



POLICY DOCUMENT

For use by all member schools and Trust Head office

Health and Safety at Work 2022 - 2024

	Name	Date
Written By	Jo Brinkley	November 2011
Approved FGB / Sub-Committee	Jacqui Nelson Chair of Governors	21 March 2012
Review v1.1	Karen Partridge	February 2013
Reviewed & Approved by FGB v1.2	Jacqui Nelson, Chair of Governors	July 2013
EHT Authorisation	Jo Brinkley	March 2015
Review v1.3	Amanda Bury, Chair of HPS LGB	March 2015
Review v1.4	Karen Arnold, Chair of HPS LGB	February 2016
Rewritten v2.0	Clive Lees Chairman, TSPT	October 2016
Review v2.1	Paul Verghese, H&S Director, TSPT	December 2017
Review v2.2	Clive Lees, Chair of Directors	December 2018
Review v2.3	John Cliff, Chair of Directors	December 2019
Review v2.4	John Cliff, Chair of Directors	December 2020
Review v2.5	John Cliff, Chair of Trustees	December 2022

This policy will be reviewed at least every 2 years

HEALTH & SAFETY AT WORK POLICY

The Trust recognises and accepts its responsibilities as an employer for providing a safe and healthy place of work.

It will continue to be the policy of the Trust to promote the highest standards of health and safety for all employees. We also accept responsibility for the health and safety of pupils and other people who may be affected by our activities. Particular attention will be paid to the provision and maintenance of:

1. Safe systems of work.
2. Safe plant and equipment.
3. Safe arrangements for the use, handling, storage and transportation of articles and substances.
4. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
5. A safe place of work, and safe access to and exit from that place.
6. A healthy working environment.
7. Close liaison with safety representatives and committees.
8. Adequate welfare facilities.

To attain the aims of this policy, the participation and co-operation of staff and visitors on safety, health and welfare will be encouraged.

A copy of this Policy will be issued to all employees and each school will display a copy of this policy (to be signed by the relevant Headteacher) in a suitable location on site. In the case of central Trust this Policy will be signed by the CEO and displayed in the Trust Head Offices. Full details of the H&S procedures in place can be found in Appendix 1. The terms Headteacher and Head of School are used interchangeably in this document.

Policy Statement

1. The Trust recognises its responsibility to provide and maintain safe and healthy conditions for the children and visitors, and safe equipment and systems of work for our employees. Staff will be provided with the information, training and supervision they need for this purpose.
2. The allocation of duties for safety matters and the particular arrangements that the Trust will make to implement the policy are set out below.
3. This policy will be reviewed each year by the CEO and has been updated with the relevant DfE guidance. The CEO has the duty of ensuring all members of staff have access to a copy of the Health & Safety Policy. Please see Appendix 1 for CEO and H&S Trustee contact information.

Roles and Responsibilities

1. This policy will be reviewed and up-dated annually using input from all staff through observation forms and site visits, and is ultimately the responsibility of the Trust but substantive Headteachers will be responsible for implementing the Policy at their respective schools. In the case of Trust Head office, the CEO will have responsibility.
2. Headteachers (or the CEO) can delegate the day to day management of this policy to a relevant member of school staff (or central staff). It is also the legal obligation of all employees to exercise their personal responsibility to take reasonable care of health and safety for themselves and others, and to co-operate with management in this regard.
3. All safety regulations, rules and codes of practice applicable to the schools/Trust are to be observed by both staff and pupils. When staff or pupils are officially on premises not controlled

by the Headteacher (or CEO), any safety procedures applicable to such places must be complied with.

