



**LA SCUOLA ITALIANA A LONDRA**

**CODE OF PRACTICE FOR  
HEALTH AND SAFETY**

**Last reviewed July 2017**

## **AIM**

The aim of La Scuola Italiana a Londra (SIAL) Health and Safety Code of Practice is to create an awareness of precautions and measures regarding safety that must be observed in and out of school by all users of the school: children, school staff, parents and the local community.

## **OBJECTIVES**

- To promote the safety and welfare of all members of the school community.
- To promote good safety procedures, alertness and control and instill concern and consideration for the safety of others. Each individual must know how to protect him or herself and must know what to do in emergencies, including basic first aid and other procedures.
- To teach sensible safety habits within the whole curriculum: sometimes through topics, for example, safety rules during experiments covered in Science; or through a PSHE topic, for instance on Road Safety, smoking or drugs. Outside agencies, such as the Police, Fire Brigade and Road Safety Officer, are invited to address the children.
- To encourage children to develop beneficial habits through good health and hygiene routines.

SIAL believes that children learn best through practical experience and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- in the classroom
- when using equipment, e.g. scissors, tools, PE apparatus
- when moving around school
- when carrying out investigations, e.g. a pond/pollution/soil studies
- when on educational visits

## **GENERAL INFO**

The Heads are responsible for Health and Safety in the school and day-to-day implementation of the code of practice.

SIAL has a Health and Safety Team who meets once a term to review safety measures and reports of accidents, to assist in reviewing the school's Health and Safety Code of Practice and to ensure safety procedures are implemented throughout the school.

The Health and Safety team is composed of: the Heads and the Key Stage Coordinators.

SIAL has standard procedures in case of an emergency in school, such as a fire or bomb alert, when the building is evacuated. Fire drills are carried out at least once a term. All staff and children are familiar with the routine and know their own exit route, place of assembly and roll-call system (see separate Critical Incident Code of Practice and Fire Code of Practice).

SIAL has a few school rules that are made specifically for safety reasons, such as walking (not running) in the school buildings, playing within sight of an adult, care of property etc. Children are aware of the school rules which are constantly promoted in class and during assemblies.

## **HEALTH AND SAFETY**

All parents/carers are asked to provide the following information about their children and to notify of any changes that occur (see Appendix 2-4):

- name and contact detail of G.P.
- information on the child's health
- allergies and dietary requirements
- emergency contacts and arrival and collection arrangement

If a child is found to be ill, or have a contagious condition while at school, parents/carers will be contacted and the child will be looked after by the Office, away from other children, until a parent/carer arrive.

Children should not return to school until they are well enough to participate in all normal school activities.

In the case of a child being well enough to return to school after an illness but still on a course of antibiotics or other medicine, see The Administration of Medication During School Hours below.

Parents/Carers are asked to notify any infectious illness or condition their child may be suffering from. If a child has an infectious disease he or she should not return to school until cleared by a doctor. At such times an e-mail informing parents and carers of any infectious or contagious diseases in the school community will be circulated to all.

Children must not be sent to school suffering from diarrhoea as it is very infectious. In the case of diarrhoea, children must not return to school until 24 hours after they are completely clear of the condition.

Parents/Carers are asked to inform the school of any visible injury that children sustained at home (cuts, bumps, bruises etc.), recording a brief note in their home-school book or diary; so that we know to keep an especially careful eye on them while they are at school and also to avoid confusion as to where and when such injuries have occurred.

If a child comes to school with injuries she/he sustained at home (cuts, bumps, bruises etc.) which have not been noted in the home-school book/diary, teachers will fill in a record sheet to inform the school office, who will then telephone the parents/carers to discuss this, to confirm that the school is aware of it and will be monitoring the injury. Parents/Cares, or the person collecting the child, will be asked to sign the record sheet at the end of the day.

