**Garrowhill Primary**

**Care and Welfare Policy**

**INTRODUCTION**

Recommendation 6 of the “Better Behaviour – Better Learning” report (SEED 2001) states that all schools should have agreed and adopted policies for the management of pupil care, welfare and discipline, including the promotion of positive behaviour. A Curriculum For Excellence place the Health & Well Being of pupils at the core of learning and recognises that improving the health & well-being of all will promote lifelong learning.

In Garrowhill Primary we want every pupil to experience the highest standards of learning and teaching. To achieve this we know how important it is to maintain positive behaviour and relationships and to ensure that the care and welfare needs of every pupil are met effectively. This policy brings together our procedures relating to pupil care and welfare of our young people and staff.

**Related School Values and Aims**

* Treating all children with understanding, compassion, dignity and respect
* Recognising achievements
* Promoting positive behaviour
* Caring for the spiritual, physical, emotional and social needs of the children
* Building children's confidence and self-worth
* Providing effective support
* Providing appropriate programmes of study
* Encouraging and expecting high standards of behaviour

All members of the school community must treat each other with respect and take responsibility for their relationships and behaviour. It is important to remember that we have a duty of care at all times. We are in a position of trust to ensure that we take this responsibility, in all its various dimensions, seriously.

A priority for us is to ensure effective learning, care, welfare and development within the four contexts for learning outlined in a Curriculum for Excellence:

* The curriculum
* The ethos of the school
* Interdisciplinary learning
* The wider community

This policy is designed to present an overview of the ways in which we fulfil these obligations and will draw on, and refer to, a number of different school policies. Full copies of these are available on request form the school office.

**Pupil Participation**

Pupils are encouraged to participate in various activities which help to develop the school ethos of caring and helping others. Our House Captains help coordinate the work of the school in House Meetings which help drive our improvement agenda and playing an active role in encouraging positive behaviour. Our School Parliament meets once each month and is chaired by our school Captain and Vice-Captain. Our Parliament works in partnership with our Parent Council to help drive forward our school improvement plan. The parliament takes decision based on learner views with regard to outdoor learning, ECO school, fair-trade and improving achievement.

Senior pupils act as playground buddies and are responsible for playing with the younger children, helping to look after playground equipment and supporting any child who is feeling vulnerable at playtime. In Primary 7 pupils have now been trained in peer mediation to support the development of positive relationships in our playground. Throughout the school pupils contribute to the development of Golden Time activity and manage promotion of positive behaviour within their class.

**School Dress Code**

All children are expected to be clean and tidy and dressed appropriately for school. The school has a uniform consisting of various items of clothing with the school logo embroidered on them.

**The Schools Ethos**

Respect and courtesy can be expected from our pupils if they see that it characterises our approach to them. Participation in decision making by all staff, pupils parents/carers and other stakeholders is an important key to promoting that positive ethos.

Attitudes of mutual trust and respect should extend to all pupils, teaching staff, ancillary staff, parents and visitors within the school. Pupils who feel a sense of belonging to a school and community are more likely to achieve and find meaningful opportunities as adults. Another way of showing their commitment to the school is by following the school dress code and this also assists in security.

**We aim to create a good ethos in the school by:**

* Creating a welcoming, stimulating and purposeful environment in

 which pupils and staff feel happy and safe

* Promoting a child centred environment
* Ensuring that staff and pupils have high, but realistic, expectations and

 that effort and achievement are recognised and praised

* Encouraging good standards of behaviour
* Encouraging parents to be active partners in their child’s learning
* Being responsive to parents’ views and enquiries
* Developing close links and good working relationships with parents

 and carers, the Parent Council, visiting professionals and the local

 community

* Promoting responsibility for learning and citizenship through our House System
* Treating all pupils equally regardless of gender, race, religion or ability

**The Care and Welfare of Pupils**

We hope that by promoting high aspirations and a ‘can do’ attitude we will improve the self-esteem of our young people and develop better self-awareness in our pupils. Encouraging self-reflection and improvement through self-evaluation will empower the whole school community to give of their best at all times. We do this by creating an ethos which promotes and rewards positive behaviour of children and staff as this has an influence on attainment, achievement and expectations. Within our school there are planned opportunities for pupils to develop the skills of active citizenship.

