



THE PUPIL INTERNATIONAL SCHOOL
CHILD PROTECTION AND HEALTH, SAFETY & ENVIRONMENTAL
AFFAIRS (HS&E) POLICY

I. RATIONALE

- To ensure impeccable standards for health and safety at The Pupil.
- To provide prompt and sufficient assistance to every child in need of care and attention.
- To define protocols and ensure clarity of the roles and responsibilities of every staff member.
- To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- To be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety, and welfare
- To promote the principles of sensible risk management which enables innovation and learning

In keeping with our vision, mission, and values, The Pupil follows procedures to demonstrate the best and ever-evolving practices to ensure the safety of every child.

General:

- Every adult working in or on behalf of the school as a staff, volunteer, or service provider, is allowed to interact and work with children only after thorough background checks that ascertain that they are of sound moral character.
- Emergency contact information for every child is updated regularly to ensure effective communication during an emergency.
- Carers and service personnel are educated about special needs and requirements for children so that they can always assist them effectively.
- Every member of the school - student, staff, and volunteer is made aware of their rights to receive safety and protection. Immediate reporting of concerns is encouraged for effective implementation of the policy.
- Surveillance cameras are installed everywhere in and around the campus, except in private spaces (dressing rooms/washrooms), to regularly record activity.
- Children are not allowed to wander outside the school building, around the campus, during class hours. During snack/lunch breaks and school events, teachers go on rounds to prevent the occurrence of any confrontations that can adversely affect the child.



- Children who have contracted contagious diseases are not allowed onto school premises until the end of their quarantine period and only after providing a letter of consent from their physician.
- Children of all grades are not allowed to carry prescription medicines and administer it themselves – parents will have to visit the school during the prescribed time and provide the same to the children.
- Children of all grades are not allowed outside school premises without being accompanied by either their parent/guardian or their emergency contact.

International mindedness:

- Questions involving religion, politics, and personal issues, must not be addressed to the children or their families, to provide a safe and judgement-free environment for them.
- Children must be encouraged to understand and respect global perspectives on topics of race, gender identity, religion, culture, to develop a positive and accommodative mindset.

Disaster management:

- Protocols are distributed to every staff and made available at common locations at the off chance of a natural disaster affecting the school or any other untoward emergencies that may occur in the unforeseen future.
- First-aid kits, fire extinguishers, emergency showers, etc. are checked at regular intervals to ensure optimum quality, function, and replenishment of resources.

II. ROLES & RESPONSIBILITIES

School leadership and management:

The Director, Principal, & Programme Coordinators are responsible for implementing this policy within the school. They must ensure efficiency in:

- monitoring the effectiveness of the safety policy and the safe working practices described within it, revising, and amending related procedures regularly
- preparing an emergency evacuation procedure and arranging for periodic practice evacuation drills
- planning for informing members of the school community about relevant safety procedures

Employees - Staff and volunteers:

- Every employee must cooperate with school leadership and management in meeting statutory, accreditation body, school health, and safety requirements.



- Every employee must ensure tools and equipment are in good condition and report defects to the Facilities Manager.
- Every employee must report potential hazards and accidents.
- Every class teacher updates a record on each child in their class regarding their outwards displays that may affect their physical or mental health. Class teachers also record observations from other subject teachers and related staff regarding each child.
- The coordinator for every grade meets with the teachers to check the regular updating of records.
- In the event of school trips (local, national, and international), exchange programs, or other instances that involve students leaving the school premises, the designated staff take complete responsibility to ensure the safety and protection of the children.

Students:

- Every student must make it their responsibility to report to the teachers about any untoward incidents involving other students or staff that may put theirs or their fellow mates' safety at stake.
- Every student must observe a dress code and use protective clothing as required.
- Every student must observe all the school-safety rules, in particular the instructions from staff in the event of an emergency.
- Every student must not misuse, or neglect equipment and procedures provided for safety purposes.

Parents/Guardians:

- Parents/guardians should cooperate with the school to ensure that policy implementation is effective.
- Parents/guardians should update the school on change of contact information and other important information related to the child's health (both physical and mental).
- Parents/guardians should regularly attend PTMs and discuss with the class teachers to remain updated about their child's progress.
- Parents/guardians should seek clarification on any statute unclear to them.

Visitors:

- Visitors and other users of the school premises, such as contractors and delivery personnel, are expected, as far as reasonably possible, to observe the safety rules.



III. CHILD PROTECTION & SAFETY COMMITTEE:

The committee comprises of the Director, the Principal, the Programme Coordinators, the Administrative Officers, Sports facilitator/ First-aid provider, and the school's consultant psychologist.

