as a responsible employer, does not expect any employee to go into a dangerous situation for which he/she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so. Lone workers must always ensure their own safety by locking all external doors and by keeping a mobile phone with them at all times.

The next of kin of all staff who are likely to lone work will be issued with contact details for two members of SLT who they can contact in an emergency situation if their partner does not return home following lone working in school.

Key holders responding to an alarm

Please note:

- Always assume an alarm is genuine
- If possible, speak to anyone who has drawn your attention to the alarm or incident to find out if they have any information about what may be happening
- Take a torch and a personal attack alarm with you
- Take a mobile phone
- Look outside your own home before going out in case someone is watching you leave
- Tell someone where you are going and how long you are likely to be

If police are attending the incident then wait for the police to arrive before entering the site.

If the police are not attending:

- Never confront an intruder or approach or enter a building if you think an intruder may be in there. Call the police and wait outside
- Do not enter or approach a building on your own if you are concerned for your safety
- Check from outside of the school and at a distance to see whether there are any signs of an intrusion
- Check whether there are any unexpected vehicles in the area
- Make sure you have a mobile phone to summon help if necessary

Staff working alone in the building

If you are working alone in the building or in an isolated situation, take the following precautions:

- Tell somebody where you are and what time you will be home
- Ensure that entrances are secure – ensure that the main entrance is bolted and that you can get out of another door in case of an emergency without using a key
- If you are the last member of staff to leave ensure that the door through which you leave locks behind you

- If anyone suspicious attempts to enter the building or you see or hear anything suspicious contact the police using the telephone in the Head teacher's room, main office or mobile phone
- Always be alert when leaving the building

Key holders managing lettings

- As far as possible only open up the part of the building which has been hired
- For locking up, return to the building before the hirers leave.
- Where the hirer is responsible for locking up under a regular letting, they will be expected to carry out the same procedures as any other key holder and re fully briefed on the requirements as part of their hire agreement
- Check the areas for any hidden intruders before the hirers leave

Leaving an empty building

- Carry out locking up and security checks from the inside of the building wherever possible
- Do not start the locking up process while there is still staff inside the building
- Set all alarms
- Always be on the alert when leaving an empty building in case someone is waiting for you to do so

In the event of trespassers

Where a person is not immediately recognised as having legitimate reason to be on the school grounds they should be politely asked if they need any help. Assuming the person seems to have a valid reason they should be directed towards the office where they will be asked to sign in and out and be given a visitor's badge.

If it emerges that the person has no right to be on school premises then

- They should be asked to leave by the nearest exit and observed until they do so
- The most senior member of staff available should be informed

If an intruder refuses to leave becomes abusive or seems to present a threat to the safety of others the police should be called without delay.

If you feel in anyway threatened, do not approach but find a safe place and call the police. Don't try to physically remove trespassers from the site or engage in arguments with them. Make your point, withdraw and call the police.

In the event of a break in on site

Remember personal safety is far more important than the protection of property.

1. Ensure that if children are still on site any available barriers e.g. magnetised doors, are put into operation
2. Alert colleagues who should call emergency services and seek assistance
3. Monitor the intruders and check their progress

In the event of an abusive parent/carer/adult

Make sure any meeting with any adult whom you suspect may turn abusive is conducted in a room that can easily be monitored and with members of staff within easy reach. It may be appropriate to request that an additional member of staff meet with the parent/carer depending upon circumstances.

Should a parent/carer/adult become abusive they should be asked to leave the premises in a calm and non-threatening way. It might be appropriate for a member of staff to alert the police should the adult refuse to leave or if their behaviour is causing concern in any way.

If any incident has occurred, an incident form should be completed and it may be necessary to inform the governors and/or LA for further action to be taken. Make sure you attend to your own emotional needs following any incident and seek help and support if necessary. In the case of an employee, support should be offered following an incident by the Headteacher.

In the event of it being suspected that a pupil is carrying a weapon

As a general rule, the police should be called to deal with any incident believed to involve a weapon. There may be exceptions where the circumstances appear to be wholly innocent and the matter can be dealt with on a disciplinary basis. If in any doubt, call the police.

In exceptional circumstances staff may decide that they need to take action before the police arrive. Where possible, staff should not confront a pupil in the presence of other pupils. Preferably two or more members of staff should divert the pupil or person to a place where no other pupils are present.

Reporting Incidents

Use an incident form to report all incidents, however minor, including all alarm responses and all trespass incidents. In addition, any occurrence where individuals are, or feel threatened must be reported to the police and the LA, as it is a serious matter. Use the official accident report form for this purpose and return it to the LA immediately.

Health and safety during science experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to
- carry equipment with care and always walk
- make sure any equipment used is returned carefully
- if you’re not sure – ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels

- consideration of group mix and children with special needs
- room dynamics
- a risk assessment according to the materials and equipment to be used
-

Where there are any concerns or queries the science Curriculum Leader should be consulted.

Swimming lessons

The ‘duty of care’ is shared between the class teacher/teaching assistant and swimming teacher whilst the pupils are on the poolside.

Medical considerations

Children with colds, open wounds, sores should be excluded from the water. School medical records should be checked carefully and any relevant medical disabilities reported in writing to the swimming teacher. Children with asthma should ensure that they bring their inhaler.

Supervision

Children should go to the toilet, blow their nose and have clean feet before going onto the poolside.

Children and teachers should not chew anything during the lesson.

There should be no outdoor footwear on the poolside and all swimming teachers must carry a whistle.

Children are not allowed to run on the pool surrounds and teachers must not turn their back on the class and engage in conversation.

All children and teachers must understand the pool emergency procedure.

Teachers may only teach on poolside and may not enter the water to demonstrate or assist. Teachers should be suitably clothed and wearing training shoes.

Class size

It is not expected that there should be more than twenty learners per teacher.

Poolside

Teachers must have a whistle and use this to alert the staff to any difficulties.

The lifeguard is there to ensure the safety of all pool users and should not be unnecessarily distracted.

In the event of a rescue being effected all teachers should assume responsibility for removing their class from the water and take direction from the pool staff or Duty Manager.

Emergency evacuation

The fire alarm is the signal to evacuate. Staff must evacuate the pool and assemble swimmers by the nearest fire exit.

Under no circumstances should children be taken to the changing areas to collect their belongings.

Teachers/Teaching Assistants are responsible for ensuring their class is fully accounted for by taking a register.

Photographs and Videos

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parent/carers

- will be asked for permission for the taking of photographs by the media.

- will be reminded that assemblies and concerts may be photographed and videoed by school staff or persons authorised by the school and as such any concerns they have should be expressed to the concert organiser prior to the event. Parent/carers will be asked to refrain from taking photographs or videos where it is known that permission has not been given for one of the participating children.

- will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school

Parent/carers will be informed of school policy and permission requested for use of pictures within the establishment.

Annually

Parent/carers will be reminded of school policy and requested to contact school if they should wish to make amendments to their original consent form.

Should the situation arise

Parent/carers will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

Health and well-being of staff

In order to help prevent stress and to provide the best working environment for the health and wellbeing of staff we recommend:

- that times of meetings be negotiated and are aimed at limiting the length of time and frequency with which staff need to remain in school

- that length of meetings is agreed and where possible adhered to
- that notice is given of cancellations
- that consideration is always given to time scale to enable a reasonable amount of time to be given for completion of a task before the deadline
- that deadlines can be negotiated in extenuating circumstances
- that consideration is always given to workload and that no individual, regardless of level of authority, is expected to complete an unreasonable amount in a limited time
- that where possible INSET days also allow for inter-phase/year work and meetings
- that PPA is regular and reliable and may be completed off site
- that working at home is an agreed principle where specific tasks need completion – in agreement with senior management
- that TAs are deployed to support teaching and learning where possible

Stress

Hopefully, the practices recommended above should help prevent stress. In some cases this may not happen and staff should be alerted to some common effects of stress. These include:

- high level of anxiety
- low self-esteem
- inability to concentrate
- being more prone to accidents
- headaches/migraine
- depression
- panic attacks
- chest pains
- stomach problems
- relationship problems

Colleagues should be alert to signs of stress in themselves and one another and should take steps to address these as they occur. Methods for dealing with stress might include:

- sharing concerns with colleagues
- prioritising workload
- learning to say ‘no’
- taking up a new hobby or sport
- sharing feelings with people at home
- ensuring that some time every week is set aside for relaxation
- discussing responsibilities with a senior colleague and perhaps negotiating deadlines
- pay attention to diet and ensure that you eat healthily and regularly

It is important that we create in school an environment which welcomes the sharing of problems and concerns and offers support and advice as needed. If symptoms persist staff should contact a GP and concerns should be discussed with a senior colleague.

Further information is available in the health and well-being policy.

Fitting in with families

Every employee at our school has demands outside of the work place which will on occasion place pressure upon them and are likely to lead to differences in work practice. It is important that we recognise this and support colleagues in managing these demands. This includes:

- being flexible about requests for attendance at funerals
- enabling support for ageing relatives and children with medical appointments
- enabling staff to attend significant important events in respect of children i.e. Christmas concerts, first day at school
- attempting to accommodate staff preferences for early starts/ late starts, early finishes/late finishes

It is expected that wherever possible staff will make arrangements around the school day but where this is not possible we will attempt to support them in meeting the demands of home and school. We would also request that staff take responsibility for ensuring that when they are absent cover arrangements ensure the continued smooth running of the school. In some cases it may be applicable to swap or use PPA time. This can be done in agreement with senior staff and accepting that the roles and responsibilities of the individual continue to be met to the full.

Where members of staff have children at other schools which perhaps have different term dates or INSET dates it is acceptable, provided there is notification to a senior member of staff, for children to accompany their parent/carers into school provided it does not affect their role during the school day.

Where staff become aware that they are pregnant, it is recommended that senior staff are informed as soon as possible in order that appropriate safeguards can be put in place. Facilities will also be made available for nursing mothers and flexible time management should allow nursing to continue according to need.

Monitoring arrangements

The governors will call for annual reports on:

- accidents/ incidents

- results of internal or external health and safety inspections

- complaints

- summary of ‘walk about’ information from health and safety link Governors

This policy has been approved and adopted by the Governing Body on: 8th July 2025

Head teacher: Mrs K O'Rourke

Chair of Governors: Mrs C Doogue

Review cycle:	Annually
Next review due:	July 2027