



Falkner House Recruitment, Selection & Disclosure Policy

Nursery - Year 6 including EYFS with DFE SECTION 3 (drawn up with regard to DFE: Health and Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers and Governing Bodies)

Reception - Year 6 at both Brechin Place and Penywern Road. The Nursery is only at Brechin Place

Security and Visitors

Please see Security and Lockdown Policy.

Pupils

Staff are asked to be vigilant when on the premises and to be alert to any matters that could affect the pupils or staff. All children are always to be supervised. At all times pupils are to move around quietly and in an orderly manner. If Nursery pupils are using the stairs of the premises at the same time, R- Y6 pupils are asked to allow Nursery to use the rail.

Risk Assessment

The welfare of our pupils and staff is of paramount importance and this policy, which includes risk assessment, must be read by all members of staff. Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. Identified risks need to be acted upon. Falkner House determines where it is helpful to have written risk assessments in relation to specific issues, to inform staff practice, and to explain if asked how risks are managed. The staff and/or the relevant bursar are responsible for drawing up risk assessments which are checked by the relevant bursar in advance of an activity. The bursar trains the staff in risk assessments

Consultation with Employees

Risk assessment is an ongoing process and the responsibility of all staff who all must be alert to the changing nature of the environment in which they work. Key areas of risk and areas in relation to which risk assessments should be completed are addressed within this policy and within our Educational Visits Policy. If staff feels a matter needs attention, the Headteacher or relevant bursar should be informed immediately so that the appropriate action can be taken in a timely manner..



Arrival at School

Reception – Y6 at the start of the normal school day – 8.30-8.40am

The gate on the Old Brompton Road or the front door on Penywern Road is unlocked at 8.30a.m. by the Headteacher or a member of staff. The children and parents are greeted informally and the pupils encouraged to come into school on their own. All the form teachers are in their classrooms to wait for their pupils. The gate/door is closed at 8.40 a.m. Latecomers use the front door of 19 Brechin Place or 20 Penywern Road supervised by the office.

Reception – Y6 before 8.30 am for Early Birds, Music Groups or Academic groups

If pupils are in school early (7.45-8.30am) for any of the above reasons, parents/carers ring the Early Birds doorbell or general office front door bell and the pupils go into school on their own. They must register with the member of staff in charge, e.g. the Early Birds co-ordinator. Any member of staff teaching children before the start of the school day at 8.40am is responsible for those children in their care.

Nursery

Pupils are greeted at 8.30 a.m. and 12.30 p.m. at the front door of 17 Brechin Place by the Nursery team. The child says goodbye to their parent/ carer and shakes the hand of the Head of Nursery. Latecomers use the front door of 19 Brechin Place and the parent / carer will escort the pupil down into the Nursery.

Registers

Please see Attendance Policy

Supervision

Please also see Safeguarding Policy

Children are to be supervised at all times. If a teacher requires to absent themselves from a class they should ask a colleague to cover. No child should be left on their own without an adult close by and the younger the child clearly the closer should be the adult. Much depends on the room and area in question – eg. in Brechin Place, one of older children could for example be in the Library if an adult was on the floor below but the layout of the Art Room would make such an arrangement unsuitable.

Playground:

R-Y6 To allow proper supervision, the teacher on playground duty must stand outside, be observant and conscious of the general atmosphere. The school two way radio which is stored in the office must be taken into the playground (the receiver is in the office) for use in an emergency - the playground must never be left unattended.



At Penywern Road two members of staff are on duty. Two or more staff are on duty at Brechin Place if numbers / ages of pupils require and an additional member of staff can and should always be summoned in an emergency. Additional members of staff are always close by and on call. An older child could be asked to summon another adult in a non- emergency situation.

Nursery is supervised by at least two of the Nursery team; the others members of the team are on hand

The Art Room and adjacent music room (Brechin Place) is located on the 3rd floor of 17 Brechin Place. They are isolated rooms and pupils must be escorted and accompanied at all times in this area. The staircase is narrow and quite steep and children must be supervised.

