



Child protection, Health and Safety procedures

The guidelines and procedures below are set for the Health and Safety of the students at the Greek School of Wales. We ask parents to read, be informed and follow them. If you have any questions, please contact the school.

1. Child protection and well-being measures

All children are expected to arrive to school 5 minutes before the lesson starts to set up for the start of the lesson.

- A completed online registration form should be with the school. If you still need to complete one for this year, please do so, and update with any contact, medical and consent info.
- Teachers complete a registry at the beginning of the class, if your child will be missing a lesson, please notify the Headteacher by email at school@gsow.co.uk.
- On arrival to the school the children are handed over to a teacher or a committee member or representative at the gate to be escorted to their classroom.
- Only the students, teachers, and members of the committee or representatives can enter the building during lessons.
- In special circumstances, when a parent needs to enter the building, s/he will be escorted to the classroom to hand over the child to the teacher.
- If arriving late, again the child needs to be handed over to a teacher or committee member or other responsible adult to be escorted to the classroom.
- If your child will be leaving earlier, you would need to complete **Form 1** for early departure (found here) before the child is released and sign it at pick up.
- If someone else is picking up your child, you would need to inform us at arrival and complete a **Form 2 (attached here)**. Otherwise, we will not be able to release the child.
- Children should not cross the road on their own to meet the parents at the end of a class. The parents should pick up their children from the gate.
- If there is a delay in collecting your child, we would need to phone you ten minutes past the end of the class, for the child to be collected.
- Mobile phones brought to school need to remain in the student's bag in silent mode. They can be used only when the teacher has asked for an activity.
- Safeguarding and child protection are among the responsibilities of a school. The teachers are bound by the Safeguarding laws and procedures regarding to child protection concerns, and may have to share a concern with the appropriate services.
- As a school we expect polite, courteous, respectful communication towards teachers, committee members, and volunteers. Any aggressive, abusive, or unreasonable behaviour towards teachers, committee members or volunteers will not be tolerated.

Procedures related to Health and Illness

- If your child has allergies, you would need to inform the Headteacher with an electronic message at school@gsow.co.uk. Also, please, complete the medication form attached in this email **and give it to the class teacher this week.**
- If your child has allergies, you would need to consult your GP and provide the school with an epipen or asthma inhaler to be kept at the school. If you are not providing one, we would need a written statement, on how to deal with an allergy reaction and any recommended medication to be provided.
- Children **are not allowed to bring to school nuts or products that contain nuts as we have children with nut allergies,** and we aim to have a nut free school.
- Children with diarrhoea and/or vomiting should not attend school and remain at home until they are symptom free for 48 hours.

3. Procedures related to COVID-19

Any child who has any of the 3 main symptoms of COVID-19 (new persistent cough, fever, and/or loss of taste or smell) and has a positive COVID-19 test should not come to school.

- ✓ If a student has a positive test, the advice is to stay at home and avoid contact with other people for at least three days (five for adults).
- ✓ If a student is in isolation due to COVID, the school should be contacted, the day before the lesson, so arrangements can be made to attend the lesson online if s/he can do this.
- ✓ If the child is in isolation due to COVID and can't attend the lesson online, they can find the lesson material on google classroom to complete before the next class.
- ✓ If a teacher has symptoms and can't work from school, the class will move online if the teacher can do the lesson. In this case you will be informed by email for the change in schedule. Otherwise, the lesson will take place at the school with a supply teacher.

Included on page 3

Form 1: Early departure form-Φόρμα για αποχώρηση μαθητή/μαθήτριας από το σχολείο.

Form 2: Picking up by 3rd person-Φόρμα Παραλαβής μαθητή από τρίτο πρόσωπο

Form 1: Early departure form-Φόρμα για αποχώρηση μαθητή/μαθήτριας από το σχολείο.

Όνομα: Επίθετο μαθητή:
Name Surname

Τάξη: Υπεύθυνος Δάσκαλος:.....
Class Teacher

Ημερομηνία:..... Ώρα:
Date Time

Reason for leaving early

Λόγος αποχώρησης

Accident Health Reason Other
Ατύχημα Λόγος Υγείας Άλλος:.....

Πρόσωπο που παρέλαβε τον μαθητή/μαθήτρια:
Person who picked up the student-Relation to student:

Αρ. Τηλεφώνου..... Ημερομηνία:

Telephone Number Date:

Υπογραφή:
Υπογραφή δασκάλου:

Form 2: Picking up by 3rd person-Φόρμα Παραλαβής μαθητή από τρίτο πρόσωπο

Όνομα: Επίθετο μαθητή:
Name Surname

Τάξη: Υπεύθυνος Δάσκαλος:.....
Class Teacher

Ημερομηνία:..... Ώρα:
Date Time

Πρόσωπο που παράλαβε τον μαθητή/μαθήτρια:
Person who picked up the student-Relation to student:

Αρ. Τηλεφώνου..... Ημερομηνία:
Telephone Number Date:

Υπογραφή: