

Keir Hardie Primary School



Classroom Safety Policy

Reviewed:	Autumn 2017
Date of Next Review:	Autumn 2018

Classroom Safety Policy

This policy was reviewed by the co-ordinator

Print Name Astrid Tromp

Signature

Date 18-9-2017

This policy was reviewed by the Head Teacher

Print Name

Signature

Date

This policy was reviewed and agreed by the Chair of Governors

Print Name

Signature

Date

Classroom Safety Policy

Introduction

The safety of the children and staff should underpin all activities undertaken in school¹. This policy forms part of the Health and Safety Procedures at Keir Hardie Primary School. It contains advice and guidance for teachers on issues of classroom management and good practice for staff when supervising children. The guidance in this policy covers many of the foreseen risks in the classroom environment. There are always unforeseen risks and the use of common sense at all times can mean that accidents are avoided.

Classroom Organisation

The teacher should make sure that the environment is safe and secure for the children. There are a number of ways in which this should be done:

Furniture

- Furniture should be arranged sensibly so that all children have an adequate view of the board.
- Furniture should be arranged so that there is room for the children or teachers to travel around the room safely. Tables may need to be put back in position at the end of the day.
- All exits should be clear at all times.
- Furniture that is deemed unsafe or damaged should be reported to the site supervisor and noted in the site supervisor book
- Children and staff should not stand on chairs and tables for any reason or any high surfaces for the purpose of putting up or removing displays.
- The moving of furniture should be carefully supervised.
 - Chairs should not be carried above the head.
 - Tables and PE benches should be carried by at least two children.

Display

- When putting up displays staff should take care to follow the Display policy. This makes it clear that staples or drawing pins should not be put into the wall, since they cause damage and can be dangerous to the cleaning staff when they clean the surfaces. Nor should glue be used on walls or trays (and no sticky labels).
- Children should not be asked to remove staples.
- Blue-tac to be used on all wooden surfaces.

Carpets

- Staff should make sure that their carpet area is secure and clean and should inform the site supervisor and/or the senior finance officer if this is not the case.

Use of Equipment and Materials

All new equipment purchased must conform with relevant British Standards

Pens

- Children are not allowed to bring their own correcting fluids into school, only staff may use fluids such as Tippex because they are toxic.

¹ Please note: 'School' refers to both KH Primary School and Children's Centre

- Pens that are mainly water based should be used. When other pens are used, i.e. spirit based pens they should only be used by staff and only then in a well-ventilated area.
- When using a whiteboard staff should make sure that pens match the board for which they are intended.

Science/Technology Lessons

- Technology tools should be kept in the technology resource area in the Art and Design at all times apart from when they are in use. Tools must only be used for their intended purpose.
- Where exceptional resources are being used a risk assessment should be included in the lesson plan detailing the safety instructions that will be given to the children and the safety precautions that will be taken.
- No sharp instruments should be used unless the activity is being supervised.
- Science equipment should be kept in a safe and secure place.
- After use any broken or worn out materials (e.g. batteries) should be reported to the appropriate co-ordinator a.s.a.p. and disposed of.
- Glass bottles and containers should not be used for science or technology experiments.
- Staff must explain and demonstrate to children how to use tools and specialised resources

Art Lessons

- All members of staff should ensure that children are well supervised at all times. Protective clothing or aprons should be used when necessary.

Paper Trimmers

- Paper trimmers are provided for staff use only.

Supervision of Children

- It is vital that pupils are adequately supervised at all times. Pupils should not be left unattended in the classroom.
- Children must always walk sensibly on the stairs under adults' supervision.
- Pupils should be promptly collected from their class lines in the playground at the end of playtime and the end of lunchtime. When walking in the teacher should have the whole line in view. i.e. by stopping at a corner and telling the lead child to stop at a certain point. Children should walk in single file.
- Y5/6 are allowed to sensibly walk up to their classes from 8.50 am.
- On wet mornings children/parents wait under shelters. In exceptional circumstances they may come in and then it is the responsibility of the class teacher to maintain supervision. If there is no adult in the room the children should line up outside the classroom until an adult arrives.
- Children being kept in at playtime as a punishment should be supervised, either by the class teacher or in a detention with a member of the SLT or the Behaviour Team. It is neither safe nor desirable to leave children outside the staff room unsupervised.
- Children are not allowed to work in school at lunchtime or playtime unless they are under the direct supervision of an adult.

- Children wishing to enter the school during play to collect an item should have either a yellow (welfare room) or orange (classroom) card which gives pupils permission to be in school. Any replacements should be collected from Mr Nelson.