The telephone intercom system is used extensively and the paging feature is the means of informing all adults on the premises.

Lunch and snacks are always supervised (concerns re choking/ anaphylaxis) by:

Y1 - 6 a rota of the first aid trained main school staff.

Reception and Nursery their usual pediatric first aid trained members of staff

Early/ Late Birds (R- Y6) are supervised by at least one member of staff with a maximum ratio of 1:24. If the member of staff is unqualified then there will always be at least another qualified member of staff close by.

Rooms above the ground floor require the windows to be security lock restricted at all times (so that the windows cannot be fully opened) unless there are external bars in place.

Dismissal

Parents are asked to inform the school in advance if anyone other than a parent or known and regular carer is to collect. Any change to this routine must be notified in advance to the school.

Reception – Y6 at the end of the normal school day - 3.00 / 3.30 / 4.00 pm

At the end of the normal school day, pupils are dismissed by the teacher to the responsible adult. At Brechin Place this takes place in the playground. At Penywern Road it takes place at the front door or on the pavement, either directly from the teacher or from a teacher at the front door via a walkie talkie to the classroom. The teacher should ensure the child goes home with said adult.

Reception – Y6 after clubs or Late Birds

Staff dismissing children from externally run after-school clubs, should note the collecting adult on the club register, e.g. M for Mother or N for Nanny and ensure that the pupil goes home with said adult. If staff are unsure as to the identity of the adult collecting the pupil they should ask the pupil. Staff should not dismiss pupils with



another pupil's parent or nanny without prior confirmation from the office. Dismissal from Late Birds is from the appropriate front door and follows the same procedures.

Nursery

At the end of the session at either 11.30 am or 3.30 pm Brechin Place children are collected from 17 Brechin Place front door by parents/ carers. The child says goodbye to the member of the Nursery staff who is at the front door to say goodbye

Uncollected Children

Were a child not to be collected at the end of the usual school day or after a club, the parents would be contacted immediately. R - Y6 children would join Late Birds while a Nursery pupil would be kept within the Nursery. Staff would stay with the pupil however late. In an emergency, a pupil would remain in the Headteacher's care. Continued efforts would be made to contact the parents by all possible means. Two hours after the scheduled collection time, without any communication from the parents or carer, the DSL and in her absence Miss Lisa Day / Mr Alun Roberts – as deputy DSL would call the Police and local Social Services.

Lost Children

Were a member of staff to be aware that a child was missing whilst on site at school, then simultaneously:

- The office is informed
- The premises and surrounding area would be thoroughly searched
- The DSL and in her absence Miss Lisa Day / Mr Alun Roberts – as deputy DSL) would call the Police and local Social Services
- The parents would be called
- The school's insurers would be contacted

If a child were lost whilst off-site the teacher in charge would call the school and the authorities at the venue immediately. The Headteacher and in her absence the relevant bursar, would advise on the appropriate course of action. As required they would suggest how best to arrange a search and they would be in charge of contacting the Police and local Social Services as well as the parents and the school's insurers. The Police and parents would be called by the school within 15 minutes. In 60 years of operation no child has ever gone missing.

Educational Visits

Please see Educational Visits Policy which contains a section on "lost children – off site"



Premises

The premises and equipment are organised in a way that meets the needs of the children. Thus the indoor space requirements for children aged three to five years (2.3 m² per child) are met¹ and so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities. Provision is made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. Sleeping children are frequently checked. There is easy, daily and frequent access to the Falkner House playground. There is an area where staff may talk to parents confidentially.

There is an adequate number of toilets and hand basins available. There are separate toilet facilities for adults. An adequate supply of clean towels, spare clothes and any other necessary items is always available.

Within the EYFS, toys are washed and disinfected at least termly and tables are washed down daily with disinfectant.