* Circle time and Golden Time
* Our House Points system class
* Star of the Week, Author of the month and Maths whizz Awards
* House Systems: responsibilities in school improvement
* Weekly assembly
* School Parliament

The care and welfare of each pupil not only involves academic development but also his/her social, emotional and physical needs. Individual support and guidance is given to pupils with additional requirements. All staff have a clear understanding of their roles and responsibilities for providing individual health and medical support to pupils taking account of their confidentiality, dignity and privacy.

**Support for pupils**

As a school, our primary responsibility is to ensure that all aspects of learning and teaching are designed so that every child can achieve theirfull potential and a major part of our duty of care is to provide support for our pupils. While our aim is to provide programmes of study which are coherent, progressive and give depth and meaning to learning, we must ensure that there are systems in place to provide appropriate intervention and support for children who experience barriers to their learning.

Communication with parents is a vital part of this process and the use of homework diaries, standard letters on assessment, e-mail, text, invitations to meetings with class teachers or support staff, curricular workshops for parents, information letters on use of new resources, our website and regular newsletters are all ways in which we can achieve this aim.

We provide support for learning through the rigorous implementation of our additional Support Policy, provision of appropriate learning and teaching approaches, programmes of study, appropriate resources, robust assessment strategies and effective partnership working with other agencies.

**Accommodation, staffing and resources in relation to the care and welfare of pupils**

Our school is a welcoming environment in which all children, parents, staff and visitors feel welcomed and safe. At all times we aim to ensure the school is tidy and clean; the walls bright and filled with pupils' current work which is well displayed and maintained; safety information for pupils and visitors, e.g first aid, fire drill, is clearly displayed; information for parents, local or national government publications are displayed where they can be seen and easily accessed. A warm friendly greeting should welcome all visitors and this courtesy extended to all with whom we communicate.

Any equipment, resources, furniture, fixtures or fittings which are damaged and which present a risk of accident should be reported and their use discontinued until repaired or replaced.

We aim, within role related restrictions, to make the best use of the staffing we have at any given time. This particularly applies to supervision out with the classroom where it is important to ensure that there is an optimum level of care. Rotas for playground supervision and wet interval supervision are organised and distributed to those concerned. Our support for learning staff and one member of clerical are all first aid trained. Security procedures are strictly adhered to all times. All staff and children are aware of our safe use of internet policy and guidelines.

**Other relevant policies:-**

* Learning and Teaching Policy
* Safeguarding & Child protection
* Support for Learning
* Homework Policy
* Positive Behaviour and Positive Play

**The Management of the care and welfare of pupils**

It is the responsibility of all who come into contact with pupils who are experiencing difficulties to inform the Head Teacher who will then co-ordinate any required support within, or out with, the classroom. It is the responsibility of all to ensure confidentiality is respected at all times.

This support can take a number of forms. It may involve ancillary staff, promoted staff, support staff, parents, local authority managers, psychological services, behavioural support, health professionals, social work department or the police. (Please also refer to Child Protection Policy)

**Anti-Bullying Policy**

It is the duty of all staff to reduce and, if possible, eliminate bullying behaviour from the school. Staff recognise the adverse effect bullying can have, not just on those pupils directly involved in

incidents/allegations, but also on the school and wider community. Staff follow the guidelines in our Anti-Bullying Policy and our Promoting Positive Behaviour Guidelines. Any allegation of bullying must be investigated and recorded in accordance with the anti-bullying policy and the record passed on to the Head Teacher.

**RELIGIOUS AND MORAL EDUCATION**

Both Religious and Moral Education and Religious Observance form an important part of the curriculum and the school strives to:

* Recognise the rights and aspirations of parents/carers and pupils in

 relation to religious and spiritual values and practices

* In school assemblies, staff are sensitive to the beliefs and views of others
* Provide opportunities within the curriculum and school activities to help

 promote tolerance and understanding of different beliefs and practices

* Parents have the right to withdraw their child from Religious and Moral

 Education and from Religious Observance. Any parent wishing to exercise

 this right should put this request in writing to the Head Teacher.

