



St Thomas of Canterbury Catholic Primary School

Where every child is special

HEALTH AND SAFETY POLICY

Policy compiled by:

Headteacher

Date of last review:

Spring 2018

Review Date:

Spring 2019

The
CHILD



The whole
CHILD

Nothing but
the **CHILD**

OUR SHARED VISION

Every child at St Thomas of Canterbury is special and will achieve their full potential academically, socially, spiritually and emotionally through the provision of a loving community and rich and varied learning opportunities and the highest quality teaching and learning.

Every staff member at St Thomas of Canterbury will feel valued and enabled to provide the opportunities that we want for our children and to do so as part of a loving community which has the highest expectations of and for all.

Every Governor at St Thomas of Canterbury will feel valued and enabled to act as a critical friend to the School and to be accountable for the School's strategy. They will play a visible role supporting all children, their parents and staff at School and in the wider community, to provide the best environment possible for learning and spiritual growth.

OUR MISSION STATEMENT

God's love is at the heart of our Catholic School family.

We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves.

We will encourage everyone to be the best that we can be.

OUR AIMS

- To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.
- To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.
- To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.
- To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.
- To nurture a strong partnership between home and school.



- To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

OUR GOLDEN RULE

We treat others as we would like to be treated

To comply with the Health and Safety at Work etc Act 1974, Section 3:

(3) ...it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the Health and Safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

This policy statement supplements the general statements of policy issued most recently by the Surrey County Council, and obtainable via SCC website.

- Part 1: Statement of General Policy on Health, Safety and Welfare
- Part 2: Organisation and Responsibilities for Health, Safety and Welfare
- Part 3: Arrangements and Procedures for Health, Safety and Welfare

Part 1: Statement of General Policy on Health, Safety and Welfare

1. The Governing Body and Headteacher:

- Recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors,
- Act in accordance with the general Health and Safety policy of Surrey County Council.
- Require all managers, in the school community, to act in accordance with SCC/School Health and Safety policy and procedures, and require the same of persons that they supervise and take responsibility for.
- Will provide, as necessary, policy, procedures, arrangements and supervision, sufficient to ensure to comply with all relevant Health and Safety legislation, and will, so far as is reasonably practicable ensure:
 - A school/workplace in a safe condition.
 - A safe working environment.
 - Safe systems of work.
 - Safe plant and equipment.
 - Safe access and egress to all areas of the school.
 - The safety of articles and substances for use at work and in school.
 - Sufficient Instruction and Training Supervision

In support of the above, the Governing Body and Headteacher will ensure an adequate process for all necessary risk assessments for the school to be carried out and communicated to all relevant persons, and for any significant finding to be properly incorporated into the school's Health and Safety procedures.



Part 2:

Organisation and Responsibilities for Health, Safety and Welfare

The following Health and Safety organisational structure, and roles and responsibilities are approved by the Governing Body and Headteacher.

1. The Governing Body

The Governing Body approves the Health and Safety Policy of the school and monitors its successful implementation. The Governing Body further ensures, as administrators of the school's delegated budget that sufficient and appropriate resources are allocated to implement the Health and Safety Policies. The Governing Body will specifically:

- 1.1 Include Health and Safety targets in the School Improvement Plan (SIP).
Targets may include,
 - Provision of facility for Health and Safety purposes.
 - Reductions in accidents/incidents.
 - Training for Governors/staff, and
 - revision of policy/procedure
- 1.2 Nominate a Governor (Health and Safety) as a Health and Safety link between the Governing Body and the wider school community, who will stay up to date with school Health and Safety initiatives and inform the Governing Body accordingly.
- 1.3 Be informed and updated of Surrey County Council's Health and Safety Policy, and receive advice and support from relevant Officers of SCC or Advisers acting on SCC behalf.
- 1.4 Ensure that Health and Safety is an agenda item on full Governing Body termly meetings, and receive a termly Health and Safety report from the Headteacher at this time. This report should include information on,
 - Progress of the Health and Safety targets in the SIP.
 - Accident/incident analysis
 - Relevant Health and Safety information received from SCC or its Advisers.
 - Suggestion on future Health and Safety initiatives.
- 1.5 Facilitate any necessary review of the school's Health and Safety policy and procedure as may become apparent via the strategies above.

