



# The Springfield Kindergarten



# Security & Safety Policy



## SECURITY AND SAFETY POLICY

The highest priority will be given for the Security and safety of the children, staff and other users of the school. Precautions and ongoing assessments will be done to promote good Security and safety and thus protect from dangers.

### STRATEGIES

1. All staffs will follow the security and safety procedures that have been established and put into place.
2. Risk assessments will be carried out by staff before activities and visits.
3. Regular Security check-ups and Height-Weight assessments will be done.
4. Regular Security and safety checks will be carried out to promote Security school environment.
5. Detailed records of accidents and incidents will be maintained.
6. All staffs will promote Security eating and drinking.
7. Security education will be provided regarding Security eating and Security lifestyles.
8. Play, physical education, sport, games and extra-curricular education will promote children's physical growth and development. Children will be encouraged to be active and Security.

### OUTCOMES

The Springfield Kindergarten would extend its facilities to provide a safe environment in which children can have a Security space to work, learn and play. Through the curriculum and other activities, the school will facilitate Security growth and development of the learners

### OBJECTIVES:

1. To establish excellent and effective procedures for keeping children safe, Security and active.
2. To practice safe procedures and contingency plans for the Security and safety of learners.
3. To ensure that staffs are trained well in carrying out and implementing Security and safety responsibilities.
4. To ensure that there is a quick and effective response to any incident.
5. To ensure that any probable sources of dangers are identified, and that appropriate action is taken.





6. To ensure that first aid is provided by an appropriately trained staff, in case of an accident.
7. To ensure that the parents are kept informed regarding any sort of first aid provided to their child in the school.
8. To use the curriculum and extra-curricular activities to promote Security growth and physical development.

### **DUTIES AND RESPONSIBILITIES**

1. To pursue the policy of the school with respect to Security and Safety.
2. To regularly monitor the Security and Safety arrangements of the school and seek resolution for any Security and Safety related problems that arise.
3. To refer to the appropriate authority for any Security and Safety matters which cannot be resolved at school level or for which responsibility lies elsewhere
4. To carry out all Security and Safety instructions and advices issued by PHCC/MoPH/MoE.
5. To co-operate with the School Security and Safety representative/team and support them in carrying out the assigned duties.
6. To ensure that all areas of the school are inspected on regular basis by the School Security and Safety representative/team.
7. To ensure that a system is established for the reporting, recording and investigating of accidents, and that all reasonable steps are taken to prevent recurrences.
8. To ensure that all visitors, including maintenance contractors, are informed of the hazards on site of which they may be unaware, and that work undertaken is carried out with due regard to the Security and safety of staff and pupils.
9. To ensure that new employees are briefed about Security and Safety arrangements and that they receive a copy of the school's Security and Safety statement or an opportunity to read it before starting work.
10. To ensure that necessary personal protective equipment's are used and discarded safely during pandemic outbreak.



11. To ensure that effective arrangements are in place to facilitate ready evacuation of the buildings in the case of fire or other emergency, and that firefighting equipment is available and maintained.

## **THE SCHOOL'S ARRANGEMENTS SECTION**

### **GENERAL ACCIDENTS AND INCIDENTS**

1. Any accidents or injuries sustained by a child during the school day **MUST** be recorded in the Incident Form by class teacher/witness.
2. Details of date, time, occurrence, injury and action taken should be stated in every case.
3. If possible, the first aider should be first notified but if this is not possible another member of staff should be alerted. Under no circumstances should other children be left.
4. Most incidences will involve minor injuries and first aid can be competently administered by a member of staff.
5. Please remember to follow the guidelines relating to spillage of bodily fluids which is displayed next to the First Aid cabinet.
6. Plastic gloves should be worn at all times when dealing with open wounds or spillage of bodily fluids.
7. If there is cause for concern regarding an injury a second opinion should be sought.
8. Incidences involving head injuries should always be reported to the parents by telephone.
9. Serious injuries will be investigated by a member of the School, this may involve taking witness statements, and documenting the outcome.
10. If an accident results in a serious injury, the Principal, teacher or Deputy/Assistant teacher should be informed immediately.
11. All major injuries and dangerous occurrences should be reported to HMC
  - These include: fractures, other than to fingers, thumbs and toes, amputations
  - any injury likely to lead to permanent loss of sight or reduction in sight
  - any crush injury to the head or torso causing damage to the brain or internal organs





- serious burns (including scalding) which covers more than 10% of the body or causing significant damage to the eyes, respiratory system or other vital organs.
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, requires resuscitation or admittance to hospital for more than 24 hours
- Absence from school for a period of 7 consecutive days as a result of their injury would also be reported.

12. Parents should be informed if it is considered necessary to take a child to hospital and

13. Parents should accompany their child to hospital. When parents cannot be contacted, the Principal / School Security Nurse will assume full responsibility, taking such action until the parent or responsible relative is located.

14. If a serious injury occurs, an Ambulance will be called by the Principal or School Security Nurse or teacher and they will accompany the child if the parents cannot be located.

#### **FIRST AID**

1. School Security Nurse and Trained First Aiders are the first port of call for administering first aid. The first aid box is located centrally in the First aid room/ Medical room.
2. It is the duty of the School Security nurse to check the first aid box and to replenish any shortages.
3. The organizer of each educational visit should be responsible for taking with them a travelling first aid kit.

The only items which can be present in a first aid kit are:

- A leaflet giving general guidance on first aid (in Office)
- Micro pore tape
- Antiseptic wipes
- Yellow clinical bags and gloves
- Sterile water capsules
- Individually wrapped adhesive sterile dressings



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- Sterile eye pads with attachment
- Triangular bandages (sterile or, if not, with suitable sterile coverings for serious wound)
- Selection of medium, large and extra-large sterile unmedicated dressings

#### Accidents involving external bleeding

- Normal first aid procedures should be followed
- Disposable gloves should be worn at all times.
- When bleeding has stopped, blood should be washed off the surrounding skin with plenty of water but without disturbing the wound.
- Splashes of blood into the eyes or mouth of another person should be washed out immediately with plenty of water.
- Contaminated surfaces should be washed thoroughly.

#### **POLICY REVIEW**

- This policy will be reviewed every year.
- Additions will be made at any time if required by further legislation or as a result of recommendations by service inspectors, staff or governors.

