



JSSPS Health & Safety Policy

Reviewed in: April 2020

TABLE OF CONTENTS

- 1) Statement of Intent
- 2) Organization for Implementing the Policy
- 3) Responsibilities
- 4) Health & Safety Coordinator
- 5) Members of Staff Holding Posts of Special Responsibility
- 6) Class Staff
- 7) Pupils/Caretaker and Site Controllers
- 8) Visitors
- 9) Pets/Smoking/Keeping Fit and Healthy
- 10) Arrangements for Health & Safety
- 11) (Supervision of Pupils)
- 12) Provision of First Aid
- 13) Emergency Procedure/Additional Arrangements
- 14) Road and Rail Safety/Hygiene
- 15) Actions during pandemic (during school time and during online education)
- 16) Review of Policy

APPENDICES

- A. Appendix A –Emergency Procedure
- B. Appendix B –Policy for Administering Medication and Managing Medical Conditions in School
- C. Appendix C –Practical Activities and Use of Materials
- D. Appendix D –Guidance on Taking Children out of School
- E. Appendix E –Jewelry Policy
- F. Appendix F –H&S Guidelines as devised by School Council
- G. Appendix G –School Smoke free Policy
- H. Appendix H–Whole School Food Policy
- I. Appendix I – During VIRUS OUTBREAK

STATEMENT OF INTENT

JSS Private School recognizes their legal responsibilities to ensure the continuing health, safety and welfare of employees, pupils and any other persons affected by their arrangements.

The purpose of this document is to provide an effective framework for the systematic identification of hazards and control of risks, in order to create a safe environment in which to work and learn. It is recognized that this can only take place if commitment to health and safety starts at the most senior level and is actively supported/promoted by all levels of staff.

It is a requirement that all staff are aware of and follow both the UAE's local laws of safety and guidance where it applies, and the school local policy, which addresses specific local situations, such as the development and delivery of curriculum and pastoral care of the children and staff. The schools regard compliance with statutory requirements as a minimum and seek to achieve the highest practical standard possible in all aspects of health, safety and welfare, seek to achieve the highest practical standard possible in all aspects of health, safety and welfare.

The management will consult with individuals before allocating particular health and safety functions. They are also committed to the provision of sufficient resources, information and training for all staff to implement the provisions of the policy.

Staff are encouraged to call on expert advice to determine risks and establish precautions to deal with them. Arrangements have been made to monitor and evaluate this policy together with the safety management structure within the school.

This policy, and reference to the arrangements that are part of this policy, will be given to every employee; their acceptance and compliance will be a condition of their continuing employment. Any breaches of this policy will be dealt with under the disciplinary procedure.

In administering this policy, we recognize the duty not to treat a disabled child or adult less favorably and the duty to make reasonable adjustments.

ORGANISATION FOR IMPLEMENTING THE POLICY

The aim of this policy is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises or engaged in activities under the school's control. To achieve this, we aim:

- To establish and maintain a safe and healthy working environment throughout the school;
- To establish and maintain safe working procedures amongst staff and pupils;
- To make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- To ensure the provision of sufficient information, instruction and supervision (to all those working on site or elsewhere), so that they may avoid hazards and to contribute positively to their own safety and health at work and that of those for whom they have a special duty of care or responsibility, and to ensure that they have access to health and safety training as and when it is required;
- To maintain a safe and healthy place of work with safe entrances and exits;
- To formulate effective procedures for use in the case of fire and other emergencies and for evacuating the school premises;
- To lay down procedures to be followed in the case of accident;
- To provide and maintain adequate health and welfare facilities.

THE RESPONSIBILITIES OF THE MANAGEMENT

The management of the School have the overall responsibility for all matters concerning Health, Safety and Welfare of employees, and other persons who may be affected by their Policy and arrangements both on and off the site.

In particular they are to:

- Undertake to set out the terms of reference for the establishments' Health, Safety and Welfare Policy; to maintain the premises, activities and facilities free of hazards which are within their control or authority in order to keep risks to the minimum. They will inspect the premises annually with the schools Health and Safety representatives to monitor its effectiveness and adequacy;
- Require the Principal and staff to implement the Policy and to provide an annual report on the performance of the Policy;
- Determine and approve an annual Health and Safety plan, delegating duties as necessary for the proper implementation of the policy and plan;

- Determine and plan the budgetary provision for expenditure on Health, Safety and Welfare: training, supervision, preventive maintenance and repair, risk assessment and such other arrangements as they consider necessary;
- Consult with employees and their representatives on all matters affecting their Health, Safety and Welfare, and the delegation of duties;
- Institute disciplinary action or sanction as may be necessary to ensure full compliance with the Policy and the proper performance of duties by all employees.

THE PRINCIPAL

The Principal is responsible to the management and has general responsibility for the satisfactory performance of functions delegated to others. The Principal will:

- Be responsible overall for the implementation and review of safety policy and its arrangements and for the progress and fulfillment of safety planning and strategy agreed with senior staff, the Safety Management Committee and at the direction of Governors;
- Be the focal point for day-to-day references on safety and give advice or indicate sources of advice;
- Co-ordinate the implementation of the approved safety procedures in the school as they may be delegated to other members of staff;
- Maintain contact with outside agencies able to offer expert advice;
- Bring this Policy and arrangements to the notice of all staff, including new employees, contractors, temporary staff, agency staff, work experience students and supply teachers;
- Maintain records of:
 1. competent persons and areas of responsibility, and validity of current training;
 2. training of competent persons;
 3. health, safety and welfare inspections and relevant checklists;
 4. completed assessments
- Identify "specialist" staff able to conduct risk assessments in their own areas of expertise and require periodic comments and reviews as may be necessary;
- Take action immediately to control risks arising from identified hazards and stop any practices or the use of any plant, tools, equipment, machinery, etc. they consider to be unsafe until satisfied as to their safety;
- Make recommendations to the Authority for additions or improvements to plant, tools, equipment and machinery, etc. which are dangerous or potentially so. In addition, purchasing shall be controlled and conducted through approved/reputed suppliers to ensure that purchases meet safety requirements;

- Make or arrange for inspection of premises, places of work and working practices on a regular basis to ensure that they are kept informed of hazards and hazardous situations, and review from time to time:
 1. provision of first aid in the school;
 2. contingency arrangements and make recommendations for improving the procedures laid down;
- Review regularly the dissemination of information concerning the school safety procedures and requirements necessary for these to function;
- Recommend necessary changes and improvements in welfare facilities.
- Make arrangements to identify hazards, assess risks and institute necessary controls on risks arising from unavoidable hazards in a programme of general risk assessments.

ALL THE EMPLOYEES

“It shall be the duty of every employee while at work:

- To take reasonable care for the health and safety of himself and any other persons who may be affected by his or her acts or omissions, and;
- As regards any duty or requirement imposed upon his employer or any other person or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with...