2. Headteacher

As Senior Leader for the premises, and of all on and off site school related activities, the Headteacher is responsible for the day to day management of Health and Safety. The Headteacher will advise SCC/Governors of any Health and Safety issue where their support or intervention, either via system or finance, is necessary and appropriate in order to effect the requirements of this policy. In particular the Headteacher will ensure that:

- 2.1 The contents of this policy are brought to the attention of all relevant persons.
- 2.2 A process for risk assessments is applied within the school, and that:
 - All appropriate areas/activities are covered, (*as per "core" Risk Assessment schedule attached, together with any risks identified as specific to the school*).
 - Appropriate control measures are implemented, and that
 - Assessments are monitored and reviewed as necessary.



- 2.3 There is a management system for monitoring the effectiveness of Health and Safety arrangements, which form part of this policy.
- 2.4 Appropriate staffing levels for safe supervision are in place.
- 2.5 An adequate schedule of inspection and maintenance is in place to ensure a place of work in a safe condition and a safe working environment. Inspection and maintenance will include:
- The fabric of the building.
 - Play equipment.
 - Fire appliances.
 - Boiler/heating systems.
 - Portable electrical appliances.
 - Water systems.
 - Swimming pool.
 - First Aid/medical facility and equipment.
 - Premises staff equipment.
 - Curriculum specific e.g. gymnasias and fume cupboards
- 2.6 An adequate needs analysis of Health and Safety training is undertaken for schools staff, and sufficient resources are put in place to ensure appropriate training is carried out. Appropriate training may include:
- Headteacher Health and Safety awareness
 - Health and Safety Induction training (all new and temporary staff)
 - Emergency/Fire Training for the whole school community.
 - First Aid
 - Risk Assessment
 - Health and Safety Coordinator
 - Lifting and Handling
 - Working at heights,
- and any further specific Health and Safety training identified by the training needs analysis as being necessary and appropriate.
- 2.7 Adequate and easily retrievable Health and Safety training records are available and up to date.
- 2.8 The school secures and maintains an arrangement for obtaining competent Health and Safety advice as required by the management of Health and Safety regulations.
- 2.9 A termly Health and Safety report is provided to Governors.
- 2.10 The school cooperates and participates in the County's Health and Safety monitoring arrangements.
- 2.11 A school's Educational Visits Co-ordinator is appointed and trained accordingly.
- 2.12 Contractors (including catering, cleaning and grounds staff) and other authorised visitors to the school are appropriately managed and monitored.
- 2.13 Appropriate procedures are in place for the reporting, recording, investigation and follow-up of accident and incidents.



- 2.14 Emergency/Fire arrangements are formulated and reviewed as necessary and tested at least termly.
- 2.15 The fire risk assessment is updated annually and/or whenever significant changes or building works might affect the means of escape.
- 2.16 An appropriate Deputy is suitably instructed to take day to day responsibility for Health and Safety in the absence of the Headteacher.

The Headteacher may delegate functions to other or single members of staff (e.g. a Health and Safety Coordinator) who may be tasked with the Health and Safety administrative arrangements for ensuring the above responsibilities are complied with. The Headteacher will in any event retain the overall responsibility for ensuring that these responsibilities are carried out.

3. Deputy Headteacher

The Deputy Headteacher will take on the above responsibilities in the absence of the Headteacher.