All the children are taught to take care of themselves and each other but, in a school environment, accidents can occur. Most are minor and can be dealt with by any member of staff. A number of the staff are qualified First Aiders and basic First Aid kits are kept on every floor (see separate First Aid Code of Practice).

## **THE ADMINISTRATION OF MEDICATION DURING SCHOOL HOURS**

In accordance with Government guidelines the following procedure is followed for the administration of medication at SIAL:

- Prescribed medication can only be administered by a First Aider if the parent/carer has filled out and signed a Medication form (see Appendix 1). The medication must be brought into school in a suitable labelled container that states the child's name, the name of the medicine and the dose and time the medication is required.
- Non-prescribed medication must not be administered by staff. However, under certain circumstances, such as when pupils are away on residential trips, it may be appropriate to seek

written permission from the parents/carers to administer a mild analgesic, such as paracetamol, to relieve pain, should this be necessary.

- No creams or lotions are to be administered, e.g. Arnica cream, Witchhazel. All cuts and bruises must be cleaned with water or antiseptic wipes. Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, First Aiders must establish whether the person requiring treatment has such an allergy. If the person has such an allergy, an alternative dressing, i.e. a non-allergic plaster or dressing, must be used.
- All Epipens/inhalers etc are kept in a safe place in the school office, accompanied by a letter from the parents/carers stating exactly when and how they are to be administered. They must be taken to sports lessons and any lessons off site and school trips.
- For a child who requires emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma, diabetes, epilepsy), the parent/carer must request permission in writing for appropriate members of staff (ie, the Senior First Aid Officer (SFAO), the Form Teacher, the Teaching Assistant, the Sports teacher) to administer the medicine if necessary. The medication must be brought into school in a suitable labelled container that states the child's name and the name of the medicine. Detailed written instructions must be supplied to the SFAO and the nature of the likely emergency and how to cope. Emergency daytime contact numbers must be provided where the parent/carer can be contacted.
- For a child who has to take medicine in school for the treatment of a long term illness, the parent must write to the school authorising the SFAO to administer the medicine and give precise instructions regarding dosage and frequency. The medication must be brought into school in a suitable labelled container that states the child's name, the name of the medicine, the dosage and time and frequency of administration. Wherever possible the medicine should be self-administered under supervision of an adult. No medicine should be kept in school bags — it must be handed in to the SFAO.
- For casual ailments (coughs, colds etc.) it is usually possible for doses of medication to be given outside school hours. Should a child require a dose of medicine at lunchtime, the parent must come to school to administer the medicine. However, a request can be made for the SFAO to administer a lunchtime dose. As above, the request must be put in writing and precise instructions of dosage must be given. The medicine must be clearly labelled with the name of the child and handed in to the SFAO at the beginning of the day.
- All medicines are kept in a safe place in the School Office and are administered by a First Aider. Every effort is made to administer the medicine at the correct time, but this cannot be guaranteed.
- It must be noted that members of staff are not required to dispense medicine as part of their contract and any agreement to do so is voluntary.
- A list of children's allergies is on all class notice boards as close to the teacher's desk as possible (folded over so that the information cannot be seen casually — for confidentiality reasons) and its location is drawn to the attention of supply teachers.

## **SECURITY OF THE PREMISES**

The Heads are responsible for ensuring that the building provides safe and healthy surroundings for the children and that basic repairs and maintenance are undertaken.

A full risk assessment of the school premises is always in place. The Heads review the risk assessments annually. Recommendations on measures needed to prevent or control identified risks are discussed and the necessary action taken.

The main door of the building must be closed at all times. The School's designated keyholders are: the Heads, the Administrator and the School Caretaker.

Children enter and leave school by the main door.

The school general assistant and cleaners maintain clean and tidy buildings and grounds. Any equipment/hazardous substance is locked away. All equipment is to British Standards and is maintained regularly.

#### Class Teacher

It is the responsibility of the class teacher to make sure his/her classroom is secure, the windows closed and equipment and lights switched off before they leave the premises.

#### Caretaker

The Caretaker checks at the end of each day that all windows are closed and that the doors are locked and secure.

The Administrator or other member of staff on duty performs the above functions in the absence of the Caretaker.

#### Visitors on site

Any parent or visitor is welcome in school but must report to the School Office. They will be asked to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the school office, return the badge and sign the visitors' book with the time of departure.

### **ARRIVAL AND COLLECTION PROCEDURES**

All parents/carers are asked to provide information about their children's arrival and collection arrangement and to notify of any changes that occur.

When children arrive in the morning, between 8:20am and 8:30am, one member of staff stands at the entrance to welcome the children and ensure that they enter safely and go to their classroom.

At home time classes are dismissed one at a time. Children line up in the corridor at the entrance. The teacher stands at the door and dismisses one child at a time.

Children can be dismissed ONLY if their parent/carer sees them. The teacher stands in front of the door and looks for the parent/carer of the first child and only when he/she sees the parent or adult responsible for collecting the child can the child be dismissed. If the parent/carer of a child is not visible, the child is sent to the back of the line. For EY classes two members of staff are needed for more security.

The school will not permit any child to be collected by anyone other than those nominated by their parents/carers.

If a child has to be collected by someone other than the nominated adult the name(s) must be noted in the children's diary. If this person is not known by the school then they will be asked to verify their identity through recognised means of photo identification (passport, driving license etc.).

SSI (Y6) children will be allowed to leave school on their own IF AND ONLY IF the School receives written permission from their parents / primary carers.

### **PLAY TIME SUPERVISION**

Morning breaks and lunch time breaks are held in the hall and in the outdoor patio area.

In order to minimise accidents:

- only two classes at a time are allowed to play in the hall and outdoor patio area at the same time
- two teachers must be supervising; if both the hall and the patio are used at the same time, one teacher must be in the hall and one in the patio area

- the hall must be clear of superfluous equipment (tables, chairs, etc.)
- toys and other equipment for playing must be ready when children arrive; the door leading to the storage under the stage must NOT be opened when children are playing
- ensure all equipment is safe and nothing is cracked or broken. Cracked or broken items must be removed immediately. A general check of all equipment must be done at least once a term.

### **ISSUES RELATING IN PARTICULAR TO EYFS**

- Children go to the toilet on their own (having asked permission). The toilet is situated on the same floor as the classrooms.
- Only 2 children may go at one time.
- In the event of an accident one child would return to the class to ask for help. The teaching assistants would in any case be keeping an eye on proceedings. We feel it is important for the children to go on their own to develop their independence skills.
- In the event of an accident when a child is away from the classroom (e.g. playtime) he/she would tell the adult on duty.
- In the event of an accident children are reassured and clean clothes provided.

### **LUNCHES AND SNACKS**

School meals are prepared according to good dietary principles, and considering the nutritional needs and any allergies and intolerances of each individual child. All parents/carers are asked to complete an Allergies and Special Dietary Requirements Form (see Appendix 3).

Fruit is provided for the children during the mid-morning break and water is always available. Children sit down and are not allowed to play or run around while eating. The member of staff on duty also ensures that no child is allowed to eat while walking up the stairs.

Occasionally birthday cakes can be brought to school to be shared at lunch time but only if a complete list of ingredients is supplied.

Children may bring a snack for the period between the end of the school day and the start of an after-school club. Healthy break-time snacks are encouraged. Crisps, chocolates and sweets are not allowed and no nuts of any kind are to be brought to school. If a child brings a snack to school that is clearly unhealthy (i.e. sweets, chocolate, crisps etc.) then the supervising teacher will temporarily confiscate the snack and will return it when the child is collected at the end of the day.