4. Staff are required to familiarise themselves with the arrangements in force for fire/emergency and first aid in those parts of the schools/Trust offices which they frequent (see Appendix 2). Staff should also ensure that pupils and adult helpers are made aware of the signal for evacuation and of what they are expected to do in an emergency.
5. Staff are asked to watch for potential hazards (including building and/or equipment defects) as they move about the schools/Trust offices, and to report them at once so that appropriate action may be taken. In particular, **emergency exits must be kept free from obstruction and corridors, staircases and foyers are to be kept free from clutter.** Equipment should be used in accordance with manufacturers' instructions.
6. All employees have the responsibility to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee notices a health or safety problem which they are not able to put right, they must inform the Headteacher, Deputy Headteacher or Lead Caretaker as soon as possible.
7. The Caretakers will monitor sites on a daily basis and report any Health and Safety concerns to the Headteacher immediately. Communication between Headteachers and non-teaching staff is provided through regular meetings and an open door policy, as well as via the Trust Site Manager..
8. In addition, the Lead Caretaker will conduct a full monthly documented school site audit for the attention of the Headteacher and Trust Site Manager.
9. There will be a formal bi-annual inspection of each site by the Caretaker and the Trust Site Manager. Feedback from these inspections will be shared with the Headteacher by the relevant staff member, and will be monitored by the Trust Board via the COO.
10. All class teachers will be asked to complete and submit a classroom observation form bi-annually which will be followed up as part of the bi-annual site inspection.
11. Headteachers (or the CEO) are responsible for keeping under constant review training needs of staff within their jurisdiction. This includes induction and safety training. As soon as possible after joining the new staff must be made aware of emergency procedures and fixtures relevant to their place of work, that they receive the necessary documents and are aware of Health and Safety procedures.

Signed by.....

Date.....

Headteacher / CEO (delete as appropriate) of(insert school name/Trust)

Please contact(insert relevant staff name) on telephone

number.....regarding any H&S concerns or queries at this site.

APPENDIX 1

HEALTH & SAFETY PROCEDURES (for use in all schools)

These procedures will also apply to Trust Head offices where relevant

Contact Information

Acting CEO's of TSPT H&S Trustee	Mrs C Sheehan/Ms G Sesli Mrs C Barenbrug	contact@springpartnership.co.uk cbarenbrug@springpartnership.co.uk
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First Aid/Accidents

1. Each school will maintain first aid boxes and publish in school its first aid (including accidents) procedures having regard to the Trust's Policy 'Supporting pupils at school with medical conditions'
2. Serious accidents and dangerous occurrences are to be recorded in the accident record book kept in the school admin office and RIDDOR procedures followed if appropriate (see below for summary). The Headteacher will review the book to note any patterns emerging that relate to Health and Safety.
3. Serious accidents and any head, neck or eye injuries must always be reported to the school admin office, who will ensure that the child's parents are informed. The schools must also forward on relevant information of such accidents involving pupils or staff to the Trust head office for insurance purposes.
4. If hospitalisation is necessary, the school will aim to ensure that the child is accompanied by their parent in the ambulance. If this is not possible then a member of staff will go with them.
5. Emergency contact numbers can be accessed via the school's management information system, which all teaching and support staff have access to.
6. All schools will ensure that the Trust requirements for the number of fully trained First Aiders on site (1 to every 85 people on site) will be adhered to. It is anticipated that this is the minimum number and that more staff will be trained in First Aid to allow for school trips and cover scenarios.
7. All First Aiders must complete training to a required H&S Executive standard.

Hand Washing

1. Children should be trained in appropriate hand washing procedures, in accordance with government guidelines.
2. Caretakers should provide hand washing gel in each classroom.
3. Appropriate notices are placed in toilets and sink areas on hand washing procedures.

Accident Reporting Procedure

A summary of how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to our schools can be found in Appendix 3.

Near Misses

In order to avoid accidents in any working or learning environment, it is useful to identify hazards that if not dealt with could, in the future, lead to an accident. For example, a leaking pipe that causes a

pathway to be covered with a small stream of water; harmless in the summer months but an ice / slip hazard when temperatures fall to or below zero.

In some organisations near misses can also be recorded if someone does trip or fall but are not injured and might, therefore, fall outside of the Accident Reporting policy and procedure.

A Near Miss book, to be regularly reviewed by the Headteacher, will be maintained in each school's admin office and will be used to record near misses as and when they occur.

Medicines

Please see the Trust's Policy 'Supporting pupils at school with medical conditions'

Off Site/Visits/Trips

A common sense and proportionate approach should be taken to risk assessment with the focus being on significant risks. Generic assessments can be produced for lower risk, common activities (e.g. visit to a local museum) but the group leader must review and adapt these as necessary before undertaking the planned visit. For higher risk activities a full risk assessment must be undertaken before the visit.

The risk assessment should identify the following:

- what are the hazards?
- who might be affected by them?
- what safety measures need to be in place to reduce risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

Please refer to the Educational Visits Policy for further information.

