



Health and Safety Protocol

The Lighthouse Special Education (LSE) is an international special primary school (SBO) with two classes of up to approximately 16 children aged 5 to 13 years old. There are also some children (up to 5 children) who are aged 4 years old and are in the Early Intervention programme within the Three Little Ships preschool.

The Lighthouse Special Education and Three Little Ships preschool are inspected annually by van Doorenmalen Services and a Risk Inventory and Evaluation (RI&E) is carried out. Advice following the RI&E is provided in an Action Plan (Plan van Aanpak) and is implemented by the Lighthouse Special Education and Three Little Ships team under the guidance of the Director.

The health and safety of children attending the school is of utmost importance to all the staff working at the school. Staff are continually alert to any (new) risks to health and safety. If urgent, these are dealt with immediately. If the risk is deemed not urgent, then the matter is discussed at the end of the day, in a class weekly team meeting or in the whole school staff meeting with the Director, Ms Helen Claus. Matters requiring structural change are brought to the attention of the location leader, Ms Judith Preston.



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Safety

A. Staffing

The Lighthouse Special Education school admits up to approximately 16 students with complex additional learning needs and disabilities into its school classes and up to 5 students in the Early Intervention program, Three Little Ships Preschool. The students in the school classes are aged 5 to 13 years old. The students in the Early Intervention program typically turn 4 years old between 1st October and 30th September. Some students stay for a second year in the Early Intervention class and these students turn 5 years old in the second academic year. These older students are registered as Lighthouse school students but carry out learning activities in the preschool.

There is a ratio of 1 staff member to 8 children in the Early Intervention program and a ratio of 2 staff members to 8 children in the school program. Because children with additional needs attend the preschool, an extra member of staff is employed full-time to support these children and the team. All staff members in the Three Little Ships have Early Childhood Certificates (Pedagogisch Medewerker or DUO-recognised equivalent) and all teachers have Special Education teaching diplomas (or DUO-recognised equivalent). All staff have up-to-date police checks (VOGs) and are added to the Register of Childcare Workers (Persoonsregister Kinderopvang) for continual screening..

Occasionally a child is admitted to the school with complex medical needs or disabilities. This child may receive additional support in the classroom from an adult. This adult may not have a specific diploma for this work but will have an up-to-date police check (VOG) and is added to the Register of Childcare Workers (Persoonsregister Kinderopvang) for continual screening.

At lunchtime, volunteer lunchtime supervisors attend the classes for an hour to enable other staff to have their break. The lunchtime supervisors have an up-to-date police check (VOG) and are added to the Register of Childcare Workers (Persoonsregister Kinderopvang) for continual screening. A member of staff always remains with the children and the lunchtime supervisor is not left alone with the children. The lunchtime supervisor may supervise children in the toilet area but does not carry out intimate care procedures, such as nappy changing.

There are four people trained in Child First Aid (Kinder-EHBO) within the Three Little Ships and Lighthouse team. At least one of these staff members is in the building at all times when the children are present. There are also other persons trained in Child First Aid in the building, in other school departments.

B. In the School Building

Children are never left unsupervised in the classroom. When the children are taken out of the classroom, they are supervised by a staff member.

Children are closely supervised while they are eating. Parents provide food for their children and fruit is often provided through the School Fruit Programme. Food is cut into small pieces



for snack and lunch for the younger children. If a child should choke, first aid procedures are followed immediately.

A number of safety precautions are taken in the classroom including:

- The doors are fitted with hinge protectors.
- Heavy cupboards are fixed to the wall by brackets to avoid the possibility of them falling over.
- Cables and wiring are fixed neatly to avoid tripping or falling.
- Hot pipes are covered with insulating material to minimise the risk of burns.
- Glues, paints and other materials are all suitable for school use.
- Roller-blind sunscreens are fitted to help reduce the sunlight and heat on hot days.
- Warm drinks are only taken to the classroom or playground by staff in closed thermos beakers.
- Warm food may only be brought to school in an unbreakable flask. School staff may not warm up food and carry it through the school.
- Glass items are generally avoided in the classrooms. However, in the event of glass being accidentally broken in the school, it is cleaned up immediately.

