



Planète Montessori
INTERNATIONAL SCHOOL

DATE	REVIEWED BY/ROLE	NEXT REVIEW DATE
Last updated: January 2024	DSL	July 2024

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Statement on Health and Safety

Planete Montessori International School is committed to providing a safe and healthy environment for all its members. To support this, we are committed to act in the best interest of every child and adult in our care by putting safety measures in place, undertaking regular risk assessments and by generally providing an environment of security and safety. Planete Montessori International School follows all national regulations and laws subscribing this, and we encourage everyone in our community to voice any worries or concerns they may know of or have observed.

This document entails these efforts and the regulations in place in our school, and thus this policy applies to all school staff and any (visiting) community members in and around our school. We believe this policy to be a working document fit for purpose, which ensures consistency and quality across the school.

In this policy, we understand risks as any situation that can be dangerous for a member of the community or the environment and that is reasonable to prevent. In this, it is important to develop a culture that distinguishes between real and imagined risk, as we cannot prevent every bump, germ or bruise from occurring, given that this will limit the opportunity of children to take full advantage of the freedom of childhood. Thus, the objective is to assess the level of risk, determine whether it is acceptable and introduce measures to minimise or eliminate the risk by:

- implementing safe working practices
- identifying potential hazards and having the knowledge to know how to minimise the risk and how to respond if anything goes wrong
- monitoring, inspecting and reporting assessed risks on a weekly basis

In this policy, we understand risk assessment as the actions taken to create and maintain a safe and healthy environment for all members of our school community.

We believe this policy:

- has been reviewed thoroughly by the Designated Safeguarding Lead to make sure it stands up to scrutiny
- flows and is easy to follow
- is an essential part of our school
- supports staff in managing certain situations
- allows for a consistent application of values and principles throughout our school
- provides guidance, accountability and clarity on how the school operates

In line with this, we ensure that:

- All parties in the school understand and fulfil their risk-management responsibilities
- All staff members new to our school are made aware of our policies, procedures, contact information of the Designated Safeguarding Lead (DSL) and take the required training to be up to date on current health and safety standards to help ensure the safety of everyone in the school
- All parents/carers are made aware of the school's responsibilities regarding health and safety by publishing (extracts of) our policies on our school website

The Health and Safety Policy is written in conjunction with, and works alongside, the following policies, to cover all aspects of health and safety:

- Anti-Bullying Policy
- Educational Visits Policy
- Fire Safety Policy
- Safeguarding and Child Protection Policy
- Visitor Policy

This policy, and all other policies in place at Planete Montessori International School, are in line with the United Nations Convention on the Rights of the Child, as well as the national legislation of the Kingdom of Morocco.

Roles and Responsibilities

Role	Name
Head of School (HoS)	Oussama Chraibi
Risk Assessor Agdal	Rens van Lieshout
Risk Assessor Targa	Mounia El Madouri
Health and Safety Representative/Designated Safeguarding Lead	Rens van Lieshout
Crisis Manager	Oussama Chraibi
Chef	Abdeghani Bouzroud

Responsibilities of the school

We recognise our responsibilities to take all reasonable and practicable steps to:

- provide and maintain safe and healthy working conditions and equipment for all our community members
- provide a safe, clean and hazard-free working environment
- identify and reduce hazards to a minimum by undertaking risk assessments in all categories
- ensure everyone is aware of and understands their responsibilities while also realising that maintenance of a healthy and safe school is the shared responsibility of the whole school community
- appoint competent persons to enforce and promote health and safety
- provide health and safety training and instruction for all school personnel
- ensure that all predictable risks have been identified and that risks are assessed for all curriculum activities

Role of Pupils

Pupils are expected to:

- follow the safety rules of the school, especially when given during an emergency
- not wilfully misuse, neglect or interfere with things provided for everyone's safety
- exercise personal responsibility for the safety of themselves and others, not purposely harming themselves or others in any way
- treat others, their work and equipment with respect
- report health and safety concerns or incidents to a member of staff immediately

Role of Parents/Carers

Parents/carers are expected to:

- support the school in any health and safety matters reported to them, e.g. via newsletters, phone calls and emails
- be aware of and comply with this policy and any other policies in place through our school website

Safety Procedures in Place

Supervision of Pupils

Supervising pupils begins as soon as they arrive at school. From that moment onwards, safeguarding procedures are in place for the supervision of pupils throughout the school day in order to ensure their health, safety, welfare and good behaviour.