Contractors and Visitors

1. All visitors must enter through the main doors and report to the School's admin office where they are asked to 'sign in' and wear a named badge. All staff should be aware of unidentified people within the school and be prepared to challenge them or report their presence to the Headteacher. All contractors are expected to observe the Trust Health and Safety policy and relevant legislation and guidelines. This is specified in the process of selecting and engaging contractors. While on site, contractors are the responsibility of the Headteacher and are monitored by the Caretaker.
2. Children are to be warned of any building work in the school and steps must be taken to ensure that children are kept away from any danger. No vehicles should be manoeuvred to or from the site whilst children are in the area. No grass mowing is to take place while children are on the fields. No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

Lone Working

1. Staff working in schools alone or during holiday times must ensure that they have advised the Headteacher before the lone working takes place. They should ensure that the Headteacher knows the duration of the lone working and purpose.
2. A member of staff alone in the main school building may ask for the front door to be locked.
3. Staff must not hold meetings with individual parents in their classroom without notifying another member of staff.

Smoking

There is a no-smoking policy throughout the Trust. This includes staff rooms, halls during lettings, all school grounds and the central Trust office.

Nut allergies

There is a nut free policy across all Trust schools.

COSHH Assessments

Headteachers must have regard to the following matters:-

1. No substances should be used unless an assessment of them has been undertaken. If an assessment cannot be found for a particular substance, then the Central Safety Unit must be contacted for further guidance.
2. A Legionella risk assessment will be carried out and then reviewed annually by the Headteacher. Responsible persons will be allocated the monitoring tasks as recommended by the risk assessment.
3. Gas appliances will be inspected regularly and Gas safety certificates issued.
4. Asbestos will be routinely monitored in accordance with the DfE guidance 'Managing Asbestos in your School' published in February 2017.
5. Documentation relating to the above assessments will be kept in the School Office.

Risk Assessments

Headteachers must have regard to the following matters:

It is accepted that some of the schools' activities may, unless properly controlled, create risks to members of staff, pupils or visitors. Schools will take all reasonably practicable measures to reduce these risks to an acceptable level.

In consultation with TSPT, all open and functioning sites must carry out periodic external reviews of fire safety, electrical safety, gas safety and general health and safety issues.

Reviews

Gas

Gas appliances (permanent or portable) and gas flues have regular (annual) gas safety checks undertaken by a registered Gas Safe Registered Engineer.

Electricity

All electrical equipment is checked annually and is labelled in accordance with Electrical Safety in School (Electricity at Work regulations 1989).

A record of the equipment and its last date of testing is available for inspection in the relevant school office. Visual inspections of electrical equipment are to take place pre-termly and tests using a portable appliance tester are to be carried out annually.

The use of multi adaptors is to be avoided as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected to prevent trips.

Fire

1. Fire drills are carried out once each term so that staff and pupils are aware of the procedures. The time taken for the evacuation is recorded and discussed with staff. Lunchtime staff must be trained to evacuate the school independently of the majority of teachers.
2. Each school must publish its evacuation procedure internally. An example is included as Appendix 2 to this policy.
3. Fire extinguishers are checked annually and replaced where necessary.
4. The Lead Caretaker is responsible for carrying out fire alarm call point tests on a weekly basis using a rota system.
5. Headteachers must ensure that record keeping with respect to all Health and Safety matters is kept up to date, complete and accurate and must review it regularly.

Manual Handling

Common sense measures can be taken to reduce the risk of injury through manual handling activities. Senior staff must ensure that risk assessments include any high risk manual handling activity. Staff should report any problems with working activity or equipment as soon as they occur.

Display Screen Equipment (DSE)

Adjust furniture and equipment to suit your needs – do not adjust your posture to the workstation. Avoid a static posture and prolonged DSE work without a change of activity. Always report problems with your furniture, equipment or eyesight as soon as these arise.

Outdoor Play, Sports and P.E. Activities

All outdoor play and learning activities, sports and P.E. activities, both at our schools and away, should be properly assessed with a Risk Assessment undertaken and filed at the relevant school.

School Ponds (if relevant)

1. The pond area is kept locked at all times and the key kept in the school admin office.
2. No unaccompanied children are permitted in the pond area. Children are closely supervised at all times.
3. Should an emergency occur, the supervising teacher will take immediate rescue measures and immediately send a child to the school admin office for assistance.
4. Staff to ensure children wash hands after visiting pond area.