IV. THE PUPIL HS&E POLICY STATEMENT:

The Pupil recognises and accepts its responsibility as an institution, an employer, and provider of services, and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities. Effective health and safety management will be an integral part of the way that the school operates and will be considered across all work activities and across the wide range of educational activities delivered.

The Pupil HS&E Policy includes the following:

1. The Pupil's HS&E committee will discuss, develop, and review the HS&E Policy.
2. The committee will create awareness about the HS&E Policy by developing an HS&E orientation for all new faculty and for students during the commencement of the MYP academic session.
3. The committee will implement the policy and advise students and other faculty using the facilities accordingly.
4. The committee will also designate specific aspects of the safety program and give specific responsibilities to teachers and students.
5. They will organize training and drills whenever appropriate.
6. They will take decisions on the purchase of the equipment, glassware, chemicals etc. as per requirements and guidelines published by the IB.
7. The committee will ensure that everything in the lab has an inventory and a record of usage of resources.
8. They will conduct a risk assessment for the lab on a regular basis.
9. The committee will ensure that instructions regarding first aid are publicly available and displayed and make sure that the first aid kit is complete and verify the expiration date of the medication in the kit regularly.
10. The committee will ensure that all faculty and students read and comply with the appropriate safety rules.
11. They will conduct periodic, unannounced lab inspections to identify and correct hazardous conditions and unsafe practices.

12. Students will be educated on how to be safe in the lab, an integral and important part of science education.
13. Schedule annual safety meetings for employees to discuss the results of inspections and aspects of laboratory safety.
14. Ensure that hazardous chemicals are segregated, and clear guidelines are given when students are conducting experiments with potential hazards, highlight the prudent practices, protective facilities, and equipment necessary to minimize the risk of exposure to the hazards.
15. Have a protocol to report accidents (incidents), these will be discussed and evaluated by the HS&E committee, as required.
16. Require every pre-lab/pre-experiment discussion to include consideration of the health and safety aspects.
17. Forbid experiments to run unattended unless they are failsafe.
18. Forbid working alone in the laboratory and working without prior knowledge of a staff member.
19. Allow for only minimum amounts of flammable liquids in the laboratory.
20. Forbid consumption of eatables and beverages in the laboratory.
21. Forbid storage of food in chemical refrigerators.
22. Develop plans for dealing with emergencies such as fire, explosion, poison, chemical spill or vapour release, electric shock, bleeding and personal contamination.
23. Ensure good housekeeping practices in all work areas.
24. Display the phone numbers of the fire department, police department, and local ambulance either on or immediately next to every phone.
25. Store acids and bases separately. Store fuels and oxidizers separately.
26. Use warning signs to designate hazards.
27. Develop specific work practices for individual experiments, such as those that should be conducted only in a ventilated hood or involve particularly hazardous materials. When possible, most hazardous experiments should be done in a hood.
28. Provide adequate supplies of personal protective equipment.
29. Safety instructions should be given before any field trip is conducted.
30. Care must be taken to not harm the environment and use any toxic material while sampling field organisms.
31. Ensure safe disposal of chemicals after the lab experiment.
32. Material handling should be communicated to students before lab is conducted. In case of breakage due to mishandling, the expenses should be borne by the person using it.
33. User guide for the proper usage of each equipment is available.
34. Necessary procedures for calibration should be carried out regularly.
35. All electronic material should be used at an appropriate power supply.



36. No living organisms to be used for any lab experiment, in case of micro-organisms a prescribed list of harmless organisms should be used. The microbes after the experiment should be autoclaved and then disposed.

V. HEALTH, SAFETY, & ENVIRONMENTAL AFFAIRS COMMITTEE:

The Committee comprises of the Director, Principal, the Programme Coordinators, and the Science subject specialists.

VI. GUIDELINES

- The Child Protection and Health, Safety & Environmental Affairs (HS&E) policy and procedures are available on request.
- School safety and protection objectives and goals are communicated regularly to all parents.
- Guidance and resources on student safety, physical and mental health issues are available from the class teachers, the principal, and the school's visiting psychologist at PTMs.

The Pupil is committed to safeguarding and promoting the wellbeing of all children & employees. The school also expects all staff and pupils to co-operate in complying with all the rules & regulations, to take reasonable care of their own health, safety and wellbeing, and have regard for the health, safety and wellbeing of others.

POLICY REVIEW

The Child Protection and Health, Safety & Environmental Affairs (HS&E) policy is a working document that will be updated annually by both committees.

Last Review done in: April 2023

Next Review in: April 2024