4. Line Managers

Managers in charge of Curriculum Areas/Departments/Staff are responsible to the Headteacher for ensuring the application of this policy within the individual areas that they control. In particular line managers will ensure that:

- 4.1 The school's risk assessment process is applied within their area and that control measures are implemented in accordance with the assessment and monitored and reviewed accordingly.
- 4.2 All accidents and incidents occurring within their areas are reported, recorded and investigated in accordance with the school's procedure.
- 4.3 All persons they manage, or are responsible for, are aware of their specific roles in case of fire emergency.
- 4.4 Any equipment/appliance which has been identified as being unsafe is removed from service.
- 4.5 Health and Safety inspections are carried out within their areas of responsibility within a timescale agreed with the Headteacher, and a report to the Headteacher is provided where necessary.
- 4.6 The Health and Safety training needs of staff are identified and the Headteacher informed accordingly.
- 4.7 Staff are properly consulted on any matters that may affect their health or safety whilst at work.
- 4.8 New transferred and temporary staff receive appropriate Health and Safety induction training.
- 4.9 First aid provision is adequate.
- 4.10 Pupils are given relevant Health and Safety information and instruction.



5. Teaching Staff [Including supply]

Teaching staff are responsible for the Health and Safety of all pupils under their control and in particular must ensure:

- 5.1 Effective and appropriate supervision of the pupils that they are supervising.
- 5.2 That appropriate safety instructions are given to all pupils prior to commencing practical sessions.
- 5.3 That they are conversant with the school's Health and Safety policy and any arrangements specific to their own department.
- 5.4 They know the emergency procedures.
- 5.5 Where relevant, that all personal protective equipment is suitable and in good condition prior to issue.
- 5.6 That, where relevant, safety devices such as machinery guards are in good condition and are used in accordance with good practice.
- 5.7 That they report any defective equipment to the relevant person.
- 5.8 All accidents and incidents are reported and reviewed or investigated.

6. Caretaker

The Caretaker is responsible to the Headteacher/Bursar, and in particular will ensure:

- 6.1 The removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- 6.2 That any identified hazard is appropriately removed, isolated or contained as necessary to prevent danger.
- 6.3 That periodic Health and Safety inspections are carried out at a timescale agreed by the Headteacher, paying particular attention to the building structure, services, access to/egress from the school, and the main circulation areas.
- 6.4 That persons they supervise only undertake work for which they are competent.
- 6.5 That any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.6 That all staff work in accordance with safe working practices issued by the school, the County Council etc.

7. Health and Safety Co-ordinator

The Headteacher may appoint or nominate a Health and Safety Coordinator to carry out Health and Safety functions and maintain an overview of the Health and Safety organisation and management of the school, and report to the Headteacher accordingly. Specific functions of the Health and Safety Coordinator may include:



- 7.1 Having an overview of the school's Health and Safety Policy and Arrangements, bringing amendments to the attention of the Headteacher where necessary.
- 7.2 Overseeing and supporting the school's Risk Assessment/Risk Management process and advising the Headteacher of any deficiencies.
- 7.3 Carrying out, with the Headteacher and others as appropriate, the school's accident/incident recording, reporting, and investigation arrangements.
- 7.4 Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 7.5 Advising the Headteacher and/or County Council of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, and take whatever local action is necessary to minimise the risk until repairs can be arranged.
- 7.6 Arranging for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe.
- 7.7 Co-ordinating regular Health and Safety inspections, ensuring all areas of the establishment and all activities are covered.
- 7.8 Reporting to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from readily available resources.
- 7.9 Liaising with and monitoring, as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the Health and Safety of staff and others are kept to a minimum.
- 7.10 Ensuring that all Senior Managers (including Heads of Departments) are kept informed of the names and details of those persons appointed to provide competent Health and Safety assistance.

8. All Employees [including temporary and volunteers]

All employees are required to take care of their own safety and health whilst at work and that of others who may be affected by their actions.

Employees must also co-operate with the management of the school to ensure that all parties comply with their Health and Safety responsibilities. In particular all employees must:

- 8.1 Participate in the school's risk assessment process and comply with findings.
- 8.2 Report any defects in the condition of the premises or equipment of which they become aware.
- 8.3 Report all accidents/Incidents in accordance with the school's procedure.
- 8.4 Be familiar with the procedure to be followed in the event of a fire/emergency.
- 8.5 Make use, where relevant, of personal protective equipment provided for safety or health reasons.



- 8.6 Follow all relevant codes of safe working practice and local rules.
- 8.7 Report any unsafe working practices to their Line Manager.

