

Health and Safety Policy



This policy includes the guidelines for the Health and Safety across Hartland school.

References to Hartland children should be read as Pupils in the Primary phase and Students in the Secondary phase of the school and are interchangeable.

September 2024

Purpose

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all students, staff and visitors. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of our school community.

Hartland International School recognizes the need for all staff, parents and students to understand the issues related to the health and safety of our school and its community. The health, safety and welfare of all the people who work or learn at our school are therefore of fundamental importance.

We believe that a healthy and safe school is one in which students can thrive not only physically and academically, but also socially and emotionally. At Hartland International School we promote a whole-school approach to the wellbeing of our students and staff, which includes but is not limited to the following:

- Providing 2 clinics (one each for Primary and Secondary School) with 3 qualified nurses and a doctor available at all times while students are at school, according to Dubai Health requirements.
- Giving health issues high priority in our assemblies, curriculum, instruction and extra-curricular activities
- Providing opportunities for students to take responsibility for their own health, fitness, and good nutrition choices
- Making sure that the environment is stimulating and conducive to learning to practice healthy living and safe behaviours
- Providing time and professional personnel for students to put forward their concerns and problems and be heard and understood by adults and peers who care about their wellbeing
- Supporting students who need additional care and attention
- Providing opportunities for all staff to develop related skills
- Working closely with parents and external agencies to provide the best possible support for our students' physical and emotional health
- Making sure all students have clear and appropriate understanding of what constitutes a healthy and safe lifestyle
- Conducting risk assessments of all field trips and physical activities engaged in by our students
- Seeking parental permission and providing detailed information to parents relevant to any off-site activities or trips
- Ensuring that seatbelts are worn on buses and all correct designation rules are followed

The aims are:

- To provide a safe, secure and pleasant working and learning environment for everyone.
- To create and maintain safe working practices and procedures amongst all staff and students. Wherever relevant, to teach safety and its importance on all courses.
- To raise awareness, to encourage involvement and participation through consultation and as a result develop safety consciousness and self-responsibility amongst all staff and students.

Who was consulted?

In drafting this review of existing policy, the Leadership Team have responded to observations made by external inspectors to the school and have consulted with a wide range of best practices and documents globally as well as drawing on key references found in formative assessment framework policies. Future review will involve appropriate staff working parties and opinions but at this time, clearer direction is considered important for the shorter-term impact to ensure consistency.

Roles and responsibilities

The School Operator will:

- Ensure that the Induction Programme is delivered and Staff Handbook is issued to all new staff members
- Ensure all new staff will be welcomed with a program developed to make them aware of the local culture, religion, and the school's education system, understand the school's expectations of them and provide them with information about their working and living conditions and other benefits

All staff will:

- Read the Staff Handbook and agree in writing to adhere to the school's policies and procedures
- Provide the school promptly with the required documentation, including security clearances, to secure their Residency Visa and any other local or legal requirement as per KHDA
- Accept the responsibility of each teacher to ensure that all curriculum activities are safe.
- Accept the responsibility to promote a healthy lifestyle.
- Be vigilant for hazards concerning facilities, equipment or activities related to their area of responsibility.
- Bring any concerns about students safety in an activity planned, to the attention of the Principal to seek a risk assessment or advice, depending on the situation, before the activity occurs.
- Adhere to the rule that we do not take any students off the school site without the prior permission of the parent and a risk assessment being conducted, if warranted.
- Seek immediate help if an accident does happen resulting in injury to students. First, the teacher will do all she/he can to aid and assist the students concerned.
Our qualified Nurse and doctor is expected to respond to all accidents and emergency situations related to health. If necessary, the doctor, nurse or school administration will telephone for emergency assistance and notify parents.
- Know that we keep first aid boxes in the main school offices. First Aid will only be administered by staff qualified to do so.
- Follow the expectation that should any incident causing harm or injury to a student take place, the parents are called to inform them, and to possibly seek their permission for further response action to be taken.
- Record in the school all incidents involving injury and, in all cases, inform parents. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change.

