

# Educore Services Health & Safety Policy

## Table of Contents

1. Rationale.....	1
2. Aims and Objectives.....	1
3. Student Health.....	1
4. Student Safety.....	4
5. Emergency Procedures.....	6
6. Staff Health.....	6
7. Transport.....	8
8. Health & Safety Responsibilities.....	8
9. Related Policies.....	8

Publication Date	September 2018
Review Date	September 2020
School leader responsible	Head / SLT
Senior Management member responsible	CEO

## 1. Rationale

It is important at all Educore Services schools that a safe environment is established in which children and adults can work together with confidence. To promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to keep themselves and one another safe and share any concerns they may have swiftly and appropriately. We must also be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

## 2. Aims and Objectives

The objective of this policy is to outline those steps to be taken in the event of a health or safety concern for staff and students in Educore Services schools.

## 3. Student Health

### 3.1 Medical Record Forms

- All parents/guardians are required to complete their school’s Medical Record Form as part of the admissions process and prior to their child or childrens’ enrolment at the school.
- Should the information alter at any time, the parents/guardians are obliged to inform the school office immediately.

#### 3.1.1 Medical Information

- All relevant changes to the student’s medical information will be distributed to the relevant teaching staff. Parents are required to inform school admin, or the student’s house parent, of any changes to the medical form received on admission. They will then will disseminate the information to those who need it, for example school nurses and matrons, kitchen staff or PE staff. It is important that any changes to a child’s medical status is recorded on their file.

### 3.2 Accident Procedures

- All accidents and serious illnesses must be reported to the school nurse/matron, or school admin in the absence of a school nurse. Accident forms are to be kept on the students file and recorded on ISAMS. They should be completed as soon after the incident as possible and returned to the school nurse or admin. The school nurse or admin will immediately report serious accidents to the Head or leading staff member and the houseparent, who will inform the child's parent/guardian as soon as possible after the event.
- Visits to the nurse and treatment given will be recorded in the student's account on ISAMS.
- Medication will be administered by the school only if a parent/guardian has consented to its use on the child's medical record form.

#### 3.2.1 Accident Reports

- Accident reports should be completed for more serious accidents. 'Serious' accidents are difficult to define absolutely but some examples involving students might be:
  - any injury where a blow to the head causes noticeable bruising, not always visible at first
  - any injury resulting in the child not being able to use a limb freely.
  - any injury involving school equipment including its malfunction and misuse.
  - Accidents in laboratories.
- The school nurse will make the final decision as to whether or not it is necessary to complete an accident form.

### 3.3 Medication

- In general, students from all year groups are not permitted to keep medicines in their possession or administer them to themselves.
- The only exceptions to this would be instances where children have been instructed to do so by their doctor as may occur with ventilators for asthma. It is important that this instruction has been recorded on the student's medical form as consented to by the parent/guardian, and is removed when treatment has ended.
- In all other cases medicines should be left with the school nurse or admin and administered by them. Medicines will only be administered by the school if they have received a written request from the pupil's parents/guardians which clearly states beginning and end dates, the doses required and the times when it should be administered.

### 3.4 Illness

#### 3.4.1 Illness during the school day

- If a student becomes ill during the school day and is thought to be unfit for class, the school nurse or admin should be informed and the students' parents (or emergency contact) should be telephoned and asked to collect the child. The child will be placed in the school sick bay meanwhile.

#### 3.4.2 Early Years sickness exclusion policy

- In order to protect the entire group of children in each school's Early Years departments, parents will be asked to assist by keeping sick children at home if they experience the following symptoms within the past 24hrs:
  - a fever
  - signs of a newly developing cold or uncontrollable coughing, to be kept at home for 24 hours after the cessation of these symptoms
  - diarrhoea, vomiting, or an upset stomach, to be kept at home for 48 hours after the cessation of these symptoms
  - unusual or unexplained loss of appetite, fatigue, irritability, or headache
  - any discharge or drainage from eyes, nose, ears or open sores
  - parental suspicion or medical confirmation of communicable childhood diseases such as chicken pox, measles, mumps, serious conjunctivitis etc., to be kept at home for the recommended amount of time depending on the illness (i.e. for five days or until all the spots have crusted over for chicken pox, four days after the rash appears for measles, and five days after the initial swelling for mumps).
- EY children who become ill during the day with any of these symptoms will need to be picked up and taken home.

