

## Health and Safety Policy

### Introduction

The aim of this policy is to make sure all reasonable practical steps are taken to ensure the health, safety and welfare of all persons using our premises for school business. To achieve this Edinburgh Montessori Arts School (EMAS) will:

- Operate within the regulations of the Health and Safety at Work Act 1974 and any other relevant legislation;
- Establish and maintain a safe and healthy environment throughout the school;
- Establish and maintain safe working practices amongst staff and children, including adhering to adult-child ratios at all times;
- Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the school to reduce and manage risks and hazards;
- Ensure that all staff have access to First Aid training, as well as health and safety training when required;
- Provide and communicate effective procedures for the emergency evacuation of the premises;
- Record all incidents, accidents and cases of work-related ill health in an Accident Book or via Family with the date, time, details of the incident and corrective action taken (if any). We will always contact the Emergency Services when necessary and we will let parents know of any relevant information;
- Pass on information about serious incidents to the Health and Safety Executive and the Care Inspectorate; and
- Review and revise this policy as necessary at regular intervals.

### General

The School Principal has overall responsibility for Health and Safety and operational coordination and support is provided by the School Office. The key facilitator in the Office is the Facilities Coordinator. We have a range of supporting policies and procedures in place to inform staff and Navigator Law provide expert advice and an annual audit.

The school premises and surrounding areas are a non-smoking environment. We also comply with the regulations of the Care Inspectorate, the Scottish Fire and Rescue Service and the Environmental Health Department. Buildings, equipment and electrical appliances are maintained and undergo regular safety checks by qualified personnel.

School staff are responsible for ensuring the cleanliness and safety of the premises at all times. They are also responsible for the safety of children and other users of the premises. There must always be at least two members of staff (or session leaders) present on the premises when children are in attendance. Parents are responsible for the safety of their

children (and their own safety) out with school hours and premises (except on organised trips).

## Security

Your children's safety in our school is one of our key priorities. The following procedures are in place to make sure children are safe in and around the school premises:

- All our teachers and classroom staff are qualified First Aiders.
- All our staff and volunteers are Disclosure (PVG) checked.
- All our classroom staff are registered with the General Teaching Council or the Scottish Social Services Council (SSSC).
- We follow current guidance on staff: pupil ratios. This is as follows (and is adapted subject to risk assessment of activities, abilities and need):
  - Age 0-2: 1 adult to every three children
  - Age 2-3: 1 adult to every 4 children
  - Age 4-5: 1 adult to every 8 children
  - Age 5+: 1 adult to groups of no more than 30 children
- All access to classroom spaces is controlled by secure locks and parents and visitors can only enter with an appointment or with the permission of the Office staff. They will always be accompanied by a member of staff.
- Parents dropping off/picking up their child must make sure that a member of staff is aware of the arrival and departure of their child.
- Parents of children in Infant Community, Children's House and Elementary should not leave before 8.30am, when staff let the children in. If anyone needs to arrive or leave out with school hours, parents must contact the office to arrange this.
- All children and staff must be signed in and out of Family each day. The Office will check registration and prompt the class teacher and/or parents if anyone is missing.
- Elementary children can arrive and/or leave by themselves, provided the parents have given written permission in advance to the office (While parents have discretion about the age a child can do this (usually age 10 and above). We expect the child to have the necessary road safety skills). This permission is not necessary for pupils in the Teens Hub.
- At drop off and pick up time, parents should wait outside their child's classroom gate/door/paddock for their child to be brought out to them by a member of staff.

All staff and parents are responsible for ensuring that gates are closed securely.

Teaching staff have been instructed not to let children in out with pick up and drop off times; they will direct them to the Office instead. All parents/visitors must go to the office reception to sign in. Visitors will be issued with a badge for the duration of their stay in the school.

## Parking

We encourage families to walk, use public transport, and car share where possible; we also recommend parking off-site. Parking on-site is only available to families with children under the age of 3. Please park where indicated and take care in the car park; your car must not be left in the school car park through the day. Your children should be supervised closely in the car park; this is not a play area. Please respect the people who live near the school and do not block their entrances or use their garden as a short cut.

## Lost Child Procedure

The school makes every attempt to provide a safe and secure childcare environment, for example through locked gates and doors and appropriate adult-child ratios. If a child is missing from the school premises or gardens, the following procedure will apply:

1. The Principal and any relevant staff will carry out a search of the immediate building and garden area.
2. Adult support will be enlisted to help the other staff keep the adult-child ratio at the required level. Normal activities will continue at the school.
3. Parents will be telephoned to come to the school to help with the search if the child is not found within 10 minutes.
4. If the child is not found within 30 minutes, the local police will be contacted and informed and a wider search instigated.
5. If a child runs away from their classroom or group, a member of staff will follow them and return them to school and their parents will be informed. The adult/child ratio is increased for excursions and field studies to support this.

Serious incidents will be reported to the Care Inspectorate or to the Registrar of Independent Schools.

## Storage

Due to space restrictions and the need to keep the fire exits clear, we can't store car seats, buggies, scooters, etc. inside the school. These can be placed in or beside the shelter between the front door and office door. Bicycles can be secured in the bike rack at the top of the car park. The school is unable to accept any responsibility for any damage to these items.

## Fire Safety and Fire Drills

Fire exits are clearly marked and are kept free of obstructions. A fire drill procedure is on display in all rooms in the school. Fire equipment is checked regularly by qualified personnel.

A fire drill is carried out each term. The fire drill procedure, also to be followed in the event of fire, is as follows:

Staff will escort all children out of the building by way of the nearest appropriate exit door. Staff and children will convene away from the building at the top end of the car park.

The Office Administrator or Principal will check the classrooms, toilets, and other areas to ensure no one is left in the building. A register will be taken of all classes.

### Emergency Closure

In the event that the school is forced to close without prior notice to parents, the following procedures will be adhered to:

All parents will be telephoned and asked to collect their child immediately. Staff will remain with children on site or in a designated safe location specified in the telephone call (adhering to adult-child ratios) until all children have been collected.

If the school cannot open for any reason, this information will be posted on Family as early as is possible following the decision.