**HEALTH AND MEDICAL NEEDS**

**First Aiders**

Mrs Rafferty is our named First Aider and is based in the main office. All support for learning staff are fully first aid trained and provide assistance in the playground. Accidents which require first aid treatment must be recorded in our accident book located in the main office.

**First Aid Boxes**

A first Aid box is located in each of the following areas:

Main Office

Janitors Office

Staff Room

PSA Base

WC at stairwell 3

**Dealing with accidents**

We will:

* Deal with any minor cuts, scratches and abrasions by cleaning the

 affected area with water. In the case of bumps, an ice pack may be applied.

* Contact the parent should the injury be serious and require immediate

 medical attention. Parents or the emergency contact will be responsible

 for taking the child for treatment.

* Call an ambulance if the injury is severe. The pupil will be accompanied by a member of staff who should remain until the pupil’s parent/carer arrives. The member of staff should be familiar with the pupil’s health care needs (if appropriate)
* Inform parents/carers by phone if their child has sustained a head

 injury

* Assess children who complain of feeling unwell and decide whether to observe them for a period of time or contact the parent/carer to take them home. Parents/carers should make the decision about whether a child is able to stay at school

NB Generally staff should not take pupils to hospital in their own vehicle. However, in an emergency it may be the best course of action. Whenever possible the member of staff should be accompanied by another adult and the vehicle should be insured for business use.

If a pupil with additional support needs has an accident and cannot communicate how he/she is feeling it is advisable to have the pupil checked out by a doctor.

**Reporting accidents**

Our Accident book is located in the main office: all accident involving children or staff should be recorded. Accident needing more medical attention than can be given in school should be reported using the on-line reporting system on Health & Safety section of Go Glasgow.

Please note that this form must also be completed for near misses which do not result in an injury and for other incidents which may or have caused harm. The Head Teacher must electronically sign off each report

**Hygiene/Infection Control**

All staff should be familiar with our infection control policy and procedures.

**Medicines in school**

Staff must not administer medicines to pupils. In special circumstances an greement will be drawn up between the parents and school in order for medicine to be administered during the school day. In the interests of safety, pupils should not bring medicines to school. (Pupils are allowed to bring

inhalers for asthma.) Additional information can be found in the school policy “Administration of Medicines”.

**Supporting pupils with health care needs**

A few pupils may have long term health care needs and may need additional support in order to be able to attend school on a regular basis. In such cases a support plan will be drawn up in partnership with the parents and medical professionals. More information about this is contained in the school policy on Additional Support

**Head lice**

Head lice infection is not primarily a problem of schools but of the wider community. It cannot be solved by the school, but the school staff can help educate and support parents on how to deal with it. At any one time most schools will have a few children who have active

infection with head lice. We recognise the importance importance of de-stigmatising

infections of head lice for children and parents. **Regular checking of children’s heads is**

**important, but it is a parental responsibility.** Head lice infection can be distressing and disturbing for parents, children and staff. However, head lice are not harmful, and children and parents should be reassured that having head lice is nothing to be ashamed of.

**Handling and lifting**

Garrowhill Primary is a wheelchair friendly, two story building giving easy access to all children and adults and minimising the requirement for heavy handling. There is a lift installed to enable wheelchair users access to the second floor.

However there are times/situations when manual lifting is unavoidable. All relevant staff will be given the opportunity to have training in up to date handling and lifting practices. It is up to the individual to follow these guidelines to ensure the safety of both staff and pupils.

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**Smoking**

Smoking is not permitted within the school or in the school grounds (this includes the staff car park).If any pupil is found with smoking materials at school these will be confiscated and the pupil’s parents/carers informed.

**Dealing with Incidents of Drug Misuse**

Any pupil or member or staff finding discarded needles or used syringes in the playground should report these to the head teacher, or member of the promoted staff, who will arrange for the safe disposal of the items. Pupils should be reminded not to touch any items in the playground which may be dangerous and to inform an adult.

**Hygiene**

The body fluids most commonly encountered and most likely to carry infection

are:

* Blood
* Vomit
* Urine
* Faeces

It is essential that all staff adhere to the following procedures when dealing with these fluids.

