



Health & Safety Policy

Rationale

Mallorca International School recognises that it is its duty to ensure, so far as it is reasonably practical, that all adults and children on site at the school are not exposed to risks to their health and safety. The school believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

Mallorca International School believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone’s personal health and safety. The school management will take all reasonable steps to identify and reduce hazards to a minimum but all staff and pupils must appreciate that their own safety and that of others also depends on their individual conduct and vigilance.

Aims

- To provide a safe and healthy environment for children, teaching and nonteaching staff and all other people who come onto the premises of our school.
- To ensure that all members of the school community understand their own responsibilities of maintaining a healthy and safe environment.

Procedures

The following table gives guidance with regard to key intentions, actions and responsibilities.

Title	Intent	Action	Responsibility
1.1 DEFINITIONS	Each MIS Health and Safety Policy section is a statement of the school’s commitment to the health and safety of its students and staff and includes the most important details of that commitment. Most intents are linked to detailed policies or other supporting documents which are available for review.	Acronyms: MIS – Mallorca International School SMT – School Management	Questions regarding MIS Health and Safety policies should be referred to MIS Health & Safety Officer on duty or the Head of Administration. Issues concerning buildings, structures or natural environmental issues of concern should be directed to the Site Development Manager.
2.1 COMMUNICATIONS	Without strong and effective communications between parents, students, and staff at all times, Health and Safety policies are ineffective. It is particularly important that communications are clear <i>before</i> an emergency occurs. A firm commitment to action through a strong communications policy between all parties is the cornerstone of this Health and Safety policy and procedures. The ultimate goal of all health and safety policies is PREVENTION.	The SMT meets periodically to discuss matters relating to the school premises and health, security and safety. All staff, parents, students and visitors are to adhere to the communication chain outlined in this policy and to take action through communicating whenever a health or safety threat is perceived or real. In person meetings or telephone communications are preferred. Emails sent with this level of information should be followed up until a response is received. If not an emergency, MIS staff makes a commitment to respond to such concerns within 48 hours.	All teachers, staff, students and visitors should report security, health and safety concerns or emergencies to the relevant on-site Health & Safety Officer and/or Head of Administration.

3.1 CAMPUS SECURITY	MIS SMT and Administration are committed to maintaining a safe, secure and healthy environment for all staff, students and visitors. It aims for its campus to be safe and freely available, while acknowledging the challenges of the environment, and puts into place measures to ensure the safety of all who visit its campus.	Access gates remain closed and locked throughout the school day except at designated entry/exit times. At these times MIS security staff supervise the entry/exit of all persons. All visitors are required to sign in on entry and wear a Visitor's ID tag while on campus.	Health & Safety Officer Site Manager/Security Administration Team It is the responsibility of every member of the school's community to alert the management team to any possible security risks or suggestions.
3.2 Maintenance of School Grounds	See 3.1 above.	The school grounds, classrooms and facilities will be maintained taking every reasonable effort in the areas of accident prevention, injury protection and the promotion of the health, safety, hygiene and welfare of all employees, students and visitors.	Health & Safety Officer Site Manager Head of Administration Site Development Manager
4.1 RISK MANAGEMENT -NT STATEMENT	MIS recognises that it has a very natural campus and thus the types of possible risks are different to an urban school environment. Part of the school's philosophy is to have a deep engagement in the natural environment, which presents inherent risks. With clear policy and procedures in place to protect students, staff, and visitors to campus, MIS has done the utmost to minimise those risks with the understanding that they cannot be fully eliminated.	Mallorca International School will provide a 'Primer Auxiliar' on site at all times during school hours as well as an on-site Health & Safety Officer to coordinate during emergencies. MIS will maintain a medical facility stocked for general medical needs and will follow its 'First Aid Policy' with regard to the treatment and management of injuries.	Health & Safety Officer 'Primer Auxiliar' Deputy 'Primer Auxiliar'
4.2 Risk Management Responsibilities - School	MIS is expected to conduct its business in a way that reduces the risk of health and safety problems occurring.	Mallorca International School will maintain all resources detailed in this policy and will make no decisions on behalf of the school that does not take into consideration the health and safety of its students and staff as paramount.	The Health & Safety Officer and SMT make this commitment.
4.2 - 1 Staff Screening	MIS recognises that Risk Management for child protection begins with the recruiting, screening and selection of the right people to work in our school.	MIS will have consistent procedures in place for all staff (including volunteers) and suppliers/contractors to follow, with adequate management and supervision to ensure they comply with these procedures.	The head teacher and educational director are responsible for proper staff screening.
4.2 - 2 Training	MIS is committed to conducting regular training of all staff to include emergency drills, chain of communication, and health emergency procedures.	The Health & Safety Officer on duty will be responsible for: <ul style="list-style-type: none"> • conducting regular trainings that are group/age appropriate • completing evaluations and memos with regard to future needs. 	Health & Safety Officer's primary day-to-day responsibilities include trainings and policy and procedure maintenance.