- Specific questions concerning whether a child is well enough to return school should be addressed to the relevant class teacher.
- It is the prime concern of Educore Services to limit the spread of communicable diseases amongst our students.

#### 3.4.3 Absence Notes

- A note explaining the absence is required from the parents/guardians of a student who has been away from school for more than one school day. In some cases the school office may authorise an absence after speaking to parents on the telephone.
- If a child is unfit for any P.E. or school activity, a note explaining the reason should be given to the appropriate teacher.

#### 3.5 Medical Examination

- Students are not required to have a medical examination prior to admission.
- If at any time the school nurse or another staff member is concerned about the health of any student, the Head and/or houseparent will be informed, who in turn will inform the parents/guardians.
- If the illness could adversely affect the health of other students and staff, the school will take appropriate action according to WHO guidelines on contagious diseases.

#### 3.6 Behavioural and Emotional Concerns

- Any student with a behavioural or emotional problem will be (initially) handled by the class teacher and teaching assistant in consultation with the school nurse and/or Principal.
- If, after consultation, a more complex problem is suspected, then the parents will be informed. Where possible the school will attempt to support and advise parents in next steps or if appropriate a mutually agreed behaviour or inclusion plan.
- A record will be made in the student's file and confidentiality observed.

#### 3.7 Head Lice

- If a head lice outbreak is suspected, a teacher or another member of staff may request that head checks are done to nip it in the bud.
- If any student is found to have lice in their hair, they must be kept away from school until they are cleared of all lice and eggs.

#### 3.8 Eye Testing

- It is recommended that students in Year 1 undergo an eye test. Schools request that any abnormal results from these tests and any subsequent tests are communicated to them so they can be added to the student's file and accommodations made for their learning if necessary.
- If a student is suspected to have reduced visual acuity or other visual complaint, then parents will be advised to consult an ophthalmologist.

#### 3.9 Hearing Test

- If a teacher suspects a student may have a hearing problem, the parents will be informed and encouraged to refer students to an audiologist.
- Schools request that any abnormal results from these tests and any subsequent tests are communicated to them so they can be added to the student's file and accommodations made for their learning if necessary.

#### 3.10 Healthy Eating

- At all Educore Services schools, parents are encouraged and advised to pack a healthy snack and lunch for their children e.g. fruit, sandwiches etc.

- All sugary food items e.g. sweets and chocolates are discouraged.
- No fizzy drinks are to be sent to school and in the event that this does happen the said item will be put back into the child's bag and water offered instead.
- Drinking water is available at each school and children are encouraged to keep their water bottles filled throughout the day. For health purposes, children are requested to use water bottles that they bring from home.

#### **4. Student Safety**

##### **4.1 General Safety Checks**

A safety check is carried out annually by the Ministry of Education (a copy is kept on file in each school office) in addition to the ongoing internal safety checks by the school management.

##### **4.2 Supervision**

###### **4.2.1 Pastoral Care and Supervision**

All teachers and staff members are expected to act in loco parentis, exercising the same degree of responsibility for the students in their care as would reasonably careful parents when looking after their own children.

###### **4.2.2 General Care and Supervision**

- Particularly in younger year groups and at junior schools, children in our care should not be left unsupervised except in unavoidable emergencies. In that instance clear instructions should be given to the children on how they should behave until alternative supervision arrives.
- Break times are always supervised by teaching staff at all schools.
- End of school terms and days, and collection times, are always supervised by teaching and/or administrative staff.

###### **4.2.3 Registers / Attendance**

- Completed registers should be returned to school offices by 8 am each morning.
- Students who arrive late must go to their school office to be marked present before entering class.
- Students leaving school before the end of the day must sign out at the school office before leaving the premises.
- Staff leaving before the end of the academic day must inform their Head and school admin.
- Visitors to any Educore Services school must sign in at the school office. They will usually receive a visitors pass and should return it to the office upon exit.