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in the presence of any relevant statutory provisions in order for these laws to be observed and that the responsibilities to pupils and other visitors to the school are carried out”.

ALL employees are expected to:

- Know the safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied;
- Observe standards of dress consistent with safety and/or hygiene;
- Exercise good standards of housekeeping and cleanliness;
- Know and apply the emergency procedures regarding fire and first aid (as detailed in Appendices A and B);
- Use and not willfully misuse, neglect or interfere with things provided for his/her safety or others' safety;
- Co-operate with other employees in promoting the improved safety procedures in their school;
- Co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive of the Public Health Authority;

- Ensure that substances hazardous to health are stored, clearly labeled in locked cupboards that are not accessible to children and that everyone wears appropriate clothing to use such substances ;
- Report immediately any failure to comply with this policy to the Principal who will then initiate appropriate and remedial action. If it proves impossible for the Principal to resolve the matter, they will then report the matter to the management;
- Ensure that, where their duties may require it, their car insurance covers them to carry pupils to hospital in an emergency and that they do not travel unaccompanied or without a qualified first aider in attendance as may be necessary.
- Staff are expected to ensure safe working practice within an educational setting. (See Appendix H)

THE HEALTH AND SAFETY CO-ORDINATOR

Without detracting from the overall responsibility of the Principal, the **Health and Safety Coordinator** will report to the Principal and act as a focus for communication on hazards with the responsibility to promote and improve standards of safe working and the safety culture on a day-to-day basis. In addition, he/she will:

- Arrange for and organize such Health and Safety training as may be required;
- Make available information on hazards as may arise or be involved in the workplace;
- Make termly inspections to ensure that a safe and healthy environment is maintained;
- Prepare reports on the progress of the safety plan agreed with senior staff and integrated into the teaching and other work programmes;
- Review First Aid Book and Incident Report Forms and complete action required.
- Maintain such statutory notices, registers and precautionary signs as may be required (or requested);
- Liaise with any appointed or "other" health and safety specialists, the Safety Committee and any contractors on site to make information available to them and co-ordinate Health, Safety and Welfare arrangements;
- Programme necessary re-assessments as recommended by assessors;
- Ensure the Safety Policy document is reviewed annually;
- Review First Aid Book, Borough Incident Report Forms and medical records twice in a term.

The Principal and **Safety Coordinator** will liaise together with the Competent **Safety Advisor** to ensure adequate provision of resources, staffing, funding, materials and equipment (and that these are made available within available resources) to meet the requirements of Health and Safety at Work, other safety regulations and relevant legislation as may be applicable throughout the school and in other areas of responsibility off site.

The requirements of the Management of Health and Safety Regulations will be adhered to, and guidance that may be issued by the local government or any other authoritative body in relation to these and other applicable regulations.

THE MEMBERS OF STAFF HOLDING POSTS OF SPECIAL RESPONSIBILITIES

These staff shall:

- Have a general responsibility for the application of the Authority's and the School's Safety Policy to their own department or area of work and are directly responsible to the Principal to determine and apply appropriate safety measures and procedures within that department/area of work. Advice or instructions given by the Authority and the Head including the relevant parts of this Statement shall be observed;
- Where necessary, establish and maintain safe working procedures including arrangements for ensuring as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, e.g. chemicals, boiling water, duplicating fluid, guillotines.
- Resolve any health and safety problem that may be reported to them as referred to the Principal any of these problems for which they cannot achieve a satisfactory solution within the resources available to them;
- Carry out a regular safety inspection of the activities for which they are responsible and where necessary submit a report to the Principal;
- When requested to do so, carry out a risk assessment of the activities for which they are responsible and submit a report of these to the Principal and the management;
- Ensure as far as is reasonably practical the provision of sufficient information and instruction, training and supervision to other employees and pupils to avoid hazards and contribute positively to their own safety and health at work;
- Where appropriate, seek the advice and guidance of the relevant advisor or officer of the Authority;
- Propose to the Principal, the requirements for safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.

CLASS STAFF

The safety of children in classrooms, the Hall, the Trail and workshops is the responsibility of class teachers. Teachers have traditionally carried responsibility for the safety of pupils when they are in their charge. If for any reason (e.g. in condition or location of equipment, the physical state of the room or the split of a class for practical work) a teacher considers he/she cannot accept this responsibility, he/she will discuss the matter with the Principal before allowing the practical work to take place. Class teachers are expected to:

- Exercise supervision of the pupils and to know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out, referring to Appendices A, B;

- Know the special safety features to be adopted in their own special teaching areas and to ensure that they are applied, referring to Appendix C;
- Give clear instructions, warnings and information on hazards as often as necessary;
- Follow safe working procedures personally;
- Call for protective clothing, guards, special safe working procedures, etc. where necessary;
- Make recommendations to their Supervisor or Academic Coordinator on safety equipment and on additions or improvement to plant, tools, equipment or machinery which are dangerous or potentially so;
- Be aware of school guidance on taking children out of school - See Appendix D;
- Provide opportunities for children to discuss appropriate health and safety issues;
- Incorporate safe working methods into the teaching practices and conduct of all activities in their control.

PUPILS

The pupils are expected to:

- Conduct themselves in an orderly manner in line with the schools "Golden Rules"(see Appendix F);
- Exercise personal responsibility for the safety of themselves and classmates, including standards of dress consistent with safety and/or hygiene. This would preclude unsuitable footwear, and clothing, sharp implements, knives and other equipment considered dangerous, e.g. rings, earrings (except stud earrings), necklaces, other forms of jewellery (please refer to Appendix E for guidance on jewellery and religion);
- Observe all the safety rules of the school and in particular the instruction of teaching staff given in an emergency;
- Use and not willfully misuse, neglect or interfere with the things provided for their safety.

CARETAKER AND SITE CONTROLLERS

Aside from their general responsibilities as employees to work safely and to protect the safety of others, their main responsibilities are to:

- Set a personal example;
- Be familiar with the Regulations and other legislation applicable to the work on which they and their staff or contractors are engaged and to insist that those Regulations are observed;
- Incorporate safety and health instructions in routine orders and see that they are obeyed;

- Restrain employees, and others under their direction, from taking unnecessary risks;
- Ensure that new employees particularly contractors, self-employed persons, temporary staff or agency staff receive instruction on and understand safety and health precautions before beginning work;
- Commend staff who, by action or initiative, eliminate hazards;
- Discourage horseplay and reprimand those who fail to consider their own well-being and that of others around them;
- Report defects in plant or equipment, or any obvious health risks for remedy;
- Maintain clear unobstructed passages throughout the premises, free from slipping, tripping hazards;
- Maintain a high standard of housekeeping so as to prevent the accumulation of rubbish and dirt;
- Receive defect and maintenance reports and requests and institute necessary action;
- Erect safety warning signs and maintain the effectiveness of guards and safety devices;
- Arrange for the proper maintenance, testing, and certification of plant, installations and machinery and arrange for periodic statutory or specialist examination and certification of;
 - electrical equipment, both fixed and portable;
 - ladders or scaffolds and access equipment;
 - pressure vessels and their systems and controls;
 - lifting equipment, hoists, etc.;
 - vehicles
- Ensure that no new machinery or equipment is installed for use or connected unless properly documented with drawings and instructions on potential health and safety hazards and safe operating procedures – with particular attention to contingency planning for its failure or breakdown, loss or damage, etc.;
- Supervise storage, consignment and safe disposal of waste and special waste.