4.3 Risk Management Responsibiliti -es – Admissions	The school is required to take into consideration and health and safety needs of each applicant to MIS.	The school will collect all pertinent health information upon application and to consider such information for admission in the best interest of the student.	The Head of Admin will report to the head teacher (and SENCO if relevant) before an admissions decision is made, and subsequently to the SENCO, the tutor and teachers.
4.4 Risk Management	Staff are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring.	All members of staff are required to advise the Health & Safety Officer on duty of any known health and safety issues.	It is the responsibility of every member of the Staff to alert the management team to any possible security or health risks or suggestions.
4.4 - 1 Field Trips – Local and Overseas	For all field trips, both local and overseas, the trip leader undertakes a risk assessment prior to departure; this risk assessment is submitted to the head teacher for consideration, modification and final sanctioning.	An informative letter together with a permission form will be sent home to parents via email before a visit, and no student will be allowed on the trip unless permission has been provided in writing to school. Overseas trips will involve a more detailed planning and communication process involving parents, students and participating staff.	The coordinating staff member is responsible for informing supervisors of their specific roles and responsibilities. The head teacher takes ultimate responsibility for the sanctioning of a trip based on the risk assessment provided and feasibility.
4.5 Risk Management Responsibiliti -es - Students	Students are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring.	Students are required to advise a teacher whom they trust or the Health & Safety Officer on duty of any known health and safety issues.	It is the responsibility of every student in the school's community to alert a trusted teacher to any possible security risks or suggestions who will in turn report to the Health & Safety Officer or Head of Admin.
4.6 Risk Management Responsibiliti -es – Parents	Parents are expected to conduct themselves in a way that reduces the risk of health and safety problems occurring while on campus and to be forthcoming and consistent with information about their child(ren)'s circumstances. Parents are required on enrolling their child(ren) to provide full details of all medical matters by means of completing the official medical form. Parents are required to inform MIS immediately of any changes to the family's contact details including home address, home telephone number, e-mail address, parents' mobile phone numbers and of any medical change/temporary condition affecting their child(ren) that the school should be aware of.	Make any contact detail or medical information changes known to the Head of Admin. Head of Admin to discuss with 'Primer Auxiliari' on campus and appropriate teachers. Make any health and safety concerns known to the Health & Safety Officer on duty and medical staff on campus.	Parents will be asked to make these changes on a regular basis (1x per year at the beginning of the academic year) and when any medical event occurs. The Head of Admin will inform the medical staff, Health & Safety Officer on duty and relevant teachers.
4.6 - 1 Guardianship	If both parents and the appointed guardian are to be out of Mallorca concurrently, guardianship of children is required to be temporarily assigned to another person physically present in Mallorca. The Head of Admin should be informed of the name and	An enrolled student will not be allowed to stay on his/her own for any period and must reside with his/her parents or guardian.	Parents to inform the Head of Admin of any changes in guardianship. The Head of Admin will in turn notify the teaching team for that student.

