Health and Safety overview - 2026/2027

- Children must be in mixed pairs if leaving the classroom, or adult supervision for any purpose, including going to the toilet.
- Long hair must be tied back at all times, for both boys and girls, and all adults.
- In PE, staff must work in bare feet or daps/soft trainers, not shoes, tights or socks. Jewellery should be removed for PE, with the exception of a watch, stud earrings and a plain wedding band.
- For all lessons staff need to be appropriately dressed for the activity, including jewellery and fingernails. Nails must be rounded and not too long.
- Staff are requested not to bring mobile phones onto school premises. If they do they must be locked in the secure cupboard by the school office on arrival and collected as they leave. They are not permitted beyond the office. When children have all left school, staff are permitted phones if lone working.
- Hot drinks are not permitted on the playground or field at any time. They can be carried into classrooms before and after school. During the day if office based staff are carrying hot drinks, these must be in cups with lids.
- Footwear –high heels including stiletto and kitten heels are not permitted in school. Any type of open shoes, sling-backs, sandals or flip-flops are not permitted for children or staff. It is your own responsibility to ensure your footwear is suitable – school will not accept liability for accidents due to unsuitable footwear.
- Tattoos should be fully covered wherever possible. However, if it is impractical to do so, one small wrist or ankle tattoo can remain uncovered, as long as it is of an appropriate nature. This may be relaxed in very hot weather, we will let you know.
- Children must not be released to anyone other than their Parents at the end of the day unless agreed and identified by Parents beforehand. If someone arrives and you have not had Parental permission do not release the child. Go to Reception and attempt to contact parents. You should not be speaking to parents on the playground on the person's phone whilst you are still supervising other children, and you could be speaking to anyone.

General information

- All Staff are requested to inform us as early as possible of any absence through illness. If they know the day or evening before that they will be too unwell they should telephone Mrs Weatherburn in the first instance at home during the day/evening. If they feel too unwell to come to work in the morning, then they must phone between 6.30 and 7.15am. They must have a personal conversation – texts or voice mails are un-acceptable. If no reply then try Charlotte Beresford or Clare Pappin. Should you miss this deadline then you will be expected to be at work.
- The kitchen, staffroom and store cupboards are communal spaces. Please leave them as you would wish to find them. Do not leave dishes and teaspoons in the sink or on the draining board! We all help to maintain our ethos and environment.
- The main driveway and pedestrian gates must always remain closed. If they have been left open at any time please close them. Please take extra care at lunchtimes to close them if you go out. Do not let parents/visitors through without buzzing the office so they know people are on site.
- Please remember that we model our language and behaviour to the children in our care at all times.

All school policies are stored in the staff folder on SharePoint

If you have any questions please do not hesitate to ask.