VISITORS

Visitors and parents must report to the front office and sign the appropriate 'visitors book' on arrival. Visitors should be instructed to wear the badges issued to them. They must also sign out.

Regular visitors and other users of the premises, e.g. delivery men from specific companies, should be required to observe the safety requirements of the school. In particular, parents helping out in the school should be made aware of the school's safety arrangements applicable to them through the teacher to whom they are assigned. When premises are used for other purposes not under the direction of the Principal, the person in charge of those activities for which the premises are in use will have responsibility for undertaking a risk assessment and agreeing with the Principal, safe practices and suitability of the accommodation. The school will require reasonable evidence of their competence and ability to maintain safe conditions.

PET ANIMALS

Pet animals will not be brought onto the school premises at any time and owners will be challenged if seen with pets in the school grounds. It is not acceptable for dogs to be tied to railings just outside the school premises as they can become distressed and may snap at a child entering or leaving the school.

SMOKING

The school, the playground and the area near the entrances are all no smoking sites. Any parent /visitor caught smoking on the grounds will be challenged. Staff should not smoke outside the school entrance. (See Appendix G)

KEEPING FIT AND HEALTHY

As a healthy school we encourage children to be healthy:-

- Healthy options at lunch times
- Accessible drinking water
- Walking to School; School Travel Plan
- A Full PE Curriculum
- After School Sports/Fitness Clubs
- Leaflet for parents on keeping children healthy
- On birthdays as an alternative to sweets and cakes, children are encouraged to bring in a healthy option or donate a book to the class.

ARRANGEMENTS FOR HEALTH AND SAFETY SUPERVISION OF PUPILS

Children are supervised on the site from 7.50 a.m. until 3.40 p.m. No supervision or responsibility is taken for children on site outside these hours unless they are undertaking an activity approved by the school.

- Children will not use any playground apparatus before or after school (unless with the prior approval).
- Children will be supervised during break times and lunch times and must adhere to the school's safety regulations for pupils at all times (please refer to Appendix F –Safety Regulations for Pupils).
- Children who arrive after 8:00 a.m. must report to the office.
- Teaching staff are advised by their professional association not to administer medicine. The school's Policy for Medication is in Appendix B.
- Children must take responsibility for walking calmly around the school. Children will be supervised by an adult in the classroom. During wet breaks an adult/s will supervise the classrooms in each year group.
- When using the gymnasium, the children will wear appropriate clothing – shorts and a T-shirt (which will not be over-large and baggy). Children should do gym activities in shoes. Within the gymnasium pupils are not allowed on any apparatus except under the instruction of the teacher in charge. Staff must ensure that all apparatus is correctly erected before allowing children to use it. The activities on

the apparatus will only be those instructed by the staff in charge. Staff must ensure that they have a clear view of all children using apparatus at all times. They will never turn their back whilst children are on the apparatus. Before dealing with any incident or accident, the teacher will stop all children working and make sure that they are off the apparatus. This procedure will be rehearsed so that children are familiar with it.

- No child will be in the car parking area at any time without close adult supervision.
- Health and safety in the **Early Years** is paramount. The children do many hands on practical activities in the six areas of learning, to gain concepts and skills. In both Nursery and Reception, activities will be designed and structured following the Health and Safety practices.

CONTRACTORS

Outside contractors working on educational premises are required to ensure safe working practices by their own employees and must pay due regard to the safety of all persons using the premises. They must be insured for Public Liability. Where the contractor creates hazardous conditions and refuses to eliminate them, the principal or substitute shall take appropriate action to prevent persons in his/her care from risk of injury. All staff are reminded not only of the provisions of the Health and Safety At Work Act but also of their own duties. Contractors must conduct themselves in a safe way, place their vehicles or equipment so that they will not pose a safety hazard to children and must stop work as necessary during playtimes when children are likely to be around areas of work. All hazardous areas must be barriered off by contractors.

PROVISION OF FIRST AID

A First-aid box is provided in the Welfare Room. These will be checked and replenished regularly by the Welfare Assistants. Registered First Aiders are as listed in Staff Handbook.

Emergency Procedures: Illness or accident: If anyone should become ill or suffer injury as a result of an accident, the procedures below will be followed:

- Simple first aid will be rendered but only as far as knowledge and skill permits. The patient will be given all reassurances and, if absolutely necessary, removed from danger. The Welfare Room is situated near the playground. The Welfare Assistant, and those trained in first aid, must be summoned to all circumstances where first aid is necessary.
- If treatment beyond simple first aid is necessary for children, an ambulance will be called first and then parents advised of the situation.
- For injury to an adult, immediate first aid may be given or, where necessary, the person be transported to hospital or in an emergency an ambulance called. No person will travel to a casualty department of the hospital unaccompanied.

Accident Reporting and Investigation: All accidents to pupils must in the first instance be reported to an appropriate Welfare Assistant. The school will ensure that a First Aider is on the premises at lunchtimes.

Serious accidents involving injury should be recorded in full detail as soon as possible on a Borough Accident Form (obtainable from the office/welfare) by the person who was first on the scene and, where necessary,

detailed statements obtained from witnesses. The forms will also be signed by a Welfare Assistant and passed to the Principal for counter - signature. The Principal will investigate the accident as necessary. The forms must be completed for all accidents to pupils, employees and members of the public. (For employees an entry must also be made in the staff accident register.) Schools are obliged to report accident injury to staff involving more than three days' absence –including holidays and weekends.

MINOR ACCIDENTS MUST BE

- Recorded in the Incident Report Book which is kept in the office;
- If appropriate the parents are either informed immediately or a note is sent home with the child.

In the case of **an accident during a day trip** the following procedures should be followed:

- If injuries are minor, they should be dealt with by an accompanying member of staff. All staff in charge of a school day trip must carry a first-aid kit to deal with such incidents. Such incidents should be reported as for Minor Accidents above once the party has returned to school.
- If treatment beyond simple first aid is necessary for a child, a member of staff should accompany the child either back to school to notify a parent of sickness, or in an ambulance to hospital in the case of emergencies. Such accidents should be reported as for Serious Accidents above once the party has returned to school.
- Children's names and emergency telephone numbers for contacting parents are kept in the office and are to be updated periodically.