The procedures in place to ensure proper supervision of pupil are below.

School personnel will:

- maintain good order and discipline among all pupils and safeguard their health and safety when they are at school or when attending educational visits
- ensure that no class of pupils is left unsupervised
- ensure they take the necessary precautions before undertaking any one-to-one supervision, which can include being in a visible space with the door open or being in a room that has CCTV
- record and report any incident or accident that could be considered a breach of supervision
- be on duty 10 minutes prior to school beginning
- ensure that all pupils enter the school building and go to their classes, where their class teacher and the support staff will supervise them
- ensure, at the end of the day:
 - > the safe exit of all pupils from the school site
 - > that parents/carers are contacted if children are not collected
 - > that uncollected children remain in school until they are collected by their parents/carers or named person
- undertake the following when taking part in an afterschool activity:
 - > supervise the pupils during and after the activity
 - > ensure the safe exit of all pupils from the school site
 - > contact parents/carers if children are not collected
 - > ensure all uncollected children remain in school until they are collected by their parent/carer or named person

Accidents and Emergencies

Procedures are in place to deal with any accident or emergency involving staff, pupils or school visitors either on school premises or on educational visits. Procedures are that:

- All accidents and emergencies must be reported, with records of all accidents and emergencies kept securely
- All work-related accidents and dangerous occurrences (on and off-site) that involve significant personal injury must be reported to the designated health and safety representative and possibly the local authority. This includes incidents such as:
 - > accidents resulting in death or major injury
 - > acts of violence to staff
 - > major diseases and medical conditions

- > accidents causing incapacity of more than three days
- > near misses
- All school personnel must attend health and safety training on induction, as well as attend regular refresher trainings
- There are emergency procedures, which detail the:
 - > location of alarm systems, fire extinguishers and evacuation routes
 - > list of names of who to contact in an emergency
 - > plan of assembly points
 - > name and responsibilities of staff
 - > evacuation procedures
- Parents/carers are requested to report any accident or emergency that takes place on the school site to the school administration

Anti-Violence, Aggressive and Anti-social Behaviour

At Planete Montessori International School, the safety of our staff, pupils and visitors is our main priority. As such, it is a must that everyone is safe at all times, including school personnel, who should never work in fear of threats, violence or abuse. Any form of physical attacks, attacks against property or possessions, serious verbal abuse, threats or anti-social behaviour is treated as unlawful acts of violence or aggression and is taken seriously with the appropriate legal action taken if need be.

All parents/carers and other visitors must behave in a reasonable and acceptable manner towards school personnel. At the same time, all school personnel must behave professionally at all times and, when confronted with difficult situations, must attempt to defuse them.

Hygiene

To ensure a hygienic school and proper health and safety for all our community members, procedures are in place to prevent the spread of infection by ensuring high standards of personal hygiene, the maintenance of a clean learning environment and the promotion of a healthy lifestyle.

A school cleaning schedule is in place to control bacteria, diseases and reduce the risk of accidents. We recognise that poor standards of cleaning can lead to problems with vermin, diseases and fire hazards, and thus aim to prevent it at all cost. To ensure this will happen, everyone in the school community plays an important role in maintaining this.

Control of Substances Hazardous to Health Regulations (COSHH)

Although limited chemical substances are used, we understand that any of those used can never be regarded as completely safe. However, to ensure safe practices as much as possible, safety measures have been put in place to prevent the exposure of pupils and school personnel to substances hazardous to health.

Educational Visits

We believe that educational visits benefit the development of children and young people and enhance their learning. These can include short visits in the local community, a day visit further away or a visit lasting several days, which can include overseas travel.

Involved in educational visits are school hired transport. School hired transport includes all vehicles hired by our school to take children and staff on educational visits, such as to museums and sporting events. It also includes transport provided by parents/carers and staff to take pupils and staff and transport provided by outside agencies for the same purpose.

Visitors and Contractors

All visitors and contractors visiting our school must report to reception upon entering the school premises to state the purpose of their visit and confirm their status by showing verifiable documentation. They are required to act responsibly and properly and to comply with our school's health and safety policy and procedures. Contractors have a duty to ensure the health and safety of everyone in the school who may be affected by their work activities.