Bodily Fluids

Please see Soiling & Wetting Procedure Appendix 4 and Toilet Training & Nappy Changing Procedure Appendix 5. *Suitable disposable PPE should be worn by any staff member dealing with bodily fluids.*

Dogs on Site

No dogs are allowed in school grounds, with the exception of assistance dogs for the blind and those helping to deliver the curriculum.

Bikes and Scooters

Children are not allowed to ride bikes (during curriculum time) or scooters, or wear roller blades on the school premises.

Prams, buggies and pushchairs

1. People are discouraged from bringing prams, buggies and pushchairs into schools.
2. In exceptional circumstances, where prams, buggies and pushchairs are brought into the school buildings, care must be taken to ensure fire exits are not obstructed and the prams, buggies and pushchairs do not present a health and safety risk.

Ventilation

Schools must ensure that there is suitable ventilation to classrooms and offices to allow a reasonable influx of fresh air, for example by keeping windows open a small amount all day with a period of being opened more fully during break times.

During a breakout of a virus sites with mechanical ventilation systems should run at an increased rate on a 'full fresh air' setting and centralised air conditioning systems that share the air supply across more than one room should be turned off.

APPENDIX 2

EXAMPLE
TO BE DISPLAYED IN ALL CLASSROOMS (a similar procedure will be displayed for central Trust staff in the Trust Head offices)
EVACUATION PROCEDURE

1. The evacuation procedure is the same for a fire or bomb alert as the assembly point is sufficiently removed from the buildings. (This point to be adapted by each school to ensure it is relevant to the circumstances).
2. The assembly point for all children, staff and other adults is the main school field.
3. A pre-determined member of SLT is responsible for collecting the school 'grab-box' and any time-critical medication.
4. Staff should ensure the children walk quietly to the assembly point. Children should be counted and the class register taken.
5. The admin officer will telephone the Fire Brigade.
6. Fire drills will be carried out each term. The Headteacher will time the evacuation.
7. Visitors, parent-helpers, ancillary staff, kitchen staff and contractors must also respond to fire drills.

SCHOOL EVACUATION PROCEDURES

If the fire alarm sounds:

- Do not stop to collect coats or personal belongings.
- Line all the children up in single file at the designated fire exit, observing suitable social distancing.
- Lead all the children and adults from the room quietly
- Ensure fire exit doors are closed once all children & adults have evacuated
- Walk, using the designated route, onto the field away from the building
- Support Staff and peripatetic music teachers should take children out onto the field using the designated route.

At your designated gathering point (to be a suitable distance away from the school building):

- Teachers will be given a fire drill register by the school admin office staff with all children's names which must be checked against child attendance.
- Teachers will then signal that their class is all accounted for by holding up their arm/hand. Any unaccounted child **MUST** be reported immediately to the Deputy Headteacher. The Deputy Headteacher will advise the Headteacher whether all have been accounted for or not.

In the event of an unaccounted child no member of staff should re-enter the building. The responding emergency services should follow their procedures for entering a building to search for a child.

The Headteacher has overall responsibility and will give permission when it is safe to return to the school building.

APPENDIX 3

ACCIDENT REPORTING PROCEDURE

The following is a summary of how the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) apply to our schools/Trust:

What incidents should be reported?

RIDDOR requires employers and others in control of premises to report certain accidents, diseases and dangerous occurrences **arising out of or in connection with work**.

Injuries and ill health involving employees (Section 1)

Accidents which result in death or one of the following Reportable Specified Injuries must be reported without delay:

- 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: cover more than 10% of the body; or cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- 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; or requires resuscitation or admittance to hospital for more than 24 hours.

Physical violence

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Examples of reportable injuries from violence include an incident where a teacher sustains a specified injury because a pupil, colleague or member of the public assaults them while on school premises. This is reportable, because it arises out of or in connection with work.

Reportable occupational diseases

Employers must report occupational diseases when they receive a written diagnosis from a doctor that their employee has a reportable disease linked to occupational exposure. These include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis, eg from work involving strong acids or alkalis, including domestic bleach
- hand-arm vibration syndrome;
- occupational asthma, eg from wood dust and soldering using rosin flux;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;

- any disease attributed to an occupational exposure to a biological agent.