FIRE POLICY is in the separate fire safety policy

TERRORISM POLICY is in the separate terrorism policy

SECURITY AND LOCKDOWN POLICY is in the separate security policy.

¹ These calculations should be based on the net or useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets.



Accidents and First Aid

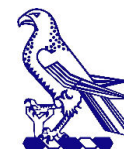
First Aid is the initial, timely and competent assistance or treatment given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or other qualified person

The aims of first aid are to:

Preserve life / Prevent the situation worsening / Promote recovery

The Bursar is the school's appointed person for First Aid. There are also Paediatric First Aiders within the Nursery, PE and Reception staff. A Paediatric First Aider is always present where EYFS children are eating. If a pupil or member of staff is ill or has hurt themselves:

1. The first member of staff on hand (all members of staff have had basic first aid training) assesses the situation
2. First Aid boxes are in the Staff Room and kitchen. A first aid box also accompanies all off site school visits including PE. Body fluids may be contaminated - gloves are available. The Head of PE at Brechin Place and Penywern Road checks the First Aid boxes monthly and replenishes as required. Do not use sprays, lotions, creams, eye baths, or antiseptic. These are outside the scope of First Aid.
3. If necessary, and the situation looks to be serious, call the office who will summon the First Aider
4. Call an ambulance in case of emergency or if a stretcher is required. Pupils who have injuries, which require a visit to Casualty/Accident & Emergency, but not an ambulance, are usually transported in a taxi or car with a teacher or parent.
5. Accidents to staff and or visitors should be reported to the school Bursar
6. Staff must comply with RIDDOR requirements. The RIDDOR 2013 Act requires the Health & Safety executive (on 0845 300 9932) to be informed of specific accidents on school premises pupils (see guidance). The same applies to serious accident to staff or visitors to the school, e.g. loss of consciousness but not fainting, amputation, poisoning, loss of an eye, broken bones but not in hands or feet. The Bursar is in charge of any report to RIDDOR
7. Report serious accidents, injuries or death involving a pupil to K&C Child Protection.
8. Note all accidents on an Accident Report form (staff accident book is also in the office) with attention given to a factual account of the incident. The aim is to show but not presume to know or judge
 - What the incident was,
 - What the injury was,
 - What body area appeared injured,
 - What treatment was given.
9. Accident Report Forms are in the First Aid File which is kept in the office. A clean set is also out in the playground at 20 Penywern Road. One copy is given to parents and one copy is kept in first



alphabetical and then date order in the First Aid File. All head injuries must be carefully monitored as symptoms present themselves after apparent recovery.

10. It is important to write up incidents (e.g. spitting) and let the headteacher know of the incident so parent can be called if appropriate.
11. Parents and a pupil's form staff must always be informed as soon as possible following any significant accident. Do not rely on the pupil to inform them.
12. If a pupil in Nursery or Reception sustains an injury, whoever collects the pupil is notified with details of the accident and the first aid given on the same day and is asked to sign the accident / incident form which is then stored in the office.
13. If an incident is remotely significant, the parent will also be notified on the same day by telephone.

Health and Safety Committee

The committee (the bursar and Anita Griggs Principal) meets termly with notes being kept by the relevant bursar). The committee establishes, monitors and reviews health and safety policy, risk assessments, accidents and procedures at least annually.

Training

Staff complete first aid training as part of their induction every two years thereafter. The appointed person and Paediatric First Aiders keep their training requirements up to date.

Whole school training	Next due	4 th Sept 2026
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Management of Waste Products and Bodily Fluids

All waste products must be disposed of appropriately. Sharp objects e.g. broken glass or expired or used auto injectors must be placed in a sealed container. All blood and body fluids are potentially infectious. Although the degree of risk is small, protective clothing, i.e. disposable gloves and plastic apron, must be worn for dealing with potentially infectious and hazardous spillage.