Part 3:

Arrangements and Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce Health and Safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording and Investigation

All accidents and incidents are reported in the appropriate log book, located in the school medical room.

STOC adheres to the SCC on-line accident/incident reporting system. By using this reporting system, statutory reports for HSE are automatically raised. The Headteacher is responsible for ensuring appropriate on-line reports have been completed. STOC has previously received own log-in information, and any queries are directed to SCC <https://surreycc-safety.net/scc>

Although there is no longer requirement to use FIN241 form, all previous incident reports are filed as previous in school office.

Further information and an explanation of the legal requirements for accident / injury reporting under the "Reporting of Injuries Diseases and Dangerous Occurrences Regulations" can be found on VT4S website. Please also refer to policy on Child Protection

2. Asbestos

The Headteacher is responsible for Asbestos Survey Record, which was last completed summer 2009 and is located in the Admin Office.

To ensure any contractor or other worker are aware of asbestos risk, there are appropriate warning stickers in the relevant places detailing type 4 asbestos and directing personnel to contact Headteacher prior to start of work. Any damage to areas containing asbestos are reported via the maintenance log and routine assessment by the Headteacher.

3. Contractors

For large contracts, vendors are selected through a process of tender organised by the school's appointed surveyor. For small contracts, vendors are also selected via the tender process, but this is organised by the Headteacher.

In all cases, a pre-contract meeting is held with Health and Safety as a routine agenda item. For large contracts, the vendor will provide the Headteacher with Health and Safety plan. For small contracts, Health and Safety briefing only will take place. If any staff are concerned about Health and Safety pertaining to any contractor, this should be reported via the Line Manager and issue escalation route.

4. Curriculum Safety [including out of school learning activity/study support]

All teaching staff will be conversant with the school's Health and Safety policy and complete risk assessment specific to their own curriculum area prior to commencing hazardous



activities. Subject Leaders will take into account Health and Safety procedures when reviewing and updating relevant curriculum policy.

The Headteacher will review and update all staff on Health and Safety concerns at the staff meeting at the start of the school year. In addition, updates will be provided during the year at staff meetings, at least on a termly basis.

Details of these activities are specified in the individual policies, which include, but not limited to:

Policy	Health and Safety Concern
Art	Use of equipment (knives, scissors, glue, clay etc). Appropriate protect clothes to be worn
Behaviour and anti-bullying	Behaviour and anti-bullying
Design and Technology	Use of equipment (saw, chisel, knives, scissors, glue, clay etc). Appropriate protect clothes to be worn. Storage of tools and materials. Food hygiene.
Early Years	Risks associated with in/outdoor play (sand, water, climbing equipment)
Equality Scheme	Disabled access to ensure inclusivity to all curriculum activities
Food in School	Food hygiene in home economics
Geography	Off site day trips, off site residential trips (York yr4, Swanage yr5, France yr6)
History	Off site day trips, off site residential trip (York, yr4), France yr6). Internet awareness, food allergies during Tudor feast (yr5)
Intimate care	Intimate care
Online safety	Internet use and anti-bullying
Mathematics	Working outside classroom (eg, playground)
Physical Education and Physical Activity	Use of equipment and apparatus, storage of equipment and apparatus, safe practice by children, off site location (Greencroft, other schools). Use of swimming pools
Religious Education	Off site visits to local and provincial churches/temples etc.
Restraint and Handling	Ensure correct procedures adhered to
Science	Use of protective clothing, pupil recognition of potential hazard
SEND	Access considerations to ensure inclusivity to all curriculum activities
Using Photographic images of children	Data protection, parental permission, internet use and safeguarding

The following health and safety publications are adopted by the school:

- BAALPE document “Safe Practice in Physical Education and School Sport”
- MAPA Restraint and handling

5. Drugs and Medications

Please refer to policies on:

- Medicines and First Aid
- Child protection

6. Electrical Equipment [fixed and portable]



Contractor is employed to complete PAT testing on annual basis. Fixed wiring is inspected every 5 years. All faults are reported to the Headteacher via written report.

7. Fire Precautions and Procedures (and other emergencies)

Please refer to policy:

- Fire Management.