Stress

Work-related stress and stress-related illnesses (including post-traumatic stress disorder) are not reportable under RIDDOR. To be reportable, an injury must have resulted from an 'accident' arising out of or in connection with work.

Injuries involving pupils and other people not at work (Section 2)

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity **and** the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

The lists of specified injuries and diseases described in Section 1 only apply to employees. If a pupil injured in an incident remains at school, is taken home or is simply absent from school for a number of days, the incident is **not reportable**.

The responsible person at the school should consider whether the incident was caused by:

- a failure in the way a work activity was organised (eg inadequate supervision of a field trip);
- the way equipment or substances were used (eg lifts, machinery, experiments etc); and/or
- the condition of the premises (eg poorly maintained or slippery floors).

This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity. Remember, in all these cases, you only need to consider reporting **where an accident results in a pupil's death or they are taken directly from the scene of the accident to hospital for treatment. There is no need to report incidents where people are taken to hospital purely as a precaution, when no injury is apparent.**

Accidents to pupils during sports activities

Sports injuries to pupils are only reportable under RIDDOR if the accident was caused by the condition, design or maintenance of the premises or equipment, or because of inadequate arrangements for supervision of an activity, for example:

- the condition of the premises or sports equipment was a factor in the incident, eg where a pupil slips and fractures an arm because a member of staff had polished the sports hall floor and left it too slippery for sports; or
- there was inadequate supervision to prevent an incident, or failings in the organisation and management of an event.

Accidents to pupils in a playground or during outdoor play

Incidents are only reportable where the injury results in a pupil either being killed or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity. This includes incidents arising because:

- the condition of the premises or equipment was poor, eg badly maintained play equipment; or
- the school had not provided adequate supervision, eg where particular risks were identified, but no action was taken to provide suitable supervision.

Physical violence

Violence between pupils is a school behaviour management matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

Dangerous occurrences (Section 3)

These are specified near-miss events, which are only reportable if listed under RIDDOR.

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

How should incidents be recorded?

Accidents not reportable under RIDDOR should be recorded as follows:

- Minor cuts, abrasions, grazes, bruises and burns do not need to be recorded;
- Injury to the head, eyes or neck should be recorded in the appropriate book located in the school admin office. The following details should be recorded:

Name of injured person

Date, time

Nature of occurrence and injury

Action taken

For pupils, an accident slip should also be sent home to the parent / carer via the child's book bag. Parents / carers will also be advised of the accident via telephone if deemed appropriate.

All accidents and incidents which are more serious than those indicated above should be recorded on the accident form available from the school admin office. The same form is used for pupils on site, and on activities / trips off site, Trust employees and visitors / public.

If an accident or injury results in a person being taken to hospital, the school office must inform the Trust so that they can notify the insurer.

Accidents reportable under RIDDOR should be reported immediately to:

- Member of school staff with responsibility for H&S and the Headteacher
- The Trust Executive team (who should inform the H&S Trustee in the case of serious incidents). Please see Appendix 1 for contact information for the H&S Trustee.
- Health and Safety Executive – for **fatal and specified injuries only** telephone 0345 300 9923 (Monday to Friday 8.30 am to 5 pm). All other incidents should be reported online.

APPENDIX 4

SOILING AND WETTING PROCEDURE

The purpose of this document is to set out the procedure to follow if a child has a toileting accident in a school.

The schools aim to provide a happy, safe, supportive and caring environment and recognise that toileting accidents are common in childhood, especially in the early years, and should be treated as a normal part of child development. In our Trust such accidents will be seen as routine occurrences and will be dealt with respectfully and privately. Soiling and wetting instructions for children with a specific diagnosed medical need should be included within the health care plan for the child, and should adhere to personalised medical advice.