EMERGENCY PROCEDURE

Fire and Emergency Procedure: It is the duty of all members of staff to carry out the procedures as laid down by the Schools' fire drills. The fire drills are attached at Appendix A.

ADDITIONAL ARRANGEMENTS

Special arrangements may need to be made for individual children with particular medical conditions when the need arises.

ROAD AND RAIL SAFETY

The school will:

- Remind parents regularly of their duty to obey the parking restrictions in the parking area of the schools;

HYGIENE:

The school will:

- Encourage a high standard of personal hygiene for all staff and children. This includes teaching all children to wash their hands after using the toilet and the provision and maintenance of suitable facilities for this;
- Provide sanitary disposal equipment in the ladies' toilets and disabled facility, which will be serviced regularly by an external contractor.

- Arrange regular inspections of the drinking fountains;
- Drain and cleanse/chlorinate periodically the water supply storage tanks and pipework.
- If a child needs to have their clothes changed for any reason, this will be carried out or supervised by the Welfare Assistant. The parents will be notified of what has happened.

SCHOOL TRIPS

Staff who organize school/year group/class trips will complete the relevant risk assessments prior to the visit. These will be given to the Principal/Deputy in plenty of time. This will entail the key organizer and other staff, if necessary, visiting the chosen location to gain prior knowledge and to help them complete the risk assessment.

(Copies of the forms are in the staff handbook)***

The insurance form will also be completed and given to the admin staff to send to the

ACTION DURING VIRUS OUTBREAK (PANDEMIC)

For the health and safety of students, staff and JSS community following steps taken before and during the pandemic:-

DURING SCHOOL TIME – BEFORE LOCK DOWN

- Regular temperature check for the staff specially (driver, bus monitor, cleaners etc)
- Installation of hand sanitizers around the school
- Stopped the school canteen as a safety measure
- Use of alcohol based cleaning materials as directed and guided by MOH or KHDA
- Equipped clinic with surgical mask, N-97 mask and isolation room (by keeping preparation of emergency)
- Regular training programme for hygiene and safety measures (hand wash) across the school for all phases and staff
- Intensive cleaning programme of school during school time and after the school
- Regular communication maintained with parents for ensuring their and students safety.
- Made JSS families aware about the situation with the reliable information passed by MOH and KHDA
- Kept the communication firm with all to avoid rumors and relied on reliable source of information like MOH and KHDA for guidelines and confirmation

DURING ONLINE LEARNING - SCHOOL LOCK DOWN

- Kept the learning as ongoing maintaining the continuity and momentum.

- Evening wellbeing sessions (YOGA) are conducted for families daily.
- Innovative Time table with a break after each learning session to avoid continuous screen time. Also provided learning space in class.
- Regular thrive diet and stretching time is given during regular interval of online learning sessions
- Physical education, art, dance, music sessions are conducted on regular basis to ease the load of students and for health benefits. These activities ensure student well being.
- Students are being motivated toward health, recreation and creative thinking through weekly challenges
- Communication with students and families are maintained regularly through scheduled meeting in Teams.
- Assembly and Circle time provide students a platform to be socially connected
- Motivational talks, address by experts on health and safety is given due importance
- Manthan Online wellbeing session for parents and Round table for students of determination parents are well appreciated programs of school
- Thursday thrills for students and Councilor at a click, 121 are some other most appreciated programs conducted to ensure wellbeing and safety of students
- Cyber safety talks are conducted and students behave with respect in class. Students are well aware whom to contact if they have technical issues or need emotional support.
- Students are trained and guided towards the online safety.

Civic Centre.* REVIEW OF THIS POLICY**

The Governing Body will meet once a year to review the provisions made in this policy and to consider any recommendations that may be made to improve the procedures laid down. Suggestions from any interested party for new standards of health and safety are welcomed by the Governing Body.

Review of Emergency Procedures: From time to time it will be necessary for the Welfare Assistant, Health and Safety Coordinator and Administrator to review the provision for first aid in the school and the emergency regulations. Where necessary, recommendations should be made to the principal for improving the procedures laid down. Pupils and staff should be familiar with all emergency arrangements.

APPENDIX A:EMERGENCY PROCEDURES *****

In case of emergency, please act immediately in a quiet and orderly manner. On hearing the fire alarm or being verbally advised, please follow these procedures:-

- Whoever discovers the fire, dial 997 immediately.
- A member of staff in charge to unlock the gate by the classroom, using the key hanging by fire exit door.
- **All the students in the** classes to walk out, using fire exit doors to far side of playground –keep in class lines.
- **Kindergarten** staff should take extra care in bringing out the children to far side of playground.
- **Admin Officer** to collect evacuation reports, paper registers for that week, late book, children leaving school book and visitors book and to proceed to playground via Nursery side of school. Hand out registers and evacuation reports to staff.
- Bus monitors should be allotted to check girls and boys toilets.
- Each class teacher to call register and count children.
- If using Hall, proceed through centre fire exit doors, to far side of playground.
- If using ICT Room, or staff room, proceed through end corridor doors into playground.

PROCEDURE IN THE PLAYGROUND

- **ALL** children assemble with their class teacher.
- Teachers take evacuation report from the in charge staff and check children and then await all clear.
- Be prepared to adopt an alternative route should any of the exits prove impassable.

PROCEDURE IN THE SWIMMING POOL

Swimming is a life skill which is imperative for all students of JSSPS to learn. Children are given swimming classes once a week from the Kindergarten itself. The following steps are taken to ensure the safety and well being of students and staff.

- The pool is temperature controlled and is covered so as to protect the children from adverse weather conditions.
- Children and staff will be allowed in the pool only in the presence of a swimming instructor.
- Three instructors are qualified in National Pool Life Saving Qualification –Level 2 (Spine Board)
- Coaches are aware of zoning and position themselves, taking into consideration the number of pupils they are teaching and the reflected glare.
- Beginners must use armbands/ floats at all times.

- Life saving rings are in place around the pool and two life saving poles with hooks are readily available.
- A first aid kit including a resuscitator is in close proximity in the event of an emergency.
- Before any swimming takes place teaching staff, supervisors, observers and pupils must be aware of what to do in an emergency. Phones are at hand if required. At regular intervals this emergency procedure must be practiced.

FIRE EQUIPMENT

- Fire alarm will sound continuously.
- **CALL POINTS** are by fire exits and are **ALL** marked. These can also be used as PANIC BUTTONS in case of emergencies.
- In case of fire **DO NOT** set off fire extinguishers –leave the building immediately.