CCTV

As the safety of our school community is our main priority in the school, it is essential to us to have in place exceptional school security systems to protect everyone, the premises themselves and any equipment in place. CCTV helps in this regard, providing a way to monitor activities that could affect our security, safety and wellbeing.

The procedures in place to ensure security and safe use of CCTV are below.

- CCTV cameras are placed in identified, strategic positions around the school premises
- When any incident occurs that involves the need of reviewing the video footage, the Head of School, DSL or other relevant party will review the footage
- CCTV cameras are in constant operation all year round and are maintained annually

In line with CCTV usage is our policy on the use of photographic and video imagery. School personnel and pupils are protected from the unauthorised taking and publication of their images. To ensure this, parents/carers are made aware that:

- parents/carers are in their right to take pictures of their own children, as long as those are taken purely for personal use
- parents/carers are informed when the school has given permission for a press photographer to take photographs during a school event, which might then appear on the school website, newspaper, in the local press or used for some other publication
- the permission of parents/carers is sought when we want to use images/videos of their children in the school, on the school website, for internal school use, printed in publications or appearing in a professional video sold later to raise money for the school

Electrical Safety

To ensure safety for our school personnel and pupils, only suitable and competent persons may carry out work such as fitting plugs, fuses and lamps on any electrical equipment to ensure they, and our wider school community, are not exposed to danger.

No Smoking

Planete Montessori International School is a strict non-smoking school, allowing no smoking in any part of our school buildings, school grounds, on educational visits and during school events, by anyone. As non-smokers are at risk of inhaling other people's second hand smoke, and medical evidence proves that smoking is linked to lung cancer, heart disease, chronic bronchitis and other serious illnesses, it is prohibited to expose any person to second-hand smoke. For this reason, our school environment is a smoke free zone, and anyone found breaching this policy will face disciplinary action.

Crisis Management

It is essential for us to have in place set procedures to deal with any incident occurring within or outside the school boundary that poses a potential risk to the well-being of the school community, as the safety of everyone within our school community is paramount.

Incidents that can create a need for crisis management can include abduction of a pupil or a missing person, bomb alert or explosion, break-in, chemical or biological contamination, fire, a flu pandemic, illness or epidemic affecting staff or pupils, power failure, serious injury, severe weather, vandalism and violent intrusion.

Fire Safety

To ensure a safe school for everyone present, fire safety procedures are in place, and fire safety duties are distributed and specified. Additionally, there are risk assessments, evacuation procedures and fire precaution systems in place to ensure this as well.

The Fire Warden for Agdal is: Zakya Laklaty

The Fire Warden for Targa is: Mounia El Madouri

Online Safety

The provision of computers and internet at the school comes with a shared responsibility to ensure the safety of our school community. For this reason, online safety is a topic covered in safeguarding classes, and research skills and evaluating validity of internet information is part of IT classes, which helps them to take care of their own safety and security and helps them see the benefits and risks of using technology.

Procedures in place to provide a safe, online environment for all, are:

- Online safety is embedded in the IT curriculum
- Editorial responsibility for the school website lies with the Communication and Admissions Director, who will ensure the content is accurate and appropriate
- School personnel is responsible for promoting online safety by serving as a role model
- Pupils are made aware and understand the school policy on mobile phones, tablets and computers, digital cameras, cyber bullying and the use of photographic images

Nutritional Standards

We believe that a good diet, healthy and varied, is important for good health and will help maintain this good health, reducing the number of diseases such as heart disease, osteoporosis, cancer and diabetes, as well as supporting wellbeing. Therefore, we are committed to providing school meals that make a valuable and significant contribution to the nutrition and health of our children.

Through this, we aim to ensure that the school lunches we provide meet nutrient-based standards and are healthy, protecting those who are nutritionally vulnerable and promoting good eating habits and the drinking of water. We periodically remind parents/carers to provide a healthy lunchbox for their children when taking food from home, and remind pupils likewise during the school hours.

We understand that the school food standards do not apply to food provided at celebrations, such as religious or cultural holidays, fund-raising events or parties.

Allergies

Mild or severe allergies to products such as nuts, milk, eggs, fish and shellfish, wasps or bees are common in schools. An allergic reaction occurs when the body's immune system overreacts on contact with any substance they are allergic to, treating it as a threat and releasing histamine to defend the body against it. The release of histamine can cause a range of symptoms as a result, including intense itching, a burning sensation, rashes, swelling of the face, feeling hot or cold, rising anxiety, nausea or vomiting, dizziness etc.