### **PHYSICAL EDUCATION AND SAFETY**

*SIAL always has the safety of the children in mind. There is a risk element to Physical Education of which the school is aware.*

General points to be considered when teaching PE:

- The teacher must be dressed appropriately, with jewellery removed. The correct footwear is essential to ensure quick and safe movement when necessary.
- The teacher must be aware of what the children are doing throughout the session and must not leave them on their own.
- On the day of PE lessons children must come to school into their sports kit and trainers for safety and hygiene reasons. They must wear trainers or other suitable footwear for outside activities. Baggy clothing is not permissible. With the exception of a small pair of stud earrings, for children

with pierced ears, and a discrete chain and symbol worn for religious reasons, children are not permitted to wear any form of jewellery to ensure their safety at all times. If the items jewellery described above are worn, they should be removed for PE lessons or, in the case of the studs, covered with appropriate tape for the duration of the lesson.

- If a child constantly forgets to wear his/her sports kit, a letter must be sent to the parents, reminding them that PE is part of the school curriculum and it is therefore necessary that their child comes to school into his/her sport kit.

### Gymnastic Safety

- Large pieces of gymnastic apparatus must be moved only when there is a member of staff present. All equipment must be checked by a member of staff and returned to its proper place at the end of the lesson.
- The teacher must consider if the environment is safe and whether dangerous situations can arise. Is the floor wet or slippery? Is the area clear of superfluous equipment (tables, chairs, filing cabinets)? Are the mats in the right places? Are all the fixing points and bolts in the right places?
- The children must participate in sufficient warm-up activities before the lesson begins, to avoid injury. The teacher must be able to see the whole class (important during apparatus work).
- Is the apparatus suitable for the age of the children? The teacher must know how many children are safe on each piece of apparatus and must group the children accordingly.
- If only one person at a time can go on the apparatus, make sure the next child does not start until the first is off the apparatus and mats.
- Discourage the children from touching each other (especially giving support), unless the specific task you have given them requires it, e.g. partner work.

### Games Safety

Ensure all equipment is safe and nothing is cracked or broken. All equipment must be checked again and put away at the end of the lesson.

If playing in the school team against another school, the children must follow the school code of behaviour for representing the school. At the match, teachers must ensure that all the children can be seen.

### Dance Safety

Although dance is less dangerous than other physical activities, teachers must be aware of certain hazards.

- Children must dance in bare feet or wear ballet shoes or plimsolls.
- The teacher must make sure there is nothing in the hall on which children could harm themselves.

## **EQUIPMENT AND USE OF HAZARDOUS SUBSTANCES IN SCHOOL**

All potentially hazardous substances are kept in a locked store.

All electrical equipment classed as temporary is subject to regular PAT testing (Portable Appliance Testing).

All equipment must be stored safely and returned to its correct storage place after use. Craft knife blades must be retracted before they are put away.

Hardboard must be used to protect surfaces when using tools. An adult must always supervise children who are using tools. The correct procedures and techniques need to be shown to the children beforehand.

### ICT Equipment

- ICT lessons are delivered using laptops in the classrooms

- Laptops must be taken to the classroom at the beginning of the lesson and must be returned to the correct storage place after use
- A small group of children (maximum four) can be appointed to be in charge to move the laptops, but a maximum of two laptops at a time must be carried.
- Laptops must be charged before the beginning of the lesson, so that there is no need of cables connected to plugs in the classrooms
- Laptops must be located only on the children's desks
- The door to each classroom and any other additional fire exits must be kept clear at all times; do not allow them to be blocked by equipment or pupils' bags

#### Musical Equipment

- The location of the lesson, and the volume of sound produced, must be taken into consideration when planning a music lesson. Avoiding the potential to distract other classes is of utmost importance.
- Class music lessons are delivered in the hall. Individual music lesson in the music room next to the stage.
- All musical instruments, stereo systems, recording or electrical equipment must be returned to the correct storage place after use.

#### Protective Clothing

- Aprons must be worn for all painting activities and any potentially messy craft activities.
- If handling soil for any activity, gloves must be worn.
- In the case of accidents involving blood, all staff must wear plastic gloves and aprons.