Maintenance and Repairs

- The LLP is responsible for the maintenance and good repair of the buildings, fixtures and fittings. Within the LLP, it is Anita Griggs who oversees and ensures that maintenance is carried out.

LLP reviewed and approved 31st August 2025

Date of next review - no later than 1st September 6



- Gas appliances are checked annually.
- All equipment is checked at least annually and written records kept
- Electrical inspections are carried out on a regular basis.
- Premises, including outdoor spaces, are fit for purpose: spaces, furniture, equipment and toys, must be safe and clean for children and adults to use
- Staff are aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).
- Staff are charged with reporting accidents, and identifying hazards and faulty equipment. They report to the relevant bursar who will deal with issues arising as soon as is practicable
- Staff are responsible for a brief daily check of their classrooms or work areas and must report any potential problems as soon as is practicable to the relevant bursar
- The relevant bursar checks the playground area on a monthly basis
- The fire bell is checked each week and fire extinguishers annually. Any defects should be immediately reported to the Headteacher who will arrange for repairs
- A separate Health & Safety booklet is provided for maintenance staff.
- Portable Appliance Testing – carried out annually with reports available on request.
- Electrical Installation Condition – checked every five years – next review June 2023 (FHG) or July 2022 (FHB) with reports available on request

WATER TREATMENT (please see Legionella Policy)

MANUAL HANDLING (please see Manual Handling Policy)

Asbestos

It is the School's policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor). A full asbestos risk assessment has been professionally conducted and is reviewed annually.

Control Of Hazardous Substances (COSH)

The relevant bursar is responsible for ensuring that all hazard substances are stored safely in the designated cupboard in the basement. Appropriate hazard warning signs are displayed on the storage cupboard

Slips And Trips

Careful note is taken of areas and occasions where such accidents could be anticipated e.g wet floors, stairs etc. and all reasonable care is taken to minimise risks by portable signage, non-slip finishes, verbal warnings etc. Trailing cables are an obvious trip hazard. Wherever possible work stations, interactive screens and projectors are installed so as to avoid trailing cables. Rubber cable covers are used where there is no alternative.

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No Smoking

No smoking or vaping is allowed on or in the vicinity of the premises at any time.

HEALTH Please see also Catering and Food Hygiene Policy

Parents complete a form asking for their child's medical details before they start at the school. If a pupil has specific medical needs, an individual protocol is drawn up after consultation with parents. This is signed by the parents and copies are kept in the office, the dining room and the staff room. The parents are asked to update all medical details annually (see Safeguarding and Child Protection Policy). In the case of a significant food allergy or intolerance the child will use a red plate for lunch so as to highlight their specific food issues. An individual information sheet with a photograph of the child is kept in the office, the dining room and the staff room. In the case of a child showing any sign of an allergic reaction or an asthma attack, staff must follow the procedure stated in the protocol.

Emergencies: in the case of a parent notifying the school that their child has developed meningitis or another notifiable disease as identified in the Public Health (Infectious Diseases) Regulations 1988, the Headteacher would immediately follow the guidance of the GP or the Local Health Authority. In the situation where a child is unwell at school and we suspect an infectious/notifiable disease we recommend parents consult their GP as soon as possible.

Medication Pupil

Should a pupil be on a course of medication, it is the parents' choice whether he or she stays at home, or returns to school, in which case the parent is free to visit the school to administer the medication. In some cases and only with the Headteacher's permission medicines may either be given by the appointed person, form or head teacher.

Prescription medicines would only be administered at school if they have been prescribed by a medical specialist. Administration of medicines requiring medical or technical knowledge e.g adrenaline auto-injectors is done by trained staff. Older pupils may be allowed to self-administer under adult supervision. In these cases medicines are kept in the staff room refrigerator. Notes are kept in the pupil's records and parents informed promptly of any medicines administered by school staff. Parents should not bring into school non-prescription medications e.g. cough medicine. If emergency medication has been prescribed for a pupil (ventilator/ auto injector/antihistamine etc.) it is kept in its original packaging in a named container in the staff room (in the staff room refrigerator if required) at FHB. At FHG, children keep one auto injector in a 'carry pouch' on them at all times. Additional medication such as piriton, and additional generic auto injectors will be kept in a medical kit box in the staff room. All personal medicines are marked with the pupil name and should only be used by that pupil. A duplicate set of medication is kept in the First Aid kit that goes with a class when pupils are off site. The Head of PE is responsible for checking that all medications are in date liaising with the office to ask parents to renew if necessary.