Gym equipment is inspected visually by school staff when it is put out for the children to use. A formal annual inspection of large equipment, such as wall bars and swings, is carried out by an external company and a certificate is provided to show that the equipment is safe to use.

Some children with additional needs have special needs in regard to movement and sensory needs. A physiotherapist provides therapy for these children and gives staff guidance on how to manage these children's needs appropriately. In principle, children in the school are not lifted up by members of staff. However, some children with additional needs may need to be lifted. The physiotherapist's advice is sought regarding safe lifting and moving of children. Staff practice specific interventions under supervision of a qualified professional before carrying them out independently.

C. On the Playground

When children are outside on the school playground, a ratio of 1 adult to 8 children is maintained for the preschool. Twice a day the school children play outside with the children from the international school as part of the inclusion programme. Staff from the Lighthouse school are always present outside with younger Lighthouse school children and sometimes with older Lighthouse school children, if required.

Bikes and outside toys are visually checked on a daily basis by the staff and, if necessary are removed and given to the school concierge for repair.

The outside environment is checked each day for litter. The playground tiles are regularly swept in the autumn to avoid the build-up of rotting leaves.

In the summer the children are recommended to wear hats and bring sunscreen lotion or spray from home (essential in the preschool). Children are taught to apply this themselves but are checked by a member of staff. Water is available for children to drink while outside. In extremely hot temperatures, the GGD's Hot Weather Plan (Hitteplan) is followed by the school.



Please note: Construction work

For the period August 2018 to February 2019, a new gym room is being constructed. This means that there is construction work taking place on the school playground and in the school building. The proper permits have been obtained from the Municipality (Gemeente) and safety checks are carried out in the usual way. The building area is fenced off from the playground so that children cannot access the building area. There is a 2 metre distance between the fencing and the building work/scaffolding. Daily checks are made by the concierge to ensure that the playground is tidy and safe. Staff who observe any concerns report these immediately to the Location Leader or Three Little Ships Director for action.

The construction workers are not permitted to drive on or off the site during the times that children are brought to or collected from the school.

D. Offsite trips

When children leave the school site, they are accompanied by staff members of and additional volunteers, such as parents. Volunteers who are not parents are screened beforehand and hold an up-to-date VOG and are added to the Register of Childcare Workers (Persoonsregister Kinderopvang) for continual screening. Untrained volunteers and parents are not left to supervise children without a trained member of staff being present. The ratio of children to staff on off site visits is at least 1:4. Where children with additional needs require extra supervision, then additional adults are included on the trip.

A risk assessment form is completed and signed by the Director before an offsite trip is made. The risk assessment form includes a pre-visit to the location made by a member of the staff team. The risk assessment includes the emergency telephone numbers of the parents of the children going on the offsite trip. It also takes account of safety and emergency facilities on the trip and at the location. A copy of the risk assessment form is carried by the Team Leader. A small first aid kit is always carried by a member of staff on a school trip.

Children are counted regularly during offsite trips to make sure that they are all accounted for. This includes: as they leave the building, when they arrive at the location, when they leave the location and when they arrive back at school.

Children wear fluorescent jackets over their sweaters or coats so that they can be easily seen by a member of staff. Children do not have visible name tags on trips so that strangers cannot call them by name. Children do wear a tag with the name of the school and the mobile number of the team leader, so that they can be identified by professionals in an emergency. Names are, however, put on the inside of the child's school bag.

E. Accident Registration

A minimum of one member of staff qualified in first aid is present in the school building at all times when the children are present. When an accident takes place, the first priority is the child's wellbeing. For small injuries, such as cuts, scrapes and bruises, first aid will be administered by a staff member, including treating scrapes and grazes by cleaning antiseptically with throw-away wipes and applying a sticking plaster if necessary. Bumps are treated with a cold pack from the classroom or school refrigerator. The child will be comforted and the parents will be notified at the end of the day.