### **CHILDREN MOVING EQUIPMENT**

In the normal day-to-day running of the school, there are times when children might need to move equipment or items or furniture - perhaps chairs, sports equipment, laptops or other small pieces of equipment.

Children must *always* be supervised when moving any equipment or piece of furniture. Some items could be heavy or awkward to handle. Children are shown how to lift and carry safely and reminded of this each time.

#### PE and Sports Equipment

When using large apparatus, children must be shown how to bend before lifting and moving apparatus. Gym mats will need at least two children per mat. Children are shown how to pick them up and put them down, so that they do not trap their fingers or feet.

The supervising adult allocates the appropriate number of children to lift heavy items.

#### Furniture

Chairs must be moved one at a time and children are taught how to carry them correctly. They may carry a single chair on their own. If a large number of chairs are needed, then the school general assistant will supervise. Tables need one child at each end. No child should attempt to lift a table single handed.

Small items of equipment - tape players, CD players, PE trolleys - can be moved by the children under adult supervision. When an item of equipment or furniture is being moved from one room to another, the supervising adult must nominate a child to open and close doors.

Items children must not move:

- computers (which are not laptop) - wires can get caught and monitors can easily fall off trolleys
- televisions and overhead projectors
- piano - although on castors, it can tip and trap feet or fingers
- cooker - too heavy and awkward
- paper cutters - dangerously sharp blade



- children must not stand on chairs or tables to remove displays, nor must they remove staples, pins etc., from display/notice boards.

## **TRAVEL SAFETY**

In accordance with LEA safety regulations, educational visits are planned in advance, with staff making a prior inspection of the venue, if possible.

Risk assessments are prepared in advance and consent forms and details of the visit are sent to parents.

Children must wear appropriate clothing for the activity planned.

The correct adult to child ratio is always observed, and the class teacher always takes a first-aid kit, mobile phone and list of emergency telephone numbers.

All teachers know that the safety of children when travelling off site is of paramount importance and follow the procedures laid out in the Educational Visit Code of Practice.

## **SMOKING POLICY**

SIAL is a no-smoking school. Smoking is not permitted in any area of the school by staff, children, parents or visitors to the school.

**DRUGS AND ALCOHOL** - see separate code of practice

## **TRAFFIC POLICY**

Our Travel Plan is designed to minimise traffic disruption at delivery and collection times. We are aware that it is important to consider the needs and routines of all those who live and work in the vicinity of the school. This is in line with the recommendations of RBK&C planning department.

- Families are encouraged to walk, cycle or scoot if at all possible.
- If requested, for those who are obliged to drive to school and do not wish to park, we can operate a warden assisted drop off system. Parents using this facility must enter Norland Square and continue their journey as detailed in SIAL Travel Plan.
- Where possible parents are encouraged to join 'car runs' to minimise the number of car drop offs.
- Drivers wishing to come into school with their children are requested to park at the pay and display bays available on both Norland Square and Addison Avenue, at either side of the school's block so that they will not add to congestion in Holland Park Avenue.
- For collection in the afternoon, parents are requested to be considerate and park away from the school if possible.

### Car Parking

Car parking is a concern at SIAL, as it can be a hazard for those who use the school and for those who live or work within the vicinity of the school. Drivers parking cars in the roads outside or near the school, while dropping off or collecting children, should show consideration for the safety of pedestrians, other road users and the immediate community.

The road markings near the school must be observed at all times.

### Cycling

Children who have been given written permission by their parents to cycle to and from school on their own must have a cycling proficiency award and wear adequate safety equipment.

## **ANIMALS IN SCHOOL**

Dogs or other pets are not allowed on the school premises, except with permission from the SLT, when a small animal/pet might be brought to school as part of a demonstration or curriculum resource etc.