FIRE ALARMS

- Make sure you are familiar with Fire Emergency Procedure.
- Proceed to the nearest fire exit.
- Assemble in playground in class lines.
- It is essential that all children leave the building in a sensible and orderly manner, as quickly and quietly as possible.
- Staff should be aware of secondary exits near their class, in case their main exit is blocked.
- No person should return to the class for any reason.
- Evacuation report will be collected and brought to the playground by Admin Staff if not in the teacher's possession.
- On reaching your assembly point you should take the register. –number check
- Inform the Head/Deputy/Senior Teacher if all are present.

EMERGENCY PROCEDURE

If a child has a serious head injury, is bleeding, you suspect a broken bone, or in a state of shock resulting from his/her injuries you **MUST** dial 998 immediately.

Do not wait to contact parents or a senior member of staff in the first instance. This can be done **AFTER** the ambulance has been called.

If requested by another member of staff to dial 998 please do it immediately.

Go to the telephone. Dial 998. Ask for an ambulance. Tell them your name, the name of the school, the school telephone number and address.

The ambulance should approach the school from nearest possible way. If possible, send someone to wait for the ambulance **outside** school gates. If you are not sure about the extent of the injuries request ambulance for safety sake. The emergency services will not complain about a false alarm! Use your common sense!

APPENDIX B: POLICY FOR ADMINISTERING MEDICATION AND MANAGING MEDICAL CONDITIONS IN SCHOOL

This policy aims to:

- Ensure the health and welfare of all pupils and staff whilst they are on the school sites;
- Provide appropriate care which is practicable from the school's point of view;
- Ensure that, where possible, children with chronic illness or disability are able to lead a normal and happy life at school.

The administration of prescribed medicines/treatment to any individual pupil in school lies within the discretion of the Principal, taking into account the guidance of the Schools' Medical Officer. There is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. If a Principal agrees to administer medication/treatment at school, he/she or the person administering the medication is required legally to exercise reasonable care.

It is strongly recommended that children should not return to school for at least 24 hours after vomiting.

In any circumstances where a doctor says that a child is **medically** fit to return to school, the school reserve the right to send a child home if, in the school's judgment, that child is not yet fit for the work of a school day.

Routine Administrations

The school will not administer routine drugs, such as antibiotics. It is strongly recommended that children taking antibiotics are kept at home for at least the first two days of treatment.

Inhalers: The school ensures that children with asthma have access to their inhalers.

Maintenance Drugs: The school supervises the administration of medication during the day to children who have a condition requiring maintenance drugs.

Non-Routine Administrations/Situations

We recognize that Pupils with medical needs do not necessarily have special educational needs. However, in some cases they may be more at risk than their classmates. The school may need to take additional steps to safeguard the health and safety of such pupils. The employer is responsible for making sure all relevant staff know about and are, if necessary, trained to provide any additional support.

The medication/treatment is given by a named person, in most cases this is the School Nurse, who receives appropriate training. Other staff who are first aid trained may volunteer to undertake the administration of medication/treatment if the Welfare Assistant is unavailable, but they are not obliged to do so. Parents are informed that on occasions they may be required to come into school to administer medication/treatment.

Acute allergies: All parents are asked to inform the school if their children suffer from serious allergies. We take reasonable measure to ensure that the children do not come into contact with the food or item giving rise to the allergy, e.g. we ask parents not to send food containing nuts to school.

Details of children with life-threatening conditions are made available to all staff along with emergency procedures.

Impaired Mobility

Children wearing plaster casts or using crutches are allowed in school provided they have the approval of their parents. Restrictions on some areas of the curriculum will be necessary as will some relaxation of normal

routine in relation to times of attendance and movement around the schools. Parents' consent will be sought as to the area of the school to which the child may have access. (See Emergency Procedures in Appendix A)

Guidelines for Managing and Administering Medication in School

- All parents/carers are required to inform the school about their children's medical condition/needs on the schools' entry forms.
- Medications/treatments to be supervised in school must be accompanied by a form completed by the parents/carers specifying the medication involved, circumstances under which it should be supervised, frequency and level of dosage (see overleaf). Medications must be in a container with the correct dosage and date.
- Medication is stored in a secure cupboard in the Welfare Room.
- Up-to-date records of home, work and contact numbers are kept so that parents or responsible adults can be contacted at any time.
- In the school, a record is kept for each pupil detailing the date, time, type of medication/treatment, dose and the signature of the person supervising it. This record is open to parents at all times (see overleaf).
- Details of pupils who have conditions which require specific treatment or may require emergency treatment are displayed in the Welfare Room and child's current classroom.
- All staff are made aware of children's individual needs.

JSS _____ SCHOOL

Consent Form for Supervision of Medicines/Treatment

Child's Name: _____ Class: _____

Home Tel: _____ Emergency Contact: _____ Parents Office

Telephone: _____

Reason for Medication/treatment

Medicine/treatment	Dose	Frequency/time	

Special Instructions to follow:

Start Date: _____ End Date: _____

I agree to members of staff administering medicines/providing treatment to my child as directed above or, in the case of an emergency, as staff consider necessary. (Asthma sufferers: I consent to use of another equivalent inhaler for my child in an emergency.) I undertake to see that any medication or equipment is correctly labeled with my child's name and address and that medicines are in original containers issued by the pharmacist. I accept that all reasonable care will be taken, and I absolve any responsible adult, the Governing Body and the LEA of responsibility for any maladministration.

Signed: Parent/Carer:.....**Date:**.....

APPENDIX C: PRACTICAL ACTIVITIES AND USE OF MATERIALS:

- Staff should ensure the utmost safety when pupils take part in any activity with a practical dimension. Children may only use scissors when supervised by a responsible adult.
- Use of beans/pulses for collage must be restricted to those **known** not to be poisonous if not cooked.
- Clay must not contain silica.
- Care must be taken that any recycled collage material must be clean and appropriate for use.
- Care must be taken, when mixing powder paint that known asthmatics are not in the immediate vicinity.
- Nuts can be dangerous to a small minority of children. Therefore care should be taken when using nuts.
- Health and Safety is an important part of teaching, especially in Design and Technology and related subjects. Teachers and support staff must be knowledgeable about all aspects of health and safety, and feel confident in managing and maintaining a healthy and safe working environment. It is crucial that hazards are identified and appropriate risk assessments be carried out; this will determine how to remove or control the risks within an educational environment.
- The Science and Design and Technology booklets “Be Safe” and “Make it Safe” are held in the schools for reference when planning these classes.
- Due care must be taken when using candles in lessons or assemblies.