	<p>contact details of the guardian. This is to ensure that the school is able to contact the appropriate person in the case of an emergency. In such cases, a letter of guardianship should be signed and given to the temporary guardian.</p>		
<p>5.1 CODES OF CONDUCT</p>	<p>The MIS 'Régimen Interno' is one of the means by which the School will live up to its mission on behalf of all the people who work and study at the school. The students, parents, staff and management all have justifiable expectations of each other, including:</p> <ul style="list-style-type: none"> • Students have a right to expect that the School will provide a secure, nurturing environment to learn in; the School has a responsibility to provide this. • The School expects students and parents to behave in a way which will contribute to such a safe, friendly environment; it cannot tolerate behaviour which undermines this principle. 	<p>The 'Régimen Interno' will be most effective in a caring environment where behaviour that is not in accordance with the document is recognised and dealt with promptly and appropriately. With everyone's co-operation in striving for high standards, it will become a policy that will not need enforcing, but by which the whole community can happily live and work together.</p>	<p>Each learning team: EYFS, Primary and Secondary is responsible for maintaining a code of conduct for its students that includes appropriate discipline procedures. In all serious discipline or behavioural cases, the Teacher & Phase Coordinator should always be informed.</p>
<p>5.2 Vehicles and Transportation</p>	<p>Staff and parents are asked to drive or advise their drivers of the importance of driving cautiously in the areas surrounding MIS.</p>	<p>The site manager will remain vigilant with regard to the behaviour of drivers immediately outside MIS during entry and exit periods.</p>	<p>The Site Manager will report any incidence of careless driving to the head teacher who will determine action.</p>
<p>5.3 Motorbikes/ Helmets</p>	<p>Students are discouraged from riding motorbikes at all times. A student allowed to ride a motorbike to and from school is required to have his/her parent or guardians sign a release form, which will be kept on file to this effect. All staff and students are required to wear a helmet at all times while traveling on a motorbike. Parents are asked to conform to this policy in the best interests of setting examples for the children and our community. Distance does not matter or factor into this policy in any way.</p>	<p>A staff or student seen not wearing a helmet going to and from school or a school related function will be stopped immediately and reported to the head teacher.</p>	<p>Site Manager Mallorca International School Community members Report defaults to the head teacher.</p>
<p>5.4 Dress Code (Shoes)</p>	<p>Students, staff, parents and visitors are required to wear shoes at all times when outside of the classroom areas.</p>	<p>If a student is consistently seen without shoes or refuses to put his/her shoes on when it is pointed out, disciplinary action will be employed and determined by the teaching team for that student.</p>	<p>Each teacher will monitor the students in their care. In the case of a problem, the teacher will accompany the student to his/her shoes.</p>

5.5 Drugs, Alcohol and Cigarettes	<p>Possession of illegal drugs on campus and consumption of alcohol during school hours are strictly prohibited. In the case of drugs, this act is clearly criminal. Both present a direct threat to the welfare of others or may result in violence to persons or damage to property.</p>	<p>Possession of illegal drugs under Spanish law can carry a serious penalty. MIS is legally required to notify the authorities if illegal drugs are found on campus. Inebriation or consumption of alcohol during school hours by staff or students will result in suspension and potential dismissal. The school grounds, classrooms, staff room, administration offices and all public areas are all smoke-free zones. This is applicable to all employees, parents, visitors, and, of course, students. No smoking will be allowed on the premises whatsoever.</p>	<p>Any such cases should be reported directly to the head teacher who is responsible for taking appropriate action.</p>
6.1 EMERGENCIES	<p>MIS takes every precaution to ensure the safety of all who visit the campus with clear policy and procedures in place to protect students, staff, and visitors. MIS has done the utmost to minimise those risks with the understanding that they cannot be fully eliminated.</p>	<p>MIS SMT and Administration will regularly review Health and Safety Policies and Procedures for relevance and effectiveness.</p>	<p>SMT Health & Safety Officer Head of Administration Site Manager</p>
6.2 Emergency Drills	<p>Emergency drills occur regularly throughout the year at least 1x per term. A report on the effectiveness of each drill is sent to the whole school and trainings conducted should contain procedures that need to be improved upon.</p>	<p>Drills are planned and coordinated by the Health & Safety Officer on duty with a reflection with students and staff on the drill effectiveness after each drill.</p>	<p>Health & Safety Officer on duty to update the SMT drill affectivity and plans for improvement.</p>
6.3 Security Emergency/ Terrorist Attack	<p>A security threat of any nature is considered a safety emergency and the relevant emergency protocol goes into effect. MIS will take any threat to security such as a bomb threat, guns on campus, or other acts of terrorism seriously and default to emergency evacuation procedures – evacuating to an assembly point off-site. The school’s policy is clear; to move all persons off-site as quickly as possible.</p>	<p>Teachers in will evacuate children and staff out of the rear entrance immediately behind their building onto C/de la Vaurmera and assemble across on the opposite side street C/del Tamrarell. In the event that an emergency has made the general evacuation route unsafe or if the children are in immediate danger the teacher will use his/her judgement in choosing an alternative path to follow which, will allow the quickest and safest evacuation. Should the children not be in immediate danger the teacher will wait with the children in the classroom until further instructions from the office.</p>	<p>The Health & Safety Officer is in charge of declaring a state of emergency, although, it must be recognised that depending on the location of the H&S Officer at the moment of threat all members of staff must take responsibility for taking the appropriate action.</p>
6.4 Weather Emergency	<p>Natural disasters such as fire, earthquake, floods, etc., are considered safety emergencies and the relevant emergency protocol goes into effect.</p>	<p>In case of a fire, fire evacuation procedures will go into effect immediately.</p>	<p>Health & Safety Officer Please refer to the specific ‘Fire Evacuation Policy’ for further details.</p>