Should a dog chance to enter the premises and foul an area of the school grounds, the area must be cleared up immediately, as there is a possibility the children could pick up serious infections, e.g. toxocarriasis.

Parents with dogs must keep them outside the school premises, clear of the exit gate, so that children are not frightened.

## **CONTRACTOR ON SITE**

- Contractors must telephone the School Office and make appropriate arrangements before commencing work.
- When they arrive, all contractors must report to the school office and the Office Assistant will be notified of their arrival. They will be requested to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the school office, return the badge and sign the visitors' book with the time of departure.
- Contractors work under the close supervision of the Caretaker, so that there is no danger to the health and safety of children or adults in school.
- When not in use, any equipment that contractors bring into school must be stored in a safe place.
- No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas.
- No work must be in progress in the playgrounds during break times and lunchtime.

NB: The guidance below is communicated to contractors.

### Guidance for Contractors on site

SIAL complies with the recommendations of the Health and Safety Inspector (Kensington and Chelsea Local Authority) and requests you to refrain from the following practices:

- Smoking in the building or in the grounds, as SIAL is a no-smoking school.
- Talking to the children (who have been taught not to talk to strangers).
- Moving vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

If you have any problems, please see the School Director.

Other code of practice referred to in this document are:

- **Educational Visits**
- **Critical Incident**
- **Fire Drill Procedures**
- **First Aid**
- **Drugs and Alcohol**

## **FURTHER INFORMATION**

### **Useful Documents and Resources**

Reporting accidents, injuries, work-related diseases and dangerous occurrences:

Postal reports to  
Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Internet reports to: [www.riddor.gov.uk](http://www.riddor.gov.uk) or [www.hse.gov.uk](http://www.hse.gov.uk)

Telephone (local rate) 0845 300 9923; Fax (local rate) 0845 300 9924

e-mail: [riddor@natbnt.com](mailto:riddor@natbnt.com)

### **HSE Publications**

RIDDOR reporting:

Information about the New Information Centre 2001

Guide to the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (ISBN 0 7176 24315)

RIDDOR Explained.

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Health & Safety Management in Schools

Safety Policies in Schools (various)

Safety Policies in the Education Sector

Five steps to risk assessment: Managing Health and Safety

Contractors in Schools

ASE                                      Be Safe — Safety Policy and Risk Assessment

Folens                                     Publishers Primary Professional Development:  
Managing Medicines in School (FA5428)

NAS/UWT                                Health and Safety Representatives Handbook (annual)

The Stationery Office      Health and Safety Law — What You Must Know October 99 Pack of 25 leaflets



**LA SCUOLA ITALIANA A LONDRA**

Bilingual Primary School with Nursery

154 Holland Park Avenue LONDON W11 4UH tel.020 7603 5353

### **Medicine request form**

I authorise \_\_\_\_\_ to administer medicine as detailed below.

Date
Pupil
Name of medicine
Time medicine must be given
Quantity
Reason
Date
Name in full
Signed



**LA SCUOLA ITALIANA A LONDRA**  
 Bilingual Primary School with Nursery

154 Holland Park Avenue LONDON W11 4UH tel.020 7603 5353

**YOUR CHILD’S HEALTH**

Child's full name: .....

<b>Doctor's Name:</b> _____
<b>Doctor's Address:</b> _____ _____
<b>Doctor's Tel No.:</b> _____

Does your child suffer from: Diabetes, Epilepsy, Asthma, allergies of any kind, or any other medical conditions?

YES  NO

If YES, please specify: \_\_\_\_\_

Is your child on any medication?

YES  NO

If YES, please specify: \_\_\_\_\_

Are your child's immunisations up to date?

YES  NO

Does your child have any disabilities?

YES  NO

If YES, please specify: \_\_\_\_\_

Do you give us permission to seek any necessary emergency medical advice or treatment, if any of the contacts you have provided are unreachable?

YES  NO

NAME IN FULL .....