APPENDIX D: GUIDANCE ON TAKING CHILDREN OUT OF SCHOOL

Staff should follow the Hounslow "Safety Guidance for School Journeys and Off-Site Activities" policy. The main points to be noted are:

- All teachers in charge of a day trip or other short outing will ensure that a first-aid kit is available and should be familiar with the procedure to follow in the event of an accident:
 - in the absence of a competent first aider, minor cuts and grazes should be dealt with by a member of staff using the first-aid kit;
 - in the case of sickness (except travel sickness on the outward journey) the child should be returned to school accompanied by a member of staff while the rest of the party continues with the planned agenda for the day;
 - in the event of serious injury: the first-aid procedures of the institution being visited should be followed in the first instance. In emergency cases where a child or adult is sent to hospital in an ambulance, a member of staff should accompany them whilst another member of staff remains with the rest of the party. Members of staff in charge of an outing must always remember that their first responsibility is to keep the children in their party safe. If circumstances present real logistical difficulties, they will take the party to a place of safety and telephone the school for guidance;
 - in the case of illness or injury occurring to a child or adult on a journey which involves an overnight stay, a member of staff will accompany the child to the doctor or hospital following the guidance of the institution at which the children are staying.

- All members of staff who arrange coaches for school journeys or trips will be aware of the Governing Body's recommendation that all coaches used by JSS children should be fitted with lap belts.

- When groups are out of school, the following points will be followed:
 1. Staff will be fully conversant with the relevant sections of the Highway Code;
 2. Pupils should walk two abreast or in small groups of two or three with adult supervision at the front and rear;
 3. All pupils should know the Green Cross Code.
 4. Road crossings should be used wherever possible. When crossing a road, the whole group should stop. When safe to do so, one adult should cross with pupils, leaving another adult at the kerb to instruct pupils when to cross. When at the other side of the road, pupils should move away from the kerb so that all pupils can come off the road;

- Teachers should avoid crossing near corners, junctions, bridges and particularly noisy areas;

- Teachers have not authority to stop traffic. Where considered necessary, police or traffic warden assistance should be sought;

- Particular care should be taken in wet weather. On winter afternoons light coloured clothing should be worn;

- Pupils should be instructed to show consideration and courtesy to other users of footpaths;

- Where there are particular hazards, police advice should be sought.

Hazards Arising Out of School

Teachers in charge of groups, or as organizers for outings, have a particular responsibility to ensure that hazards that may arise, and risks that are associated with the hazards are properly identified, and that suitable controls and contingency plans are in place to ensure that continuing safety and health of those for whom they have a special duty of care. This extends in particular to the need for risk assessments for the unavoidable risks and the need to take action to prevent identifiable hazards from causing accident or injury to those in their care. Where special expertise or training is required beyond the individual competence, or where they are unsure, the matter should be referred to the headteacher, or senior person present and urgent action taken to avoid accident or injury in the interim. Volunteer helpers and parents will need to have their individual competence, experience and training assessed before being left in charge of any group. They cannot be expected to exercise responsibility at the same level as a professional teacher and will need to be supervised to an extent depending on the risks identified in the risk assessment and their individual expertise.

Note:

- Volunteers are not “paid servants of the Authority” and cannot be expected to exercise the duty of care beyond that of any private individual. Overall responsibility remains with the supervising professional event where a volunteer is negligent.
- A parent’s consent to their child’s participation in organised events should be considered as conditional always on the principle of informed consent. They cannot consent to extraordinary risks or to those not identified on their consent form. Should circumstances change from those already notified and consented to, teachers have a duty to respond accordingly and to re-assess the risks and the adequacy of controls and precautions etc. to identify an appropriate course of action for which they are wholly responsible.

STAFFING FOR CATEGORY A ACTIVITIES

The guidance in this section is for below mentioned Activities which are covered by the Authority’s Notification procedures:

- Journeys involving an overnight stay.
- Day visits abroad.
- Day visits involving activities or fieldwork in a coastal or mountainous environment or near a river/lake/reservoir.
- Day visits to Activity Centres.
- Any activity including swimming with the exception of swimming lessons included in the curriculum.

Pupils under the age of 8 and groups which wholly or mainly comprise pupils with special educational needs.

A minimum ratio of 1 : 6 is recommended; e.g.

No of children	Teachers	Other adults suitable to assist teachers with adults supervision	Total accompanying of
Up to 19	1	3	4

20 - 40	2	4	6
41-60	3	7	10

Pupils above the age of 8

No of children	Teachers	Other adults suitable to assist teachers with adults supervision	Total accompanying of
Up to 19	1	1	2
20 - 40	2	1	3
41-60	3	1	4
61-80	3	2	5
81-100	4	2	6

A staffing for the activities mentioned below

- Local surveys and fieldwork.
- Visits to local libraries, theatres, museums, exhibitions, etc.
- Sports/recreational events as participants or spectators.

Pupils under the age of 8 and groups which wholly or mainly comprise pupils with special educational needs

No of children	Teachers	Other adults suitable to assist teachers with adults supervision	Total accompanying of
Up to 19	1	3	4
20 - 40	2	4	6
41-60	3	7	10

Pupils over the age of 8

Up to 19 children 1 teacher + 1 other adult

20 –30 children 1 teacher + 2 other adults

31 –60 children 2 teachers + 2 other adults

61 –90 children 3 teachers + 3 other adults

THE GREEN CROSS CODE

- **First find a safe place to cross, then stop**

It is safer to cross at subways, footbridges, island, zebra, pelican and puffin crossings, traffic lights or where there is a police officer, school crossing patrol or traffic warden. Otherwise choose a place where you can see clearly in all directions. Try to avoid crossing between parked cars. Move to a space where drivers can see you safely.

- **Stand on the pavement near the kerb**

Stop just before you get to the kerb – where you can see if anything is coming, but where you will not be too close to the traffic. If there is not pavement, stand back from the edge of the road but make sure you can still see approaching traffic.

- **Look all around for traffic and listen**

Traffic could come from any direction, so look along every road. Listen also because you can sometimes hear traffic before you see it.

- **If traffic is coming, let it pass. Look all around again**

If there is any traffic near, let it go past. Then look around again. Listen to make sure no other traffic is coming.

- **When there is no traffic near, walk straight across the road**

When there is no traffic near, it is safe to cross. Remember, even if traffic is a long way off, it may be approaching very quickly. When it is safe, walk straight across the road –do not run.

- **Keep looking and listening for traffic while you cross**

When you have started to cross, keep looking and listening in case there is any traffic you did not see – or in case other traffic suddenly appears.

APPENDIX E: JEWELLERY POLICY

The school does not permit the wearing of any jewellery in school except stud earrings. Religious symbols that are permitted are as follows:

Muslim pupils

Muslim families may require their children to wear **tawiz** which is a string with a bead or a small bag or box attached worn around the arm, neck or abdomen.