###### **4.2.4 Break times**

- Teachers must be familiar with the duty roster and be in place as quickly as possible. Teachers are expected to be mobile and patrol the whole duty area when they are on duty.
- Particularly in the younger years, when supervising children in the playground care should be taken to ensure that play activities are safe, controlled and considerate of others. Teachers should be alert to the possibility of activities and play which constitute bullying (even of the mildest sort), ensure that it is stopped and take measures to ensure that those concerned are aware why the activity should not continue.

###### **4.2.5 End of Day / Collection Time**

- All students must be collected on time by their parents / guardians
- It is very important that parents inform the relevant class teacher or school admin if their child is to be collected by persons unknown to the teaching staff. Children will not be released to unknown adults or older siblings without prior authorisation.
- In the interest of safety, school gates will be closed during the school day.

###### **4.2.6 Movement**

- Classes/ large groups of children moving around the school should be supervised by their teacher, especially in the younger year groups. Junior school classes will normally be accompanied to specialist lessons by one of their teachers.
- At all times, safety, quiet, orderliness and consideration of others should be emphasised.
- At the end of the day and after extra-curricular activities teachers will be present at the pick up area and will accompany younger students there.

#### 4.2.7 Classrooms

- All infant classrooms are located on the ground floor.
- Children should be organised so that in general they are visible to the teacher at all times.
- In instances where children may be working outside the direct view of the teacher for a period of time he/she should remember to make visual checks at appropriate intervals. In all year groups, students using potentially dangerous tools should do so only under the close direct supervision of the teacher.
- Whatever the activity, noise levels should be so regulated that in the event of any untoward occurrence, the teacher should be aware of it at once.

#### 4.2.8 Maintenance Book

- Health and Safety concerns noticed by staff at any Educore Services school should be recorded in the school's maintenance book, to be kept in the school's administration office. The book should be completed to indicate the nature of the problem, its location and the recommended action. The school's management is responsible for organising and following up necessary work.

#### 4.2.9 Student Security

- Student security is paramount at all our schools. Our supervision should be such that students are never able to leave the premises undetected. Nor should they ever be allowed to leave the premises other than at the end of the school day to go home, unless there has been a note from parents and prior arrangements have been made.
- Staff should take all reasonable steps to check the identity and authority of any adults arriving during the school day to collect students, especially if their arrival is unannounced. If in any doubt the Head Teacher should be contacted before the student is allowed to leave with someone unknown to staff or without prior permission to do so.
- Every effort should be made to keep staff informed of any instances where there is a possible conflict over child custody.
- Strangers should not be allowed to wander around the school premises. If discovered, they should always be escorted to the school office immediately to verify their identity and reason for visiting.

### 4.3 Bullying

- All forms of bullying are treated very seriously, and Educore Services has an inclusion policy which outlines our expectations on bullying. Appropriate action will be taken in accordance with our policy and individual school rules, and parents will be informed where necessary.

### 4.4 Security of Property

- Theft may arise from the school community as well as from strangers. Students are discouraged from bringing very valuable items to school. It should be made clear to all students, staff and parents that valuables are the responsibility of the owner, whether student or staff member.
- Children should not be left unattended in a classroom.

### 4.5 Jewellery

- The wearing of jewellery in school causes concern both in terms of the safety of the wearer, and the security of the item. Jewellery worn to school should be limited to watches, small earrings, medical bracelets and religious items.
- No item of sentimental or monetary value should be brought to school.
- All jewellery must be removed for P.E. in the interests of safety. Jewellery catching on equipment may cause injury to both the wearer and other pupils. Jewellery should be handed to the class teacher or lodged at the office for safekeeping before P.E. lessons. Junior and secondary school pupils should hand jewellery to the P.E. teacher. In exceptional cases, where jewellery cannot be removed e.g. religious circumstances or newly pierced ears, children should be asked to provide a note and plasters to cover the jewellery during P.E. lessons.

### 4.6 Swimming Pool

- Any swimming pools Educore Services students have access to must only be used under staff supervision

- Staff members leading pool sessions should check the pool is securely locked once the session has ended, and pools should be locked at all times when they are not in use.

