



RATCHATHANI UNIVERSITY DEMONSTRATION SCHOOL

(SATIT RTU)

HEALTH AND SAFETY POLICY

The school would like to inform parents that it is necessary to write a document regarding the Safeguarding Policy, which outlines guidelines and measures to protect against various risks that may affect our students, particularly concerning safety and risk prevention that may impact the children. The school needs to create this document to ensure understanding and appropriate adherence to the policy

Preschool Security System Guidelines

In order to maintain a safe and secure environment for our preschool students, it is imperative to implement adequate security measures. A comprehensive security system helps to protect the well-being of children and provides peace of mind for parents and staff members.

1. Access Control:

- Limit access to the preschool premises by installing secure entry points with controlled access systems.
- Utilize electronic key cards or biometric systems for staff and authorized personnel to enter the premises.
- Implement a visitor management system to screen and register all visitors before allowing entry.

2. Surveillance:

- Install CCTV cameras strategically throughout the preschool premises to monitor all areas, including entry points, classrooms, play areas, and corridors.
- Ensure that CCTV cameras are equipped with recording capabilities and are regularly maintained for optimal performance.
- Display signage to notify individuals that the premises are under surveillance for security purposes.

3. Emergency Response:

- Develop and practice emergency response procedures, including evacuation drills and lockdown protocols, to ensure preparedness for various situations such as fire, natural disasters, or intruders.

- Maintain communication systems, such as two-way radios or intercoms, for efficient coordination during emergencies.
- Train staff members on how to recognize and respond to potential security threats or emergencies.

4. Physical Security:

- Secure windows and doors with sturdy locks and burglar-resistant mechanisms to prevent unauthorized entry.
- Install window bars or safety film to reinforce glass surfaces and deter forced entry attempts.
- Ensure that outdoor play areas are securely fenced in order to avoid unauthorized access from outsiders.

5. Staff Training and Awareness:

- Provide regular training sessions for staff members on security protocols, including identifying suspicious behaviour, responding to emergencies, and reporting incidents.
- Encourage staff members to actively observe and report any security concerns or breaches to foster a culture of vigilance and awareness.
- Educate children in age-appropriate ways on basic safety rules and procedures, such as stranger danger awareness and emergency evacuation drills.

Conclusion: By implementing a robust security system tailored to the needs of preschool settings, we can create a safe and nurturing environment where children can learn and thrive with confidence. Regular review and updates to security measures are essential to adapt to evolving threats and ensure ongoing effectiveness.

Classroom Safety

"Classroom Safety" is a crucial topic as it relates to ensuring the safety and well-being of both students and staff within a school environment. Here are some points you might want to include under this topic:

1. **Safe Learning Environment:** Ensuring that the school premises are appropriately organized and managed to prevent accidents, such as regulating entry and exit procedures and arranging desks and chairs in an orderly manner to avoid hazards in the classroom.
2. **Material and Equipment Management:** Safe handling of materials and equipment within the classroom, such as proper storage of chemicals and responsible use of electronic devices.
3. **Emergency Preparedness and Procedures:** Educate students on emergency procedures, including evacuation plans, proper use of firefighting equipment, and how to report emergencies promptly.
4. **Health and Safety of Students and Staff:** Creating a healthy and safe environment for students and staff, including regular health check-ups, promoting physical activity, and providing guidance on both physical and mental health care.

5. **Control of External Access:** Implementing measures to control external access to the school premises to prevent unauthorized entry and ensure classroom safety.
6. **Training and Understanding of Safety:** Providing knowledge and training on safety matters to both staff and students, ensuring everyone understands the importance of safety and knows how to respond appropriately to various situations that may arise in the classroom.

Prioritizing classroom safety not only helps prevent accidents and health issues but also enhances effective learning by reducing the risk of unsafe situations within the classroom.

Playground Safety: Ensuring the safety of playgrounds within the school premises is essential for providing a secure environment for recreational activities. This includes:

- **Equipment Inspection and Maintenance:** Regular inspection and maintenance of playground equipment to ensure it is in good condition and free from hazards such as sharp edges, loose parts, or rust.
- **Soft Landing Surfaces:** To cushion falls and reduce the risk of injuries, appropriate soft landing surfaces, such as wood chips, sand, or rubber mats, should be installed under playground equipment.
- **Supervision and Rules:** Providing adequate supervision during recess and enforcing playground rules to promote safe behaviour among students, such as no pushing, no climbing on equipment improperly, and taking turns on slides and swings.
- **Age-Appropriate Design:** Designing playgrounds with age-appropriate equipment and areas to ensure that children of all ages can safely enjoy the playground without being exposed to potential hazards.
- **Accessibility:** Ensuring that playgrounds are accessible to all students, including those with disabilities, by providing wheelchair-accessible equipment and pathways.
- **Emergency Preparedness:** Educate staff and students on playground emergency procedures, such as how to respond to injuries or emergencies that may occur during playtime.

By prioritizing playground safety, schools can create a fun environment for students while minimizing the risk of accidents and injuries during outdoor play.