Illness During The School Day

If a child becomes ill during the school day or is possibly infectious staff should assess whether or not their parent should be contacted by the office. If in any doubt, the parents should be contacted. Established sickrooms with hand basin and adjacent toilet are available for pupils or staff who are unwell and waiting to go home. No pupil should be left on their own in these areas. Details of actions taken during the Coronavirus pandemic can be found in the risk assessment attached to this document.

MEDICATION STAFF (please see Safeguarding Policy)

Occupational Health And Work Related Stress

All staff are supported by the headteacher to look after their emotional and physical well-being. There is a health insurance policy in place – paid for by the school which allows for teachers to claim for physiotherapy, dentistry etc. The school has a link with a medical occupational consultant who is available to give advice to staff and the school at the school's expense. Staff appointments with doctors and dentists should, if at all possible be made out of school hours. In the case of transport difficulties, train cancellations, strikes etc., staff are urged to make every effort to get to school, using taxis or whatever means is practicable. The school will reimburse as appropriate.

Working With Computers

Members of Staff

The school will arrange for any members of staff to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. If a member of staff feels that long-term use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

Pupils

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Date of next review - no later than 1st September 6



Although pupils do not spend most of the school day working with computers, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHEE. Blinds are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.



Appendix A – Sample risk assessments on and off site

FALKNER HOUSE SCHOOL – NURSERY to YEAR 6										RISK ASSESSMENT														
Area CLASSROOMS – NURSERY - RECEPTION										Subject GENERAL SAFETY														
Identified Hazards										Risk			Controls in place										Responsibility	
										L M H														
1 Pupils See Sheet 3													See Sheet 3										Class teacher Class teacher	
2 Scissors Cutting themselves using scissors during Art													Supervised at all times and given training on using scissors safely											
3 Knives Injuring themselves whilst using knives at lunch													Children are closely supervised and knives are checked to ensure they are not too sharp											
4 Contaminated food at lunchtime Dirty hands													Staff wash their hands immediately prior to serving lunch and supervise children washing their hands											
5																								
First Aid, Fire & Evacuation Procedures, Health & Safety, School Security – All staff should refer to the General Policy Documents in the Staff Handbook																								
Those at risk										L M H			Special considerations											
Pupils													Any pupils with notified disabilities											
Teachers																								

LLP reviewed and approved 31st August 2025

Date of next review - no later than 1st September 6



		Date drawn up 20/09/15				Date revised				Originator				relevant bursar	
FALKNER HOUSE SCHOOL – NURSERY to YEAR 6										RISK ASSESSMENT					
Area Netball- off site										Subject Physical Education					
<u>Identified Hazards</u>								<u>Risk</u> L M H		<u>Controls in place</u>			<u>Responsibility</u>		
1	Foreign objects on netball court	Cuts/bruises from falls caused by objects Cuts/bruises from foreign object									Staff to check netball courts for foreign objects All PE staff First Aid trained Staff to assess netball courts for ice and not to play at all if they are icy Teach pupils how to catch balls properly and not pump balls so hard for inexperienced players Pupils to not play netball without proper foot ware and PE kit All jewellery to be removed, if necessary earrings taped			Class teacher After School clubs teacher	
2	Icy or slippery netball courts	Cuts/bruises from falls caused by slippery surfaces													
3	Netballs	Damage to fingers from not catching balls properly and fingers bending back													
4	Incorrect dress	Cuts/bruises caused by slips due to incorrect foot ware Injuries to hands and fingers caused by excess clothing getting caught Injuries from jewellery													
First Aid, Fire & Evacuation Procedures, Health & Safety, School Security – All staff should refer to the General Policy Documents in the Staff Handbook															
<u>Those at risk</u>								L M H		<u>Special considerations</u>					