If a child has a more serious injury, a school first aider is called to assess the child and administer first aid. The parents will be informed and advised to take medical advice from their family doctor, if necessary. Bumps on the head are reported to parents immediately.

In the event that the first aider is unsure of the severity of the injury then the emergency services will be called for advice.

An accident log is kept in the school office and, where possible, is completed on the same day or at least within 24 hours of the accident by the staff members who were present. Any accidents are discussed at staff and team meetings and procedures will be modified, if necessary. All preventive action or agreements made about safe use of facilities are recorded.

Because there are children with additional needs in the preschool, the school has a separate policy for dealing with accidents involving bites by another child. If a child is bitten by another child, an accident report is always completed and the parents of both children involved are informed. If the skin of a child is broken by a bite from another child then, following first aid, medical advice is always sought. In this case, the inoculation records of the child who did the biting may be released by the Director to the emergency services, if requested by them to do so.

F. Collection at end of day

At the end of the school day, children will be handed over to their parents only when leaving the school. Parents may designate a carer to collect their child. This must be done in writing and photo ID should be provided to the school. Some children travel by a taxi service provided by the Municipality; staff hand the child over to the taxi driver or assistant. All staff will be informed if any circumstances prevail which prevent a child being taken out of school by any particular named person.

G. Four Eyes

There are three members of staff in the Three Little Ships preschool classroom and at least two members of staff in the school classrooms, scheduled full-time. In addition, there may also be volunteers and people on work placement. The classes are all situated within a mainstream international school with classes of children aged 4 to 11 years old. This means that there are always additional staff close at hand. The school office is staffed by one full-time and one part-time member of staff. In a calamity, staff from the mainstream classes and from the school office can be called upon to assist the Three Little Ships and Lighthouse staff.

The classroom and toilet areas have glass windows. There are additional adults walking past the classroom and toilet areas regularly. This situation reduces the risk of inappropriate behaviour or (sexual, psychological, physical) abuse by a staff member, volunteer, work placement student or visitor.

H. Photographs and Social Media

Photographs are taken of the children participating in daily activities and shared with the parents of that child and also with other parents in the school's newsletters.



Photographs posted on social media which include children from the school are taken in such a way that the child is not identifiable (such as, from the back, or only their hands). Parents are always asked for written consent before a photograph of their child is used for marketing purposes. Public photographs are never linked to a child's name.

Parents may at all times request that no photographs are taken of their child or may request that a photograph is removed.

I. Staff Absence Cover

When a member of staff is sick, the Director will always attempt to find suitable substitute staff. The Director aims to keep a list of staff that can be contacted at short notice to provide supply cover. These supply members of staff hold appropriate recognised qualifications, have been interviewed by the Director, hold a current police check record (VOG) and are entered in the Childcare Register (Persoonsregister Kinderopvang) for continual screening.

Because Three Little Ships preschool has a ratio of three members of staff to a maximum of 16 children, it is not essential, according to the law, to provide supply cover in the preschool if a member of staff is absent. It is not easy to find qualified Early Childhood professionals whose certification has been ratified by DUO (for European Citizens only) and have a sufficient level of spoken English. In the event that no qualified substitute person is available then an unqualified person may be put in place temporarily but always under supervision of a qualified member of staff.

J. Emergencies, First Aid and Evacuation

The Three Little Ships preschool and the Lighthouse Special Education school are situated within the HSV international school. The international school's Head of School (and Location Leader) is responsible for the emergency plans for the school.

During the time that children are present in the preschool, there is always at least one person in the building with a Child First Aid Certificate (Kinder EHBO) and an First Responder (BHV) Certificate, although this person may be in a different classroom in the building.

Twice a year, an evacuation practice is held in the whole school. The first evacuation practice is announced beforehand to the staff and children. The second is unannounced to both staff and children. After the practice evacuation, an evaluation is made and possible improvements are discussed with the team.

There are fire hoses and fire extinguishers in the building.

The fire alarm system is maintained by an external company and tested regularly.