8. First Aid

First Aid boxes are located in the following places:

- Medicines room (primary box)
- After School Club cupboard
- PTA cupboard
- Mobile kit for school trips and lunchtime supervision.

Care Assistant (medical room) is responsible for checking and re-stocking of these boxes.

Please refer to policies on:

- First aid
- Early Years
- Special Educational Needs

If an ambulance is required:

- Summons by Office staff
- Member of Senior Leadership Team will accompany child to hospital and stay with them until parent/guardian arrives
- Office staff to contact parent/guardian to notify of incident
- Other Member of Senior leadership Team will cover for whoever has attended hospital and complete appropriate reports

8 Glass and Glazing

All glass in doors, side panels and windows is safety glass, and all replacement glass is of safety standard. Routine part of termly Health and Safety assessment of the premises includes review of glass status (ie chipping, cracking etc). STOC follows the guidance policy from SCC on the use of safety glass.

9 Hazardous Substances

All cleaning solutions are provided by contractors from Surrey Commercial Services and stored in secure cupboard (high bolt)

Please also refer to policy on Design and Technology

10 Health and Safety Advice

STOC obtain competent health and safety advice from SCC and subscribe to the Health and Safety Adviser, Babcock]

11 Housekeeping, cleaning and waste disposal

STOC have a contract with Surrey Commercial Services for the provision of housekeeping, cleaning and waste disposal. School nurse removes sharp bin.

12 Handling and Lifting



Teachers are appropriately training in handling of children as per MAPA techniques. Details of this training in manual handling and use of lifting aids are detailed in the staff records.

Arrangements for identification of all activities involving lifting/handling, risk assessments to identify precautions to minimise manual handling tasks are detailed in the relevant policy, eg Physical Education and discussed during new staff induction

13 Jewellery

Please refer to Physical Education policy and school information for parents.

14 Lettings/shared use of premises

Please refer to Letting policy

15 Lone Working

Please refer to Lone Working policy

16 Long Term Evacuation Plan

Please refer to Emergency Plan. Evacuation point at St Peters School, Horse Shoe Lane East.

17 Maintenance / Inspection of Equipment

Maintenance and Inspection of Equipment is contracted to Surrey Commercial Services

18 Monitoring the Policy

The Headteacher and Governors are responsible for monitoring workplace inspections, implementation by staff, accident reports/trends and complaints. Review takes place on at least a termly basis.

Please also refer to policy on monitoring, review and evaluation.

19 Personal Protective Equipment (PPE)

The Caretaker is responsible for ensuring PPE is used as appropriate by all contractors. Issue escalation is via Line Management

20 Playground Safety

Please refer to policies on:

- Outdoor Education
- Physical Education
- Early Years
- Equal Opportunities
- Behaviour
- Special Educational Needs

21 Reporting Defects

All staff are responsible for Health and Safety within the school. To this end, they are expected to report defects in the Maintenance Log, located in the Staff Room. The Caretaker is responsible for either addressing the defect directly, or escalating to the Headteacher if the defect requires outside maintenance.

Maintenance log is reviewed on at least termly basis by Health and Safety Governor.

22 Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken.



23 School Trips/ Off-Site Activities

Please refer to policies on:

- School Trips
 - Geography
 - History
 - Music
 - Collective Worship
 - PE
 - DT
- Behaviour
- Outdoor Education
- Swimming
- Special Educational Needs
- Early Years

24 School Transport

STOC do not own their own mini bus. If parents are transporting other people's children to off site activities (eg sports matches), parental approval is granted prior to trip. All drivers are asked to confirm validation of insurance.

25 Smoking, drug and alcohol

STOC is a non smoking area throughout the whole premises
Please refer to policy on Drugs and alcohol

26 Staff Consultation

Staff consultation takes place at the start of each school year. At this meeting staff are informed about Health and Safety issues, how to raise concerns and encouraged to make suggestions for Health and Safety improvements. Termly reminders are made to the staff to ensure Health and Safety remains a focus.