Pupils				
Teachers				
Date drawn up	26/9/15	Date revised	Originator	relevant bursar

FALKNER HOUSE SCHOOL – NURSERY to YEAR 6	RISK ASSESSMENT
	HEALTH & SAFETY ASSESSMENT
Area Brechin Place	Subject Coronavirus – Roadmap Step 4

<u>Identified Hazards</u>		<u>Risk</u> L M H			<u>Controls in place</u>	<u>Responsibility</u>
	Lapses in following or keeping up to date	x			<ul style="list-style-type: none"> Headteacher / Bursar to ensure daily checks are made with Government updates Website information is regularly updated Parents and pupils updated via class teachers/email as necessary Any change in information to be shared with parents and staff 	Headteacher/Bursar
	Infection protection and control		x		<ul style="list-style-type: none"> Reiterate regularly by email to parents and verbally to children and staff the symptoms of Covid-19 and the procedures that should be followed regarding self-isolation. Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. Seek regular updates about the health of those self-isolating All individuals are to sanitise their hands as they enter school 	All staff



					<ul style="list-style-type: none"> • Regular washing of hands with soap and water or hand sanitiser and always whenever handling shared resources • Where possible have doors and windows open to improve ventilation • Promoting good respiratory hygiene with special regard to disposal of tissues • Children should bring their own water bottles in to school • Resources for activities should be cleaned before and after use • Regular cleaning of frequently touched surfaces – desks, bannisters, door handles etc • School to be deep cleaned prior to start of term and daily cleaning to concentrate on high risk areas • Rolling program of cleaning the school throughout the day • Staff to be given two lateral flow tests per week • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. If there is an outbreak in school, PHE may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt) 	
		Social Distancing within school	x		The requirement for 'bubbles' has been removed but will be monitored and reinstated if necessary.	All
		Medical Risks	x		<ul style="list-style-type: none"> • Individuals feeling unwell should be temperature tested by the office using the infrared thermometers • PPE will be issued to staff with symptoms and also staff who accompany children to the sick bay where they will be isolated prior to collection • Parents of pupils with symptoms should use https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ to arrange a Covid-19 test 	Office/Bursar/All



					<ul style="list-style-type: none"> • Staff identified as being in a vulnerable group will be allocated a room in which to base themselves • Pupil registers and staff records to be updated with covid related sickness 	
		Catering	x		<ul style="list-style-type: none"> • A Perspex screen has been installed at the serving hatch • Morning snacks should be sent to the classroom and be issued individually by the teacher as requested • Worksurfaces and tables should be cleaned after each service • All aprons, clothing and towels should be washed at the end of each day 	Kitchen
		Cleaning	x		<ul style="list-style-type: none"> • A thorough deep clean of the school is to take place before the start of term • The school will be cleaned on a rolling basis throughout the day with particular attention paid to surface touched regularly • Blue bags will be inserted in to the paper towel bins and should be emptied regularly to prevent spillage • Teachers to regularly sanitise desks • Toilets to be cleaned regularly 	Bursar/Cleaners/ Teachers
		Maintenance	x		<ul style="list-style-type: none"> • All water outlets have been rinsed through to prevent possible Legionella • Water temperatures will be checked to ensure they are within recommended limits • A full check of fire equipment will be carried out • A fire drill will be carried out within the two weeks of each phased return date • Air conditioning units will be checked and tested 	



<u>Those at risk</u> Pupils Adults Parents	L	M	H	<u>Special considerations</u>	
Date drawn up 15 th May 2020	Date revised	01 Sept21	Originator	Bursar	