



Rouge Bouillon School

Health, Safety and Welfare Policy

Updated March 2026

Health, Safety and Welfare Policy

1 Introduction

- 1.1 The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. Rouge Bouillon School, along with the CYPES, takes responsibility for protecting the health and safety of all children and members of staff within the guidelines produced by the CYPES.

2 The school curriculum

- 2.1 We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, in the Key Stage 1 curriculum children learn about, 'People who help us' such as the work of the police and fire service. Through this we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.
- 2.2 We teach children to have respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology or science, where children learn about healthy eating and hygiene. We also show them how to move and play safely in PE lessons.
- 2.3 Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education.
- 2.4 Our school promotes the spiritual growth and welfare of the children through the RE and PSHE curriculum, through special events and through key stage and whole school assemblies.
- 2.5 Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use PSHE times with rules about sharing and confidentiality to help children discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.
- 2.6 Key Stage 2 culminates in a dedicated Safety in Action course run by external agencies which reinforces all the work done throughout the school and ensures that ways of remaining safe are at the forefront of children's minds.

3 Lunches and snacks

- 3.1 Children are encouraged to bring healthy meals and snacks to school at all times. To encourage children and support parents, we do not allow carbonated (fizzy) drinks, chocolate or chewy sweets. Only fruit, vegetables and healthy snacks are allowed for mid-morning snack.
- 3.2 For children bringing their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

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- 3.3 Our school promotes a healthy lifestyle and provides filtered water for all.
- 3.4 We have engaged with the Health Department with their Food Dudes programme to teach about healthy and safe food preparation, and also the Family Food and Fitness Programme in both English and Portuguese. We also run a Breakfast Club to reinforce having a healthy breakfast.
- 3.5 The school provides hot meals through Apetito, which are formulated to be healthy for young children, and takes into account allergens to ensure that children cannot be served food that contains a declared allergen.

4 School uniform

- 4.1 It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organized event outside normal school hours. It is the responsibility of the headteacher to ensure that the school uniform policy is enforced.
- 4.2 If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent.
- 4.3 On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

5 Child protection

- 5.1 There is a named person responsible for child protection in the school. All issues relating to Child Protection can be found in the Child Protection Policy. We work closely with Children and Families Hub and outside agencies to ensure safeguarding measures are robust.

6 School security

- 6.1 While it is difficult to make the school site totally secure, we will do all we can to ensure the school is a safe environment for all who work or learn here.
- 6.2 We require all adult visitors to the school who arrive in normal school hours, who may move around unaccompanied, to sign in via the InVentry electronic signing in system in the reception area and to wear an identification badge at all times whilst on the school premises.
- 6.3 School staff wear identification lanyards with photos on to identify them.
- 6.4 Staff know to challenge any unidentified adults on the school premises.
- 6.5 There is no school alarm, however, there are electronically activated doors at key points to ensure that only those with electronic fobs are able to pass through, restricting unauthorised access.
- 6.6 The school monitors access to the main entrance and administration area through close circuit television and the main school entrance and entrance from

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car park have camera-enabled entry systems so that access is only possible for those with fobs, or those who have been 'buzzed in' by the office staff.

- 6.7** Historically, during the Covid-19 pandemic, we followed Government guidance with regard to public health measures, altered our school procedures to minimise risk of transmission, and worked closely with other Government Teams to communicate with families, provide Contact Tracing information and keep our community safe.

7 Safety of children

- 7.1** It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place. All staff are required to follow the guidelines on Educational Visits as laid down by the authority and submit risk assessments on an agreed format to the headteacher in advance of trips.
- 7.2** Staff can not take any child off the school site without the prior permission of the parent or headteacher.
- 7.3** If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. First aid boxes are kept in all year groups, the kitchen and the main school office.
- 7.4** A number of staff at school have been trained in first aid. Should any incident involving injury to a child take place, one of them will be called to assist. If necessary, the school secretary will telephone for emergency assistance.
- 7.5** We record all incidents involving injury and dealt with by a first aider on an accident report form. An accident report form is completed if a child requires further medical treatment. Should a child be seriously hurt and require hospital treatment, we contact the parents through the emergency telephone number that we keep on the school files and use the CYPES format for formally reporting the injury. We also inform parents in all cases of head injury.
- 7.6** We record 'near misses' as well as accidents in order to prevent future incidents. These are analysed by the Health and Safety Committee regularly.

8 Seat belts

- 8.1** We only use mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.
- 8.2** Booster seats are provided when adult seat restraints are not suitable for the size of the child.

9 Theft or other criminal acts

- 9.1** The teacher or headteacher will investigate any incidents of theft involving children.
- 9.2** If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

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9.3 Should any criminal acts be committed against a member of staff, we will report this to the Education Department and support the employee in question if he or she wishes the matter to be reported to the police.

10 Non-smoking policy

10.1 The school is a designated no smoking area in line with island policy on smoke free public buildings which came into force on the 1st January 2007. This is extended to the school grounds. We are also aware of our neighbours and have asked staff not to smoke in Brighton Lane.

10.2 The school follows the States of Jersey Policy on Smoking which sets out general expectations for all sites under the control of the CYPES and give guidance on how to support the welfare and wellbeing of employees.

11 Monitoring and review

11.1 The school has a named person responsible for Health and Safety. This is currently the Headteacher, however, some of the responsibilities are delegated to the caretaker. The headteacher and caretaker have regular meetings to ensure co-ordination of risk assessments and regular checks on the school building and its immediate environment and activities taking place in it.

11.2 It is the headteacher's responsibility to keep the staff informed of new regulations regarding health and safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.

11.3 The headteacher implements the school health, safety and welfare policy on a regular basis, and ensures that all staff are aware of the details of the policy as it applies to them.

11.4 The school maintains a 'Health and Safety File' containing all CYPES policies relating to Health and Safety. Where prudent these policies are reviewed in light of the school context and local arrangements made for their implementation.

11.5 This policy will be reviewed regularly to keep it up to date.

This policy should be considered in conjunction with the Hazard Identification document which shows more details about the specific risks and mitigating measures in place at Rouge Bouillon.

Policy last updated March 2026