Sikh pupils

Sikhs are required to wear **kara**, a steel bracelet. When worn to school, the **kara** should not have sharp edges. This is one of their five religious requirements, a second of which is wearing a **kirpan**, a symbolic sword. Children do not wear **kirpan** but some families may require their children to wear one on a necklace.

Christian pupils

Christians may wear a **crucifix**.

Children are not allowed to wear wrist watches.

☒ Note.:If the wearing of any of these symbols is considered to be dangerous in physical education lessons, the schools will seek the co-operation of the parents to allow their covering or removal during these lessons. This should prove acceptable to all concerned. However, if agreement cannot be reached, the schools will involve the leaders of the faith in question to help resolve the issue.

APPENDIX F: HEALTH & SAFETY GUIDELINES FOR PUPILS

In order to keep ourselves and other people healthy and safe in and around school we should:-

- Walk in the corridors
- Look after the toilets so they are nice to use
- Wear sensible, flat shoes
- Bring healthy food in our lunchboxes
- Drink water every day and eat fruits
- Only wear earrings and necklaces for religious reasons
- Try to walk to school
- Get lots of exercise every day
- Bring in a healthy option or a book donation to celebrate birthdays (no sweets)
- Keep the school litter free

APPENDIX G: SMOKE FREE POLICY

Smoking is currently the biggest cause of preventable ill-health and premature death in England. The number of people smoking in England has continued to decline over recent years, and yet about one fifth of Britain's 15 year-olds (18% of boys and 26% of girls) are regular smokers, despite the fact that it is illegal to sell cigarettes to children aged under 16. More than 80% of smokers take up the habit as teenagers and in the United Kingdom about 450 children start smoking every day. Teenage smokers experience more asthma and respiratory symptoms than non-smokers, suffer poorer health, have as many as three times more school absences and are less fit. For all these reasons, our school does all it can to discourage children from smoking, and to educate them so that they grow up to lead a healthy lifestyle.

“it shall be the duty of every employer to ensure,;

*so far as reasonably practicable, the health, safety and welfare at work of all his employees. Section: * “to provide and maintain a safe working environment which is, so far as is reasonably practicable, safe, without risk to health and adequate as regards facilities and arrangements for their welfare at work”. Polls show that people underestimate the health risks of smoking and the effects of passive smoking. It has been estimated that workplace exposure to second hand smoke results in premature deaths. At JSS Schools we are concerned for the health and wellbeing of our staff, as well as our pupils, and it is for these reasons that we have enforced a No Smoking Policy at our school.

As a school we recognize that everybody has a right to breathe smoke free air.

Rationale

- To recognize that everyone has the right to breathe clean air.
- To reinforce government priority to reduce the prevalence of smoking.
- To reduce harm caused by passive smoking, i.e. by inhaling smoke from other people's cigarettes.
- Smoking is a health and safety issue for all adults who use the school: staff, parents and visitors.
- Children need to receive consistent messages and require non-smoking role models within the school.

Aims and Objectives

The risks to health caused by smoking and exposure to tobacco smoke are now well recognized. JSS Schools recognizes that its staff acts as role-models for pupils in all aspects of school life, including health promotion. This policy aims to demonstrate the school's commitment to promoting the health of pupils and staff as well as to support any current smokers who want help in giving up smoking.

We aim to:

Help our students know and understand the dangers of smoking, the harmful effects that smoking can have on their bodies and the nature of nicotine addiction;

Provide our students with the knowledge and information necessary for them to make responsible choices in relation to smoking;

Equip our students with the social skills that enable them to choose not to smoke.

School Building:

No smoking in the school premises (including grounds) at any time. This includes events outside school hours.

Clear signs stating the school is a no smoking area at the gates and throughout the school building.

The school No Smoking Policy applies to all social events.

When events are booked at the school, individuals are to be made aware of school's policy.

Staff:

(this includes all persons employed by the school, i.e. teachers, caretakers, kitchen staff)

Staff are not allowed to smoke in the presence/sight of pupils or parents. This includes trips outside school hours.

Staff are not allowed to smoke on the school premises at any time.

Smoking cessation advice and support in the form of stop smoking groups or one-to-one counselling are to be offered to staff. This can be obtained by ringing your local smoking cessation helpline

Contravention of no smoking rules will be regarded as breach of discipline and the matter will be pursued through the disciplinary procedure.

Policy Implementation:

Parents will be informed of the introduction of the policy.

Members of staff shall inform school visitors of the policy.

Signs and notices shall be posted in prominent positions throughout the school premises

APPENDIX H: WHOLE FOOD POLICY

Introduction

JSS School recognizes the important relationship between the healthy diets of the school community and their ability to learn, achieve and enjoy school life. We also recognize the important role we play in promoting healthy eating in the wider community.

We believe in the central importance of food in people's lives, not just for their health but socially, culturally and for personal enjoyment.

Mission

The school's mission is for pupils to have the confidence, skills and understanding to make healthy sustainable food choices.

This mission shall be accomplished through:

- food education and skills development (such as cooking and growing food)
- healthy and nutritious food being made available across the school day
- the curriculum
- working with parents and the wider community

Objectives

1. A member of the SMT will oversee all aspects of food in school.
2. Pupils and parents will be key partners and fully involved in guiding food policy and practices within the school.
3. We will provide a welcoming eating environment both for pupils having school meals and those bringing packed lunches, one that encourages positive social interaction of pupils.
4. We will ensure that food provided by the school throughout the school day is nutritious, healthy and meets national standards.

5. We will ensure that healthier food and drink options are available and promoted at break, lunchtimes and at after school club.
6. Pupil's menus and food choices will be monitored to inform policy development and provision.
7. Pupils will have easy access to free, clean and palatable drinking water and will be actively encouraged to drink water throughout the school day.
8. Food, nutrition and cooking will be taught at an appropriate level through each key stage. The children will learn about a balanced diet and what impact the food economy has on the environment.
9. Foods high in fat, sugar or salt will not be used in school as rewards or prizes.
10. We will have in place a lunch box policy and snack policy on foods brought from home. We will support parents in adhering to this policy.
11. We will endeavour to ensure pupils in school experience consistent messages about healthy food and diet including during fundraising activities and at school events.
12. We maximise the take-up of Free School Meals by tackling any barriers to taking up this entitlement.
13. The school will provide food in accordance with pupil's religious beliefs and cultural practices. The school caterer will offer a vegetarian option at lunch every day.
14. Individual care plans will be created for pupils with food allergies. These document all symptoms, adverse reactions, actions to be taken in an emergency and emergency contact details. School caterers are made aware of any food allergies/food intolerance and requests for special diets are submitted according to an agreed process.

Action Plan

Our schools performance against this policy will be reviewed on an annual basis taking into account the views of the whole school community and an action plan developed and implemented.