**BLOOD**

**Dealing with a wound**

1. Put on disposable gloves.

2. Wash the wound with warm water.

3. Dry with a disposable cloth.

4. Apply a waterproof dressing.

5. Dispose of the gloves in a plastic bag. Seal the bag and place in a

 rubbish bin away from students.

6. Wash your hands.

 If there is a severe flow of blood, put on disposable gloves, attempt to stem the flow and seek medical support.

**If blood has been spilled on someone else**

1. Splashes on the skin should be washed off immediately with soap and warm water.

2. Splashes onto eyes and mouth should be washed out immediately with plenty of water.

**If blood has been spilled onto a surface**

1. Put on rubber disposable gloves.

2. Wipe up any spillage and disinfect the area

3. Any disposable towels used to wipe up spillage should be bagged and placed in a rubbish bin away from students.

**If blood has been spilled onto clothing or soft furnishings**

1. If possible, remove articles from contact with students.

2. Clean as appropriate.

**In the event of a needlestick injury**

1. Encourage the injury to bleed freely, then wash with soap and warm water. Do not suck or scrub the wound.

2. Cover with a waterproof dressing.

3. Do not attempt to re-sheath the needle.

4. Place needle/syringe in sharps box. Any cuts or grazes should be covered by a waterproof dressing whilst at school irrespective of where they occurred.

**VOMIT, URINE AND FAECES**

1. Put on rubber or disposable gloves.

2. Wipe up any spillage and disinfect. Any disposable towels used to wipe up spillage should be bagged and placed in a rubbish bin away from students

3. dispose of rubber gloves in a sealed bag.

4. Wash your hands.

If a child should vomit on another, the skin, eyes or mouth, should be washed with warm water.

Disposable aprons may be worn in any circumstances if there is a possibility of splashing by body fluids.

**HEALTH AND SAFETY**

Master Dafety Files can now be accessed on line using the Health & Safety tab within Go Glasgow. The Head Teacher has responsibility for the professional update of staff with regard to health & Safety matters

**Fire regulations**

All staff and visitors are encouraged to read the relevant fire regulations which are on display in all areas of the school. Staff and students should be clear about what they should do in the event of a fire. The fire alarm is a siren which sounds continuously. Emergency exits are clearly marked. Fire exits must be kept clear at all times. The fire records are kept in the janitor’s room.

**Buildings**

The Health and Safety at Work etc Act 1974 deals with health and safety in the workplace. The Education Service must ensure that its school buildings and equipment meet safety requirements. REcirds of all works being carried out are kept in the janitor’s room. All visiting workers must sign in, record the job number and acknowledge their understanding of our Health & Safety procedures

**Hazard defect reporting**

Risk assessments are carried out regularly by the Head teacher following guidance from the Health & Safety Department. Mrs Bouchis our Health & Safety Representative and will support the Headteacher in maintaining good standards. Staff should record any concerns about health & Safety and issue reports of faults on the log sheets provided to each class. When a concern is logged, this sheet should be taken to the janitor contact the relevant section of City Building.

**Safety and Supervision of Pupils**

The Safety and Supervision of Pupils (Scotland) Regulations 1990 places a statutory duty on authorities to ensure the safety of pupils under their charge and places a duty to provide adult supervision at break times. The janitor provides an adult presence from 8.45 in our playground.

Pupils are supervised during break times by our team of Pupil Support Assistants.

**Leaving the school**

Children are not allowed to leave the school unaccompanied during the school day. If children are going home for lunch, their parent is asked to inform the school in advance in writing.

**Visits out with the school: please refer to our Excursions policy.**

**Attendance**

Section 30 of the 1980 Education Act places a duty on every parent of a school age child to ensure that their child attends school regularly. Class teachers record attendance twice daily. Parents should inform the school if a child cannot attend and this should be done before 9am. If a child does not return to school in the afternoon and the school has not been informed of the reason then the parent is contacted. Absences are recorded as authorised or unauthorised depending on the reason for the absence. Family holidays taken during term time are recorded as unauthorised as are any unexplained absences.

The head teacher monitors attendance on a regular basis. Any concerns about frequent absence or lateness are discussed with the parent/carer. IN some circumstance referral may be made to our Education Liaison Officer.

This policy will be reviewed annually in line with updates from the Scottish Executive and Glasgow City Council

*Updated March, 2017*