SIGNATURE .....

DATE .....



**LA SCUOLA ITALIANA A LONDRA**  
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**ALLERGIES AND FOOD REQUIREMENTS**

Child's full name: .....

Does your child have any allergies?

YES  NO

If YES, please specify: \_\_\_\_\_

**If YES, please provide a doctor certificate or any other relevant medical document**

Please provide any details that could be relevant:

- How severe is the allergy? Please use the scale provided below from 0=mild to 10=severe

Mild	1	2	3	4	5	6	7	8	9	10	Severe
------	---	---	---	---	---	---	---	---	---	----	--------

- How many allergy reactions did he/she have so far? \_\_\_\_\_
- How often does it happen? \_\_\_\_\_
- When was the last time it happened? \_\_\_\_\_
- Any other suspected allergies? \_\_\_\_\_
- Other \_\_\_\_\_

Does your child have special dietary needs, i.e. for medical, religious or other reasons?

YES  NO

If YES, please specify: \_\_\_\_\_

Please indicate any food your child cannot eat

\_\_\_\_\_

Do you want your child to be provided with a vegetarian menu?

YES  NO

NAME IN FULL .....

SIGNATURE .....

DATE .....



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**EMERGENCY CONTACT  
and  
ARRIVAL and COLLECTION ARRANGEMENT**

Child's full name: .....

**EMERGENCY CONTACT**

We need details of at least one person other than Parents who we can contact in case of an emergency.

**Contact 1**

Full name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relation to the child: \_\_\_\_\_

**Contact 2**

Full name: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relation to the child: \_\_\_\_\_

**Change of address or telephone number should be notified to the school IMMEDIATELY.**

Who will bring/collect your child from School?

\_\_\_\_\_

NAME IN FULL .....

SIGNATURE .....

DATE .....

## ***BECTA Guidelines***

### **How to work safely with ICT**

ICT offers a range of benefits for teaching and learning, but all computers and devices need to be used with care. This material looks at the health and safety issues involved in using computers in general, in the classroom and in the ICT suite.

Computers and peripherals such as printers are electrical equipment, so there are some general points to consider:

- Ensure that all electrical installations are carried out by a qualified electrician.
- All equipment must be of a reliable standard and must be checked annually by qualified electricians.
- Ensure that no cabling is trailing on the floor.
- Ensure that seating is suitable for the size of pupils using it.
- Ensure that benching is sturdy enough to withstand the weight of the hardware and additional equipment stored on it.
- Follow health and safety guidance regarding the height, position and distance of monitors and keyboards from pupils when working.
- If you are using a data projector, make sure that all leads are safely located, and that pupils don't walk around the back of working areas which have cables.
- If you are using an interactive whiteboard, ensure that all children can reach it without standing on anything.
- If using data projectors or interactive whiteboards, ensure that pupils never look directly into the beam of the projector. If presenting to the class and entering the beam, pupils must not look towards the audience for more than a few seconds, and ideally must keep their backs to the beam at all times.
- If you are working with programmable toys such as floor turtles, create a clearly defined working area; use markers or seating to define the work space to ensure that pupils do not accidentally fall over equipment.

### **Working safely in the ICT suite**

Pupils must be aware of rules for using the ICT suite. Ideally, they will be involved in devising these rules and may make posters explaining why the rules are necessary.

- Fire exits must be kept clear at all times; do not allow them to be blocked by equipment or pupils' bags.
- If pupils are going to be seated for extended periods, ensure that good-quality seating is provided which supports the back.
- Seating must be height-adjustable so that monitors and keyboards are correctly positioned and pupils do not have to look up or down at the monitor for prolonged periods.
- Check to see if there is too much reflected light on monitor screens, making it difficult for pupils to see.



- Ensure that pupils can see displays adequately.
- Make sure that pupils have room to make notes or use textbooks alongside the computer.
- Ensure that the room temperature does not get too warm because computers are kept switched on for prolonged periods.
- Ensure that there is enough fresh air circulating; installing a fan simply moves the warm, stale air about without renewing it.