Trips away from school grounds:

- Before organizing any trips away from the school grounds, thorough risk assessments should be conducted to identify potential hazards and ensure the safety of all participants, including children and staff.
- Ensure that appropriate transportation arrangements are made and vehicles used for transportation comply with safety regulations.
- Adequate supervision should be provided throughout the trip, with a sufficient ratio of staff members to children to ensure their safety.

- Staff members should be trained in emergency procedures specific to off-site activities, and communication devices should be available for prompt communication in case of emergencies.
- Obtain parental consent for children to participate in off-site trips and provide parents with detailed information about the trip itinerary, emergency procedures, and contact information.
- Regularly check and inspect off-site locations to ensure they meet safety standards and are suitable for children's activities.

Travel arrangements:

- Before organizing any trips away from the school grounds, travel insurance should be arranged to ensure confidence and increased responsibility in the event of accidents or emergencies.
- Verify the travel insurance benefits to comply with legal requirements and meet the school's needs, including collecting insurance premiums for travel protection.
- Ensure all travel insurance documents, such as policies and emergency contact information, are prepared for everyone participating in the trip.
- Review the terms and conditions of the travel insurance policy to understand coverage and procedures for claiming compensation in emergencies.
- Provide training content on travel insurance for staff responsible for travel arrangements to enhance understanding of procedures and terms related to travel insurance.

Hygiene Practices:

- Practising good hygiene is paramount in preschools to prevent the spread of various diseases and infections.
- Ensure regular cleaning and disinfection of learning and activity areas to create a culture of cleanliness and safety for children.
- Teach and promote handwashing among children using soap and water or hand sanitizer with germ-killing properties.
- Establish policies and procedures for preventing and controlling infections in the event of disease outbreaks.
- Encourage the use of face masks or infection prevention measures when ill.
- Develop and adhere to policies regarding staying home when sick and promote adherence to infection prevention and control guidelines at home.

Worker Screening:

- Worker screening is a crucial process in ensuring the safety and security of children in preschools.
- Implement thorough background checks, including criminal record checks and reference checks, for all staff and volunteers working with children.
- Verify qualifications, certifications, and experience relevant to childcare and education for all employees.
- Conduct interviews and assessments to evaluate the suitability of candidates for roles involving interaction with children.

- Regularly review and update screening procedures to align with best practices and regulatory requirements.
- Provide training and guidance to staff on child protection policies, procedures, and ethical conduct.
- Foster a culture of vigilance and accountability among staff to promptly report any concerns or incidents related to child safety and well-being.

Worker Supervision:

- Worker supervision is essential to ensure that all staff members follow established protocols and provide a safe and supportive environment for children.
- Implement regular supervision sessions to monitor staff performance, address any concerns, and provide feedback and support as needed.
- Assign designated supervisors or team leaders to oversee specific areas or teams within the preschool setting.
- Conduct periodic evaluations to assess staff competency, adherence to policies and procedures, and overall effectiveness in their roles.
- Provide ongoing training and professional development opportunities to enhance staff skills and knowledge.
- Foster open communication channels between supervisors and workers to encourage collaboration, problem-solving, and continuous improvement.
- To ensure accountability and continuity, maintain documentation of supervision sessions, including any issues discussed, actions taken, and follow-up plans.

Incident Reporting Procedures:

1. **Immediate Response:** In the event of an incident, ensure the immediate safety and well-being of all individuals involved. Administer first aid or seek medical assistance as necessary.
2. **Documentation:** Promptly document details of the incident, including the date, time, location, individuals involved, and a description of what occurred. Take photographs if applicable.
3. **Notification:** Notify appropriate authorities such as supervisors, management, and relevant personnel designated for incident reporting within the organization.
4. **Investigation:** Conduct a thorough investigation to determine the root cause of the incident. Interview witnesses, gather evidence, and review any relevant policies or procedures.
5. **Reporting:** Complete an incident report form or document the incident in a designated reporting system provided by the organization. Include all pertinent information gathered during the investigation.
6. **Follow-Up:** Implement corrective actions or preventive measures to mitigate the risk of similar incidents occurring in the future. Communicate findings and actions taken to relevant stakeholders.
7. **Review and Analysis:** Periodically review incident reports to identify trends, areas for improvement, and opportunities to enhance safety protocols and procedures.

8. Confidentiality: Maintain confidentiality of incident reports and sensitive information related to individuals involved in accordance with privacy laws and organizational policies.
9. Training and Awareness: Provide staff members with training on incident reporting procedures, emphasizing the importance of timely and accurate reporting for maintaining a safe environment.
10. Continuous Improvement: Continuously evaluate and update incident reporting procedures based on feedback, lessons learned, and best practices to enhance the effectiveness of the reporting process.

By implementing this health and safety policy, we demonstrate our commitment to creating a safe, inclusive, and supportive environment for all individuals associated with our organization. We encourage open communication, collaboration, and vigilance to safeguard the well-being of everyone in our care.