



Health and Safety Policy

Polish Saturday School

This document sets out the arrangements to secure the health, safety and welfare of everyone involved in Polish Saturday School Worksop.

The policy will be kept up to date, particularly as the organisation changes in nature and size to ensure our responsibilities are met in relation to:

- Health and Safety at Work Act
- Other relevant current legislation.

All volunteers have the responsibility to achieve high standard of safety within the work area and to take reasonable care of themselves and others.

It is the responsibility of all members of Polish Saturday School Worksop to ensure that:

- they take reasonable care for their health and safety at work and that of other persons who might be affected by their acts or omissions both at work and during off-site activities.
- all activities are conducted in a safe manner for all participants,
- all equipment and premises used for school activities are safe and without risk to health,
- information, instruction training and supervision is provided with the object of ensuring the health and safety of all affected by them,
- they report immediately, to the Head Teacher or Deputy Head Teacher any serious or immediate danger of which they become aware.
- All accidents are to be reported to the Head Teacher and recorded in the Accident Book.

FIRST AID

First aid box is located in the First Aid room. The qualified first aider is MALGORZTA JASINSKA. Other volunteers will be encouraged to undertake training as well. There will always be a qualified First Aider present when children are in attendance. Any medication given to the child by the teacher must be provided by the parent, with the name clearly printed on it by the pharmacist. Staff will wear disposable gloves when cleaning up body fluids (blood, vomit, urine etc). If bodily fluids come into contact with anyone, they will be washed off immediately.

Before dealing with wounds, staff and volunteers will wash their hands and cover any cuts or sores with a waterproof dressing (after taking guidance from First Aider if necessary). After dealing with wounds, staff and volunteers will wash their hands again. Any accidents occurring due to the premises or building will be reported Head Teacher and school care taker. Record will be kept of all allergies and specific dietary or medical requirements of registered children.

MISSING CHILD PROCEDURE

When a pupil has been discovered missing from the school (after registration), the Head teacher will be notified immediately. The parent/carer (or emergency contact) will also be notified immediately. The Head teacher will contact the police. Ensuring that the other children are secure, where possible, an adult should begin a search for the child keeping the Head teacher informed of their whereabouts and where they have attempted to search for the child. This adult should return to the school premises upon the request of the parent/carer, Head teacher &/or police. If the pupil is found, they must be returned to the school premises immediately and the parent/carer called. The Head teacher and parent/carer will determine the next course of action temporary/permanent suspension from the school, communication with Social Services, provision of additional adult support with the pupil/pupil's class, etc.

FIRE SAFETY

All volunteers will be advised of the fire action procedure, location of fire alarms and fire exits at their induction. Staff and volunteers will know the whereabouts of fire extinguishers. Fire evacuation drills are arranged by the Head Teacher, practiced once a year. Visitors should be made aware of arrangements in case of a fire.

If anyone is in doubt of the ability of using the fire extinguisher to extinguish a fire, they will not attempt to tackle it, but will telephone the Fire Brigade. The safety of the children, staff and volunteers is the top priority. Entrances and exits (including fire exits) will be kept clear and accessible at all times.

Rooms used by Polish Saturday School in Worksop will be used solely by the school during the hours of operation.

The Teacher of a class have duty of taking a roll call at the assembly point so a quick check can be made. The Fire Service should be informed on arrival if anyone is not accounted for. On hearing the alarm everyone must immediately leave the building, calmly and quickly, by the most direct route. They should not be delayed by stopping to collect belongings. The Head Teacher will make sure that each area is evacuated, including toilets. Raising the alarm - all staff and volunteers should be familiar with the procedures for activating the fire alarm. The alarm should be activated immediately a fire is discovered. The alarm may be raised automatically through a fire detector system or by operation of a manual call point. Every staff member and volunteer must make sure that all pupils are guided to a place of safety. Those in charge of children with special needs, such as, wheelchair users, must take extra care and safely assist these users off to the assembly point.

Polish Saturday School Worksop does not allow the consumption of alcohol and drugs or smoking on its premises by staff, volunteers or parents during working hours.

RECORD KEEPING

Registration forms will be completed and kept on file for every pupil attending Polish Saturday School Worksop. A daily attendance register (Dziennik) will be used. The register will also record which staff and volunteers are present. Also authorization from the parent/carer will be required for children to take part in trips off the premises A record will be kept of all visitors to the school (their names will be inserted on the Register)

All records will be held securely and kept confidential.

SICK CHILDREN PROCEDURE

A pupil who has been ill or sick within 24 hours of the beginning of the school day will not be admitted to the school. This is for the protection of all the pupils, staff and volunteers. If a pupil has been sick, pupils will be removed from the immediate surrounding area. First Aid will be administered if necessary and the area will be cleaned using disposable gloves.

Any pupil who begins to feel unwell throughout the course of the session, will be removed from their lesson and First Aider will assess the pupil.

The parent/carer (or emergency contact) will be contacted and the pupil will then be collected and signed out.

LATE COLLECTION/UMCOLLECTED PUPIL PROCEDURE

Pupils who are not collected by their parent/carer at the end of school will stay in the possession of two staff members or volunteers.

The parent/carer (or emergency contact) will be contacted and arrangements made for their immediate collection.

When the parent/carer (or emergency contact) cannot be reached, it is essential that the pupil remains with the two adults and does not receive a ride home from anyone else without the parent/carer's permission.