To help a child with an allergy stay safe, parents/carers need to:

- inform the school before their child starts attending school, or as soon as they find out about any allergy
- always have appropriate medication present at school in case of an emergency. This can then be brought on educational visits
- have additional medication at home
- make the school aware of any updates as soon as possible

Medical and First Aid

As the safety of our school community is our main priority, first aid provision is up to date and available at all time in school and for all off-site educational visits and sporting events. All school personnel have standard online knowledge and select personnel is trained in person to ensure the safety of all members. First aid kits are present on every floor, and a specific kit is brought along on educational visits. Pupils and school personnel with specific health needs and disabilities are given specific consideration, ensuring inclusion of all our community members.

Administering Medication

With permission of the parents/carers, the school administration can administer basic medication to pupils in the school. We are not required to do so, and without permission, will not. Those who administer medication are knowledgeable in this.

Before medications can be administered parents/carers must provide written permission by completing a medication consent form, which includes:

- Name and date of birth of the child
- Name and contact details of the parents/carers
- Name of medication
- Details of prescribed dosage
- Date and time of when to administer dosage
- Expiration date of medication
- Storage details

Communicable or Infectious Diseases

Outbreaks of many communicable diseases are a reflection of our general community and are difficult to prevent. However, to ensure we limit the spread of any diseases as much as possible, we maintain high standards of basic cleanliness and hygiene at all times.

Asthma

Asthma causes the airways in the lungs to narrow, making it difficult for the individual to breathe. Sudden narrowing produces an asthma attack. Our school is set up in a way that all those suffering from asthma can fully participate in all aspects of school life, and as such are encouraged to do so.

Epilepsy

Epilepsy is a neurological condition resulting in a person having seizures when the electrical signals given out by the nerve cells in the brain are disrupted. It is a common condition affecting children and is an individual condition affecting different people in different ways. Therefore, it is important for parents/carers to inform us about their child being diagnosed with epilepsy and what procedures to take if their child has a seizure. As a school, we ensure that all people with disabilities are not discriminated against, and thus ensure that we do not disadvantage any child suffering from epilepsy. Pupils with epilepsy are actively encouraged to achieve their full potential and to take part in all aspects of school life.

Head Lice

Head lice are parasitic insects with hook-like claws on each of their six legs, who live in the hair of humans and feed on the blood of the host. Upon noticing head lice, either at home or at school, children involved are required to stay home and use special shampoo to eliminate the head lice before returning to school. When an infestation is taking place, information is provided on the prevention and how to deal with it. Parents/carers need to be aware that head lice can easily be dealt with and that children can likely get head lice at some point in any school.

Intimate Care

Intimate care is any activity such as feeding, oral care, washing, changing clothes, toileting, first aid and medical assistance, comforting and supervising intimate self-care that is required to meet the personal needs of a child. As we believe the safeguarding of our children is paramount at all times, children need to be safe and comfortable during this. This includes feeling safe, having personal privacy, feeling valued and being treated with dignity and respect by adults who have been trained in safeguarding and intimate care. All of this is aiming to create positive experiences for the children, and care is never undertaken to cause any form of distress, embarrassment or pain.

Positive Handling (Restraint of Pupils)

At our school, everyone works hard to maintain a positive school ethos where all members of the school community work well alongside each other, developing positive working relationships with pupils and each other and where the use of positive handling is minimised.

However, school personnel may use reasonable force to restrain a pupil from doing, or continuing to do, any of the following:

- Committing any offence
- Causes personal injury to, or damage to, the property of any person, including the pupil themselves
- Maintaining good order and discipline at the school and among any pupils, whether during class or otherwise. This includes breaking up fights

Related Information

This policy is reviewed annually at a minimum by the Designated Safeguarding Lead and is adapted based on past year's experiences, as well as updates to risk assessment practices and measures.

All members of staff are required to familiarise themselves with the Health and Safety Policy, alongside all other policies in place at Planete Montessori International School.

The next review date for this policy is July 2024.

Related policies:

- Anti-Bullying Policy
- Educational Visits Policy
- Fire Safety Policy
- Safeguarding and Child Protection Policy
- Visitor Policy