27 Staff Health and Safety Training and Development

Staff training takes place at the start of each school year. At this meeting staff are informed about Health and Safety issues, how to raise concerns and encouraged to make suggestions for Health and Safety improvements. Termly reminders are made to the staff to ensure Health and Safety remains a focus.

28 Staff Well-being / Stress

All staff at STOC belong to a staff support scheme. Governors are aware of the difficulty for staff of maintaining a reasonable work-life balance and this remains an area of focus for the Governing Body in looking at improving the health, safety and wellbeing of all staff members.

Please also refer to policy on Teaching and Learning

29 Supervision [including out of school learning activity/study support]

Please refer to:

- School Trips Policy
- Outside Education Policy
- Special Educational Needs
- Early Years
- Swimming



- Safeguarding Policy
- Child Protection

30 Use of VDUs / Display Screens

Please refer to policies on:

- ICT
- Internet Use
- Literacy
- Homework

31 Vehicles on Site

Vehicle access is restricted on site during the school day (including extended day).

From 08:30 to 09:00 cars are allowed to use the drop off lane in front of the school. The access to this lane is closed within 10 minutes of the start of the school day. The entrance gate to the playground is manually locked and the exit gate is electronically controlled. Vehicles are not permitted to reverse out of the drop off lane and all drivers are requested to adhere to the voluntary one way system.

During the school day, vehicles will only be allowed onto school premises upon permission from the main office and must be restricted to the marked non pedestrian areas. Any vehicles that are required in other areas of the school premises, must drive at walking pace and be accompanied by person walking alongside the vehicle.

Deliveries are arranged for non peak traffic times, such as start and end of the school day.

32 Violence to Staff / School Security

The outer parameter of the school premises is fenced and access is restricted via electronic front gate, controlled from the Main Office.

The main entrance to the school building is restricted via number coded door and buzzer system, again controlled from the Main Office.

All persons entering the school must complete the sign in book, and will be presented with visitor's badge. Upon leaving the school, visitors must sign out and return the badge.

All staff are required to report all incidents of verbal and physical violence to the Senior Leadership Team.

Please also refer to Behaviour Policy.

34 Security

- All visitors to the school are required to report, in the first instance, to the school office
- Visitors are required to register and will be issued with a visitors badge which is to be worn at all times
- Visitors from outside agencies are requested to show their identity badges and are required to wear them at all times whilst on school premises
- All school staff and Governors will wear an ID badge when in school
- Temporary/supply staff are required to wear either a temporary ID pass or visitors badge



- Access to the school is controlled electronically (apart from access to the Breakfast and After School Clubs via the Infant Hall but these doors are manned by staff members)
- All outside doors, cloakroom, class, halls and corridors, are closed until 8.50am, the start of the school day (apart from access to the Breakfast Club via the Infant Hall)
- In the event of inclement weather, access to the Key Stage 2 hall will be available from 8.30am
- Children arriving late to school should be accompanied to the main reception office by their parent/carer and signed in. Children should then, and only then, go to their classroom
- Parents wishing to take children out of school during the school day are required to come to the main reception office to sign their child out, and proof of ID may be sought. The office staff will then collect the child
- Parents are not permitted to enter classrooms, unless by prior arrangements, and they must sign in at the main reception office and obtain a visitors badge

Abuse and/or unreasonable behaviour to any member of staff or pupil will not be tolerated and the community police officers may be called if deemed necessary.

35 Working at Height

Caretaker is specifically trained for working at height. All other staff have working at height instruction during induction training

Please refer to Display Policy and Lone Working policy.

36 Work Experience

All work experience candidates will receive Health and Safety induction training from the Work Experience co-ordinator prior to beginning their attachment. The induction will cover all aspects of Health and safety in the workplace, and is based on guidance from the DES, and from the Trident Trust, which organises work experience in schools. Please see information from Trident Trust for further details (induction checklist, child protection guidance for placement providers, insurance and Health and Safety)

Please also refer to policy on:

- Design and Technology
- Drama

This policy of St Thomas of Canterbury School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for Health and Safety Equal Opportunities, Inclusion and Safeguarding. Copies of these policies are available from the school website.