K. Child Protection Concerns

The Director and the international department Head of School are the named persons responsible for child protection for the HSV (International department, Het Open Venster, Lighthouse Special Education and Three Little Ships preschool) in the van Heutszstraat location. In some circumstances, this responsibility may be delegated to another (senior) member of staff. All concerns regarding Child Protection questions should be directed to these named persons.

If any member of staff suspects that a child may be the victim of abuse, they should immediately inform the Director and the school's Pupil Monitoring Co-ordinator (IB'er).



Evidence will be recorded and kept in a confidential file, in case it is needed in any follow-up investigations. A detailed protocol on how concerns will be handled by HSV staff is available on request.

If any parent has a concern about the health or well-being of their own child or that of another child in the school or preschool, the concerns should be brought to the attention of the Director of the school.

Training and support in recognising and dealing with abuse is provided by the School Social Work Service.

The school has internal and external confidential advisors for parents and staff. The contact details are available on the school website.



Hygiene

A. Food and Drink

Food provided by the school, such as fruit, is stored cold in the classroom or staffroom refrigerators and prepared in the staffroom.

Warm food may only be brought to school in an unbreakable flask. School staff cannot warm up food and carry it through the school.

Cutlery and dishes are provided by the school and are washed in the staffroom dishwasher.

B. Personal hygiene

Attention is paid to making the children aware of the need for hygiene and they are supervised to ensure that they wash their hands well. The classroom has a sink with hand-washing facility and paper towels. The toilet area has two hand-washing facilities and paper towels. In the event that paper towels are not available, a hand towel is provided. This is changed at lunchtime and the end of the day.

Children wash their hands at the following times:

- when their hands are visibly dirty
- before eating
- before cooking activities
- after using the toilet
- after blowing their nose
- after playing in the sand

Tissues are used for blowing noses and for sneezing, and the children are taught to use them with two hands using the "blow, pinch, throw" method i.e., they hold the doubled tissue over their nose, blow into it, pinch the nose between the two hands to wipe and throw it immediately into a bin. Children are taught to wash their hands after blowing their nose. The children are expected to gain these skills independently. Children are also taught to cough or sneeze into the inside crook of their elbow or onto their sleeve, to help avoid the spread of germs on hands.

Toys are not allowed in the toilet facilities.

The children in the preschool and school are three years old or older, and are generally toilet trained and do not wear nappies. In the unusual event that a child is not toilet-trained or for some children with additional needs, the school has nappy changing facilities in a toilet area opposite the Reception classroom at the end of the ground floor corridor. The parents provide the nappies, baby wipes and ointment when needed. Baby wipes are used to clean the children and ointment is only used in exceptional circumstances. The changing mat is cleaned after the nappy change has finished with a solution of all-purpose cleaner and water. Nappies are disposed of in a special bin with a foot pedal that is clearly labelled. If a towel is used on the changing mat, then a clean towel is used for each change. Staff wash their hands thoroughly after each change and, in some cases, wear protective gloves.



C. Clothing

Children wear their (outdoor) shoes throughout the day so that they can easily move to and from activities inside and outside the classroom. They keep a pair of indoor shoes in school, so that they can change into these if their outdoor shoes get wet or dirty or if they come to school in rubber boots.

Children also keep a spare set of clothes in school so that they can be changed if they become wet or dirty.

D. Movement and rest

The preschool and school routine may have a planned 'quiet time'. At this time, the children may rest for up to 20 minutes in the classroom.

Movement and exercise is considered by the staff to be essential to a child's development. Gym lessons are organised twice weekly within school. Children also play outside daily. In damp or snowy weather, children are dressed appropriately and go outside. In very wet weather, alternative movement activities are provided in the mini-gym or classroom.

E. Staff hygiene

Staff members wash their hands more often than the children through the school day. They wash hands specifically at the following times:

- Before preparing food
- Before helping children with eating
- Before cleaning a wound
- Before administering first aid such as applying an antiseptic creme
- After helping children with toileting
- After changing a nappy
- After assisting a child with nose blowing
- After cleaning up bodily fluids such as spit, vomit, blood, urine, faeces
- After contact with dirty surfaces or rubbish
- After cleaning tables or floors

Antiseptic gel is also available for staff to use instead of soap and water. This is only used when the hands feel and look clean.