## 5 Emergency Procedures

### 5.1 Fire and Emergency Evacuation

- The procedure to follow in case of fire or other emergency is outlined in each school's fire evacuation plan.
- The fire & emergency evacuation drill should be prominently displayed in each room in the school. All staff and pupils should be familiar with their evacuation route and should have the opportunity to practice it regularly.
- Fire extinguishers are checked, and staff trained in their use.
- Evacuation drills should be held at least termly. For schools with boarding sites, it is important the students know how to evacuate at times they might be in their dorms sleeping as well as in classrooms or other areas during the day.
- Children should be aware of what they must do in the event of an evacuation being necessary.

### 5.2 Fire or Emergency Evacuation Drill Procedure

In the event of discovering a fire or smoke, or another need to evacuate the school, the following action should be taken at all schools. Individual evacuation plans will differ, but these basic premises are relevant to all Educore Services sites:

- Whoever discovers a fire should activate the nearest fire alarm by breaking glass on alarm panel and if possible immediately alert senior members of staff.
- Everyone should remain **CALM**
- Only trained adults should make an attempt to fight a small fire where fire-fighting equipment is available.
- When the fire alarm sounds, teachers should evacuate their class as quickly as possible according to the emergency evacuation plan.
- Close all windows and doors.
- Every adult and child on the premises must evacuate immediately, leaving personal belongings behind.
- Proceed quickly and quietly to the fire/emergency assembly point via the nearest exit.
- **DO NOT RUN. REMAIN SILENT.**
- All classes should assemble in a pre-designated place.
- The school admin should bring class registers and distribute these to class teachers who should carefully register all students.
- The Head Teacher should carefully register all teaching staff and support staff.
- Missing persons should be reported immediately to the Head or leading member of staff.
- In the event of a person being missed, the Head or lead staff member will be responsible for organising a search party.
- No person shall re-enter the premises until instructed to do so by the Head.
- Registers should be collected in by the school administrator and returned to the office once the all clear has been given.

## 6 Staff Health

### 6.1 General Illness

- Should a staff member fall ill with a communicable disease or virus and run the risk of infecting students or staff, they should remain at home until danger of infection has passed. In case any employee has a communicable disease, such as TB, his/her medical advisor should inform Educore Services HR. The employee will not be permitted to go back to work until he/she is, certified by the medical advisor, medically safe to do so. This is for the safety of all children, employees, and HIV positive staff for whom contracting such a contagious disease might well be fatal.
- Should a staff member be ill for more than one school day they should inform Educore Services HR, their school admin and their Head. They may be required to produce a doctor's note or medical

certificate depending on the ailment and duration of absence. See Educore Services Conditions of Service Policy for more information.

## 6.2 HIV and AIDS

### 6.2.1 Introduction

- Like all Zambian organisations, Educore Services is aware of the prevalence of HIV and AIDS infection in Zambia and the ways in which it could affect our students and staff.
- All Educore Services schools and central services are extremely strict on our policies of non-discrimination and confidentiality regarding the impact of HIV/AIDS.
- Educore Services chooses to implement practices which will reduce infections and the impact of infections to a minimum, and aims to support staff and students wherever possible through support services such as education, counselling, prevention and treatment options.
- It is very important to us that impacted staff and students feel secure and well-supported at work or school, and we aim to have open dialogue on the subject of HIV/AIDS with the purpose of de-stigmatising and supporting our colleagues and charges.

### 6.2.2 Guiding Principles

Educore Services will:

- as a socially responsible employer, assume a responsibility for the health and welfare of its employees
- facilitate access to acceptable levels of locally offered health services
- provide its employees with information on transmission in all its forms, prevention and treatment of HIV and AIDS
- continue to develop this policy in the areas of education, counselling, prevention and treatment
- pursue an open dialogue on HIV and AIDS within the organisation
- Encourage and facilitate the use of voluntary HIV counselling and testing services for all its employees.
- uphold the principle of confidentiality of the patient / doctor and employee / employer relationship
- not allow discrimination or stigmatisation in the workplace of HIV positive employees
- seek partners (eg NGOs, fellow schools) to assist in developing our practice and aid peer education in awareness and prevention.
- ensure that HIV positive employees can continue to make a positive contribution to the school's performance
- expect all employees to support this policy through appropriate behaviour

### 6.2.3 Recruitment

- No employee will be required, in verbal or written form, to undergo HIV testing, whether this is pre-employment or during employment, direct or indirect
- It is reasonable to require proof of fitness for the job. This medical test will not include an HIV test.