- Record in an Incident Report, details, date, and description of the accident or incident that has occurred, and ensure that it is kept on file, once signed by the Doctor ,Nurse and/or Senior Leader, as appropriate.

Procedures

The School Nurse and the Administering of Medicines:

1. The qualified Doctor and Nurse will be available at all times throughout the school day. A fully equipped school clinic is provided
2. Most students at some time have a condition or illness requiring some form of medication. For many, the condition or illness will be short-term. However, although a child may be well enough to be at school, medication is required during the school day. For such cases, parents must sign a "Consent to Administer Medicine" form if they wish to allow the Nurse to administer any medicine in loco parentis.
3. No member of staff will be expected or allowed to administer medicine if permission is not given.
4. Where students have long-term medical needs, due to such conditions as diabetes or ADHD, we will do everything we can to enable them to attend school regularly by establishing a routine for delivering medication according to parents' permission and doctors' instructions. Parents must provide details of the student's condition and medication, and bring the medication to school in a secure, labelled container. Records will be kept of all medication received and administered by the school.
5. Any allergies, conditions, diseases, and illnesses of a student in our school must be notified by parents in writing to the school Nurse and/or Principal, in order for possible risks and any treatments or emergency responses to be managed correctly.

The Health and Safety Curriculum

1. We teach the students about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. For example, a unit of work entitled 'People who help us' deals with the work of the police, hospital, emergency and fire services. Through this topic, we teach students about the danger of fire and how to avoid accidents.
2. In health lessons, we teach students to have respect for their bodies, and how to look after themselves and their own health. Students learn about healthy eating and hygiene in this subject. We also show them how to move and play safely in PE lessons, and what to avoid as risky behaviours and choices.
3. Health and safety issues also arise when we teach care for the environment, including awareness of the dangers of litter.

4. We believe that everybody in our school can and should promote everybody else's safety, so we teach students to spot possible hazards in the classroom or around the school and inform their teacher.
5. Our school promotes the health, welfare and growth of the whole person through the curriculum, extra-curricular activities, field trips, special events, regular assemblies, and the example as a clean, safe and healthy environment

School Security Measures:

1. Our 24-hour school security staff and our employees will do all we can to ensure that the school is a safe environment for all who work or learn here. We review security measures regularly and draw upon the advice of experts (e.g. police officers, fire officers, architects, engineers and other consultants).
2. We operate a system of CCTV cameras with monitoring that tracks the movement of people throughout the public spaces of the school. Should any activity or person be observed that does not appear safe or of a normal, routine nature, action will be taken to respond immediately.
3. We require all visitors who arrive in normal school hours to notify the school entrance gate guard of their purpose and register with them and to wear identification badge at all times whilst on the school premises.
4. Teachers will not allow any adult to enter their classroom if a school visitor's badge does not identify them.
5. If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Security Guard and the Principal immediately. The possible intruder, if found to be on site without permission, will be told that they must leave the school site straight away. If the Principal has any concerns that an intruder may cause damage to the school or more importantly, harm to anyone on the school site, she/he will contact the police immediately.
6. Our school takes seriously its responsibility for Child Protection. The safety and protection of our students is outlined in our Child Protection Policy, which is understood by all employees and explained to our parents who are our partners in the education and protection of their child.
7. Emergency Evacuation procedures are detailed, with maps showing evacuation routes located near the exits of all rooms, offices, and classrooms in the school. Rehearsals of fire/emergency drills are conducted each term, with the first one involving training occurring within the first three weeks of the new school year's opening.
8. A Health & Safety Officer, from the support team (usually the MSO), will be responsible for ensuring that the policies relating to health, safety, security and wellbeing are fully implemented and annually reviewed. He or she is to be prepared and known to others as a point of immediate

contact when emergencies arise, in addition to the Nurse should the incident involve physical harm.

Arrangements for monitoring and evaluation

The Principal and the leadership team working with staff and taking feedback from parents and students will review the policy and practice for its effectiveness. This will be informed by best practice and new developments in education and is likely to be subject to annual review.

Date for review

August 2025

Signed.....Date.....

School Principal