THE FOLLOWING PROCEDURES WILL BE ADHERED TO IF AN INCIDENT OF SOILING OCCURS

At Trust schools we will:

1. Escort the child to a toilet, preferably a toilet where other children will not disturb the child.
2. Maintain the child's dignity and privacy and support them to understand that 'accidents can happen' in a caring and understanding manner.
3. Supervise the child as they attempt to clean themselves, as much as they are able to independently, and ensure that the child redresses themselves with clean underwear/uniform (provided by the school, if necessary).
4. Wearing disposable gloves and an apron, place the soiled clothes in a plastic bag and seal. The soiled clothes should be left in a suitable storage bin in the school. The parent will be informed to collect soiled clothes at the end of the school day. Any clothes not collected will be destroyed.
5. Ensure the child washes their hands thoroughly.
6. Return the child to their class group if the soiling is minor and the child is clean and is acknowledged by the member of staff but attention is not drawn to their 'accident'
7. If the soiling needs the assistance of the parent the school should telephone them and request that they come to school and clean and change their child. The child may wait for the parent in a suitable waiting area, such as the first aid area.
8. Show the parent/carer, along with their child, to a private area suitable for cleaning. This will usually be a lockable staff toilet. The parent/carer then makes the decision as to whether to clean their child at school or whether they would prefer to take them home.
9. If the decision is made to leave the child at school, after cleaning the child is returned to the class and is acknowledged by the member of staff but attention is not drawn to their 'accident'.
10. In extreme cases, when a parent/carer cannot be contacted, two members of staff will assist the child to clean themselves as above, while wearing disposable items of PPE.

THE FOLLOWING PROCEDURES WILL BE ADHERED TO IF AN INCIDENT OF WET PANTS OCCURS

At Trust schools we will:

1. Escort the child to a toilet, preferably a toilet where other children will not disturb the child.
2. Maintain the child's dignity and privacy and support them to understand that 'accidents can happen' in a caring and understanding manner.
3. Supervise the child as they dry themselves and change into dry clothes, provided by the school if necessary.
4. Provide a plastic bag for the wet clothes. The child will be encouraged to place their clothes in the bag and hang it on their peg ready for collection at home time.
5. Ensure the child washes their hands thoroughly.
6. Return the child to their class. Their return is acknowledged but attention is not drawn to their 'accident'.

7. Parents will be informed of the 'accident' at the end of the school day or a note placed inside the child's bag if the parents are not collecting their child.

Where a member of staff is to assist with cleaning, protective gloves and wet wipes will be made available for their use. Staff should always wash their hands before and after assisting.

APPENDIX 5

TOILET TRAINING AND NAPPY CHANGING

Children should be toilet trained in accordance with the request of their parents and carers and in a manner that is consistent with the child's emotional and physical abilities. This will be agreed in close liaison with staff and parents/carers.

The following procedure will be adhered to: -

- Consider the individual developmental abilities for each child whilst encouraging children to toilet train.
- Respect and show sensitivity to children's emotional and physical well-being if they have soiled or wet themselves or not used the toilet. Encourage and praise their achievements and progress.
- Children must always wash their hands after using the toilet and staff also must wash their hands and do this by modelling alongside the children.
- Parents and carers should provide extra clothing for their child who is toilet training. If an accident occurs the child will be changed into clean clothes as soon as possible. If the child borrows nursery clothes it is the parents and carers responsibility to wash and return the clothes within a reasonable time frame.
- Clothes, blankets or linens belonging to the child which are soiled by faeces, urine or vomit will be double bagged, named and stored in an appropriate place and sent home with the child on the same day.
- Privacy, dignity and respect will be shown towards the child at all times.
- Staff will advise parents and carers of the child's progress at the end of the day.

It is expected that parents and carers will: -

- agree to send the child in a clean nappy
- provide spare nappies, wet wipes, nappy bags and a change of clothes
- understand and agree the procedures to be followed during changing at school
- agree to inform school should the child have any marks/rash
- agree to encourage the child's participation in toileting procedures wherever possible
- agree to dress the child in appropriate clothing to encourage independence
- children still in nappies who may require changing will need to bring in with them a bag containing 2 nappies, a pack of wipes and a nappy sack/plastic bag each session, which will be kept on the child's coat peg and taken home at the end of each session.

TSPT staff will: -

- only change the child during a single session should the child soil themselves or be uncomfortably wet. If a nappy change is required, this will not be done by a volunteer
- report to the parent/carer any marks or soreness was noted, or if the child was distressed during changing
- wear gloves and apron at every nappy change and dispose of them after changing the nappy
- only change nappies on the changing table on the changing mat with a paper towel on top that is disposed of each time
- not leave a child unattended on the changing table at any time
- place the soiled nappy in a bag and dispose of in the nappy bin
- use wipes provided by the parents to clean the child and put on a clean nappy provided by the parents
- wipe down the changing mat with an anti-bacterial spray.