### 6.2.4 Confidentiality

- Employees are not obliged to disclose their HIV status to the employer. They should be encouraged through counselling to disclose their HIV status to those who have critical reasons to know, e.g. spouse, partner.
- Information on the HIV status of an employee, by other than the employee him/herself, should only be given to the employer with the employee's written consent.
- Confidentiality of all medical information of an employee or prospective employee will be maintained, unless disclosure is legally required.
- In the event of unwarranted disclosure of confidential information, obtained in the course of employment, appropriate disciplinary action will be taken.

### 6.2.5 Managing illness and job security

- An HIV positive status will be no grounds for dismissal, retrenchment or denied promotion at any Educore Services school.
- HIV positive employees who are no longer able to perform their duties fully, will, when possible, be offered alternative employment without loss of benefits and in compliance with Zambian labour laws.
- When an employee is no longer able to continue his/her employment due to ill health, the local employment conditions governing ill health and retirement will apply, according to the rules and regulations of Zambian labour law.

### 6.2.6 Benefits

- Employees who become ill with AIDS will be treated like any other employee with a comparable life threatening illness, with regard to access to employee benefits
- All Educore Services employees should be supported in accessing voluntary counselling and testing services and be encouraged to use them.

### 6.2.7 Management & Procedures

- Educore Services will not allow any form of discrimination on the basis of someone's HIV status in the workplace. In case of any grievance, the standard Educore Services grievance procedure as stipulated in the HR employment terms and conditions will apply.
- Any employee who refuses to work with an employee on the basis of a real or perceived HIV positive status or breaches confidentiality will be subjected to disciplinary action.
- Educore Services will ensure that professional and confidential filing of records relating to all relevant HR information, including HIV status is maintained.
- Mechanisms should be created to encourage openness, acceptance and support for those who voluntarily disclose their HIV status within the workplace. Employees that are openly living with HIV or AIDS are encouraged to conduct or participate in education, prevention and awareness programmes

### 6.3 School Nurse / Sick Bay

Some Educore Services schools have a sick bay, available for minor treatment and first aid. Any ailments or accidents more serious will be referred to the local clinic.

## 7 Transport

Students must be transported during school trips and residential in vehicles which have passed all required safety measures, whether school-owned or rented. Event coordinators must check the presence of a first aid kit before the trip begins.

## 8 Health & Safety Responsibilities

The overall responsibility for Health and Safety lies with the Head Teacher of each school. The following staff members have a responsibility for these areas:

Area of Responsibility	Responsible Person
Equipment, Buildings and Electrical Installations	>Estates Manager >Head Teacher
Teaching Equipment and material	Teachers
Transport Vehicles	>Driver >Logistics Officer >Operations Manager
Laboratory (control of toxic substances)	Science Teachers
Dormitories & boarding facilities	Housemaster/Housemistress
Staff housing	>Staff line manager >Estates Manager >Operations Manager
Sports facilities and equipment	Heads of PE and sports coaches
School kitchens, canteens and dining halls	>Boarding Manager >Kitchen Manager

## 9 Related Policies

The following documents are related to the Educore Health & Safety Policy:

Pos	Description	Filename / Link
	Educore Services Inclusion Policy	
	Educore Services Equality Policy	
	Educore Services Safer Recruitment Policy	
	Educore Services Safeguarding & Child Protection Policy	
	Educore Services Housing Policy	
	Educore Services Code of Conduct	

## 9 Annex

The following documents are an integral part of the Health & Safety Policy:

ENGAGE  
ENLIGHTEN  
EMPOWER



Pos	Description	Filename / Link