### **Working safely in the classroom**

There are some issues that are more relevant to working on computers in the classroom:

- Locate the computers in areas where pupils can sit and work without distracting or disrupting others in the class.
- Ensure that procedures for connecting peripherals (scanners, digital cameras, webcams, control technology equipment and monitoring equipment), adhere to school and local authority health and safety guidelines.
- Ensure that additional equipment is situated where it will not cause a hazard such as trailing cables.
- If you are using laptops, ensure that they are located on firm desks or tables.
- Ensure that all electrical equipment is located away from water supplies, and that pupils have a sound knowledge of electrical safety.
- Ensure that pupils don't take drinks to tables if they are working with electrical equipment such as cameras, videos, laptops, computers or datalogging equipment.

If you have a number of portable computers in the classroom, you may want to set up a procedure to be followed when they are to be moved. For example, you could stipulate that only a small group of pupils must move at a time, or designate specific pupils to be responsible for laptops.

### **Projector health and safety issues**

Use of data projectors as part of interactive whiteboard solutions has been subject to best practice guidance issued by the Health and Safety Executive (HSE) that established effective guidelines for use and constraints on brightness for safety reasons.

The emergence of ultra short throw projectors presents a positive step forward in the development of technologies that support interactive learning and teaching and at the same time provide a safer classroom environment. The widespread use of interactive technologies to enrich the learning and teaching experience already makes a valuable contribution to the educational process. When used in accordance with the established HSE guidance these technologies can be an effective aid to learning and institutions must actively develop the application of existing interactive whiteboard technologies embedding their use within teaching and learning. For these installations the following guidance is still relevant:

Employers must establish work procedures for teachers/lecturers and pupils/students and give instruction on their adoption so that:

- Staring directly into the projector beam is avoided at all times.
- Standing facing into the beam is minimised. Users, especially pupils and students, must try to keep their backs to the beam as much as possible.
- In this regard, the use of a stick or laser pointer to avoid the need for the user to enter the beam is recommended.
- Pupils and students are adequately supervised when they are asked to point out something on the screen.
- Employers must also try to ensure that projectors are located out of the sight line from the screen to the audience; this ensures that, when presenters look at the audience, they do not also have to stare at the projector lamp. The best way to achieve this is by ceiling-mounting rather than floor or table-mounting the projector.

In order to minimise the lamp power needed to project a visible presentation, employers must use room blinds to reduce ambient light levels.

The new ultra short throw technologies provide schools with an alternative to existing traditional data projector installations and present improvements in safety for end users when utilising this type of projection technology within an interactive whiteboard solution. Also as this technology presents a potential elimination of the risk to injury through exposure to the beam then existing brightness (lumen) constraints that are suggested for traditional data projector installations can be relaxed, providing a brighter and more defined image. This therefore reduces the impact of ambient lighting and provides more flexibility in respect of where to site the equipment within the classroom. There is also an inherent security and safety benefit that can be derived from the installation itself which does not need to be ceiling or boom mounted.

In light of these developments schools in the process of procuring new interactive whiteboard solutions or refreshing their current interactive whiteboard solutions must actively consider ultra short throw projectors as an option.

However it is important to point out that any installation of interactive whiteboard solutions must only be undertaken following an appropriate risk assessment as required under Section 6 of the Health and Safety at Work Act 1974.

### **Electrical installations**

All electrical installations undertaken, including whiteboards, must follow all local authority guidelines. In most cases these must follow the BS7671 and NICEIC standards. It is important to note that projector power installations that are classed as temporary are subject to PAT testing (Portable Appliance Testing) under the Electricity at Work Regulations 1989.

Information relating to the safe operation and use of projection equipment must be provided by the suppliers with all installations, especially in relation to beam viewing by teachers and pupils.