APPENDIX I: PROCEDURE DURING PANDEMIC

Among the many emergencies to which school is prepared to respond is the possibility of a local and community wide infectious disease outbreak. While it is difficult to predict if or when an illness will rise to an epidemic or even pandemic level, there are steps which we take to work collaboratively and effectively with MoH and KHDA in order to limit the spread of disease and to provide safe learning environments.

Communication and warning:

- Communication and warning is to ensure timely, accurate information reaches key stakeholders (e.g, staff, families, students, community) in a controlled and reliable process.
- Create draft communication message for families and community under directives of MOH and KHDA about the virus outbreak and how to remain healthy.
- Letter should be circulated and social media posts when the illness is confirmed in the community and when school is close due to the illness. Communication should be through various media.
- Information should be given about the action school is taking to ensure physical safety and also provide guidelines that empower families to help students cope up emotionally with the crises event.
- Collect the response of community.

HEALTH AND MEDICAL:

Put in place the system and protocols to prevent and/or limit the physical and mental harm and to facilitate

the coping and responsive behavior among students and adults.

Create overall response plan for significant infectious diseases outbreak.

- Promote daily preventive actions for all staff, students, and families. This includes the following:
 - Helping staff and students understand how to protect themselves and that the practice of healthy habits can help to reduce the potential of traumatic impact on people. Providing this information can increase the level of control that people perceive that they have over the crisis event.
 - Encouraging students to practice every day good hygiene—simple steps to prevent spread of illness:
 - Wash hands multiple times a day for at least 20 seconds (singing “Twinkle, Twinkle Little Star” slowly takes about 20 seconds)
 - Covering their mouths with a tissue when they sneeze or cough and throwing out the tissue immediately, and not sharing food or they can also sneeze or cough into the bend of their elbow.
 - Practice giving alternative of handshakes. Fewer germs are spread this way.
 - Giving students’ guidance on what they can do to prevent infection gives them a greater sense of control over disease spread and will help to reduce their anxiety.
 - Encouraging students to eat a balanced diet get enough sleep, and exercise regularly—this will help them develop strong immune systems to fight off illness.
 - Should plan to lock down certain entrances and exits and to monitor others, if necessary.
 - Develop plans for stockpiling and distributing infection-control supplies.
 - Provide routine training about flu transmission, prevention, and control measures.
 - Conduct mock exercises related to surveillance and infection control in pandemic flu.
 - Educate employees and visitors not to come to the facility if they have flu symptoms.
 - Assess adequacy of infection-control supplies and review distribution plan.
 - Air conditioning system filters should be cleaned and changed frequently.
 - Let students know adults are working to ensure their safety especially among younger students, controllability of the situation is increased when they understand that adults are working hard to shield them from danger. For older students, to the extent such information is accurate and available; this may include bringing to their attention advances being made in finding vaccines and effective treatments.
 - Share helpful information for parents and other caregivers on how to reduce children’s anxiety and reinforce their coping skills. (See guidance from MOH and KHDA)
 - Identify administrative measures to accomplish *social distancing*. Social distancing can be keeping sick students and staff isolated in certain sections of the building or the nurses/health office. This can also mean allowing staff to telework and students to complete assignments at home.
 - Identify areas within the school facility that can be used for isolation and quarantine.
 - Initiate screening for influenza-like illness at front desk and nurses’ offices.
 - Conduct active surveillance to look for influenza cases (i.e., review temperature logs, triage/sick call, hospitalizations, staff absences, unexplained deaths). Interview influenza-like illness cases for pandemic risk factors and obtain “pandemic” flu cultures if risk factors are present.
 - Isolate and send home staff or students with flu-like symptoms, utilizing supervised isolation areas in the school; access to this room should be strictly limited and monitored (i.e., parents picking up their ill children should be escorted to and from the isolation area); a carefully monitored student checkout system should be activated.

- During the day, where operationally possible, increase ventilation to the facility to decrease spread of disease. Following each school day, the school should be thoroughly ventilated and cleaned— opening all doors and windows or turning the air conditioning/heating systems up.
- Know the symptoms of pandemic illness. Communicate accurate information from health officials to the public and to students in developmentally appropriate ways.
- Reinforce procedures for families to let the school know if their child is sick and to keep them home. The school also needs to know why the child is kept home to be able to track symptoms. If children are diagnosed with the illness, parents must let the school know so they can communicate with and get guidance from local health authorities.
- *Mental Health*
 - School personnel should communicate to parents who to contact if their child is having difficulties as a result of anxiety or stress related to the illness. Appropriate personnel would include the school nurse, school psychologist, school counselor, etc; these professionals are able to give guidance and support to students at school.
 - Especially among primary grade students, appreciate that understanding of the danger presented by a situation is determined by the behavior of care giving adults. Ensure behavior of these caregivers (especially teachers) is consistent with the objective threat presented by the infectious disease outbreak. Specific instructions to share with staff include:
- *Remain calm and*
 - Students will react to and follow adult verbal and nonverbal reactions.
 - Remind school staff of the importance of creating a calm and supportive environment for the students. Sharing basic information about the incident and providing psychological supports for students and staff that may need it assists in the recovery process.
 - If true, emphasize to students that they and their families are fine.
 - Remind them that the adults at their school are there to keep them safe and healthy.
 - Let students talk about their feelings and help reframe their concerns into the appropriate perspective.
- *Make yourself available*
 - Students may need extra attention from adults and may want to talk about their concerns, fears, and questions. Appoint someone
 - It is important that students know they have someone who will listen to them—staff and parents should make time for them.
 - Remind parents/guardians to tell students that they love them and to give them plenty of affection.
- *Avoid excessive*
 - Remind staff that when tensions are high, sometimes people try to blame someone.
 - It is important to avoid stereotyping any one group of people as responsible for the pandemic illness.
 - Bullying or negative comments made toward others should be stopped and reported to the school.
 - Be aware of any comments that adults are having around students. Remind all staff that students are listening to what they are saying in the building.
- *Be honest and*
 - In the absence of factual information, students often imagine situations far worse than reality.

- Don't ignore student concerns, but do provide factual information about the illness in developmentally appropriate messages.
- Provide developmentally appropriate information on how the pandemic illness is spread. Developmentally inappropriate information (i.e., information designed for adults) can cause anxiety or confusion, particularly in young students.

RECOVERY MEASURES

- School personnel, in collaboration with MOH and KHDA, decide when it is safe to return to normal school activities and what measure to take for that. School personnel should communicate to parents who to contact if their child is having difficulties as a result of anxiety or stress related to the crisis event. Appropriate personnel would include the school nurse, school psychologist, school counselor, etc. These professionals are able to give guidance and support to students at school.