If rings are worn, then special care is taken when washing hands to also wash under and around the ring. Staff are advised to remove rings or to use gloves when cleaning wounds or changing nappies. Nails of staff are kept short and clean.

F. Building hygiene

The school classrooms are ventilated daily by opening windows at the start and the end of the day. In addition, the school is fitted with a CO2 extraction system.

Radiators have thermostatic taps to prevent the classroom from becoming too warm.

In the summer, water activities may be arranged and a small splashpool may be provided. Drinking water is used to fill the pool and is changed if it is visibly dirty. The water is drained every afternoon and the pool is allowed to dry overnight.



G. Cleaning

Tables are cleaned by school staff before and after play activities and always before and after eating. They are also cleaned by professional cleaners at the end of the school day.

Cleaning products are generally not used in the presence of the children, except for table-top cleaning or when spills or accidents take place. Water and an all-purpose cleaner (allesreiniger) are used according to the instructions on the label.

The school is cleaned every day by professional cleaners and kept reasonably dust free. The vacuum cleaner is only used when children are not present. The staff will sweep the classroom during the day if the floor becomes dirty or sand is brought in from outside.

The toilet facilities are thoroughly cleaned every day by a professional cleaning team and spills are cleaned in between by staff, as necessary.

The classroom has two bins: one for general rubbish (green) and one for recycling paper (blue). The green bin for rubbish has a bin-liner in it and the lid is kept closed. The toilet area has a bin for paper towels. The area for nappy changing has a grey bin with a foot pedal for nappies, which is clearly labelled. Bins are emptied once a day or more frequently if they are full.

There is a washing machine on location. Cloths, pillowcases and towels are changed daily and washed at 60°. Rugs, soft toys etc. are washed once a month, or as necessary. Dress-up clothes are sometimes used on a topic basis and are washed after the topic is finished, or more frequently if necessary.

Other toys are cleaned on a frequent basis. If a toy becomes unhygienic by a child (for example, is put into their mouth) it is removed and cleaned immediately.

Medical

A medical information form is included in the Welcome packet. Parents are responsible for filling in the information about possible allergies or conditions that require special attention. In addition, a record of immunizations is held in each child's confidential file in the school office. Each child is considered as an individual and his/her medical condition is dealt with as needed.

Children are considered to be sick when they have a fever ($\geq 38,5$ degrees), a contagious illness or when they have one or more of the following symptoms: continuous vomiting, diarrhoea or side effects from vaccinations (weepy, listless, generally not well).



Parents are respectfully requested to keep their child at home for 24 hours after having a fever, or after having vomited, to avoid the risk of spreading the illness to other children in the class.

Parents will be asked to come and pick up their child from school when the staff judge that the child is too sick to join in the daily activities or that the care of the child's health is too intensive for the teachers to be able to care for the child as well as the rest of the class. The child's temperature is measured with an electronic ear thermometer with a clean cover for each use.

Parents are requested to inform the school if their child contracts a contagious disease, such as chicken pox, scarlet fever, fifth disease. If necessary, the Director will contact the GGD for advice. Some diseases are notifiable and the GGD protocols are followed by the Director. Parents are informed in writing, by letter, email or communication app, when a child with a contagious disease has attended or is attending the school.

No medication, including antibiotics are administered in school. An exception may be made for children if they are on long-term broad-spectrum antibiotics. For other children, the medicine should be administered outside of school time. Other medications which are necessary for a child's health and wellbeing and are prescribed by a doctor, such as Ritalin, and anti-epileptics, are administered and recorded by a named person after a medical permission slip for that child has been filled out by the parents. These medications must be provided in an original box from the chemist with the child's name and dosage on it. Medications that need to be kept cold will not be stored in a classroom refrigerator but in the refrigerator in the staffroom. Medications will be checked regularly to ensure that they are still in date. It is the parents' responsibility to replace out-of-date medication.