7.1 NURSE STATION PROTOCOL	MIS recognises the need to provide basic First Aid facilities for all staff, students and visitors while on campus during school hours.	MIS will provide staff with first aid qualifications/experience on site at all times during school hours along with a 'Primer Auxiliar' and deputy to coordinate. MIS will maintain a medical facility stocked for general medical needs.	Health & Safety Officer on duty 'Primer Auxiliar' and deputy Please refer to the specific 'First Aid Policy' for further details.
7.2 Illness or Injury (non- emergency) and Infectious Disease	Basic first-aid procedures are administered at the school. If a student requires regular medication during school hours, the parent/guardian is required to deliver the medication and exact dosage to the MIS medical staff in the original package with all such details securely fastened and to discuss the medical condition with the MIS medical staff. Parents/caregivers are responsible for making decisions for their children's health and well-being, however they have also a responsibility to other school community members when considering whether to vaccinate or not to vaccinate their child and must take the following steps when their child shows signs and it is confirmed that their child is carrying an infectious disease.	All medication and first aid at school is administered by the medical staff and select administrators. If parents do not want particular procedures or medicines used, they should advise the Head of Admin in writing. In case of an infectious disease, parents are required to notify the school immediately of the nature/type of the infection and isolate their child to prevent transfer to other members of the school community. MIS will communicate with the wider community should a serious threat from this disease be present.	Only the 'Primer Auxiliar', deputy and designated member of the admin team should administer medication and only in strict conformity to the school 'First Aid Policy'. Medical staff keep central record of each time a student visits the on-site clinic and for what purpose. Please refer to the specific 'First Aid Policy' for further details.
7.3 Health Emergency	Major illness and injuries affecting students and staff can occur during the school day. Emergency health care will be administered by or in consultation with the on-site 'Primer Auxiliar'.	MIS is committed to training a minimum of 2 staff members to be qualified first aiders to ensure there are highly trained individuals across campus at all times who can administer emergency care. In the event of a medical emergency the 'Primer Auxiliar' is to be informed and will go directly to the person in need. Head of Admin or H&S Officer to contact the Parents/Guardian, driver, hospitals, medical support team, as appropriate.	Parent Notification and stabilising the student or staff member and transporting him/her to the appropriate medical facility will occur as quickly as possible.
7.4 Emotional and Physical Wellbeing	Mallorca International School prioritises the emotional and physical health and wellbeing of our students. With the consent of the parent(s) of a student, Mallorca International School may request an outside professional assess a student regarding intellectual, emotional and physical development and wellbeing. In the situation where parents refuse to grant consent for their child to attend	The School's policy and attitude towards child protection is conveyed via the 'Safeguarding Policy', including details about how to report harm or suspected harm, on a regular basis. Students are informed in regular classroom meetings about how to protect themselves and who to report to if they are subjected to any form of abuse or concerned about their safety.	If it is suspected or known that a child is being abused or neglected, staff are required to report this information directly to the Child Protection Officer who will determine the team of individuals to address this concern on a case-by-case basis. Please refer to the 'Safeguarding Policy' for full details of the procedures to be followed.

	for either a psychological assessment or learning support, Mallorca International School reserves the right to refuse continued admission to The Mallorca International School.	If it is suspected or known that a student is engaging in risky or self harming behaviours, staff are required to report this information directly to the Child Protection Officer who will determine the team of individuals to address this concern on a case by case basis.	
7.5 Documentati- on	Documentation within 24 hours of any health related treatment or emergency must be completed.	Health Incident Report to be completed after each health related treatment or emergency.	Health & Safety Officer and Head of Admin reviews health procedures as necessary and determines training or action required as a follow-up.

Monitoring and Review

This policy should be constantly reviewed in light of changes circumstances at the school. A complete review, however, should be made on an annual basis

Date of implementation: May 2016

Date of last review: May 2018

Policy review date: May 2020