

STANDARD 3: HEALTH, SAFETY & SECURITY

1. How does the school safeguard the physical, emotional, and social health, safety, and security of its members?

There are a series of mechanisms to guarantee the physical, emotional and social well-being of all school members.

Measures to guarantee physical wellbeing

a) The school premises.

- The buildings were renovated and adapted to meet the current national health & safety regulations for school premises. The work was supervised by chartered architect Pablo Muiños, who has also done building and renovation work for the public sector. No major changes have been done since we delivered our last report to NEASC in 2018, except the surface polishing on the ramp leading to the pre-school entrance.

Outdoors, we replaced the damaged fences around the perimeter of the property with new ones and installed a wooden fence to separate the pre-school garden from the elementary school garden.

- All school areas have appropriate fire extinguishers that are supervised by an outsourced company once a year. Also, the school has a Fire Safety and Evacuation Plan. There is a plan to carry out one fire drill every year (please see attached documents)
- All maintenance issues are supervised by the Principal with the help of the administration officer.
- Health & Safety at the workplace: In compliance with current Spanish regulations, Noguera y Valdés hires the services of a company specialized in Health & Safety at Work – QUIRON PREVENCIÓN – which inspects the premises once a year and makes recommendations as to what changes to implement in order to have a safe working environment. On receiving the report, the administration officer carries out the inspector's recommendations.

b) Medical care & Insurance:

The school has an insurance policy with insurance company MAPFRE (<https://segurosmapfre.mapfre.es/>) that provides insurance coverage and medical services to the school staff and students in the eventuality of a medical emergency during school hours or school trips.

Upon enrolment, parents are asked to provide a copy of the child's public or private health card. In case of emergency, the closest medical center is a public one, just a few kilometers from the school.

As for the staff, the company provides them with a free medical check-up once a year. The check-up provider is QUIRON PREVENCIÓN (www.quironprevencion.com), our outsourced health and safety at work company.

c) Staff Training

Another important point is staff training in the following:

- Food handling license: online training provided by Vifordat (www.vifordat.com) in June 2018 to ensure that teachers are prepared to handle food safely at school for both cooking workshops and handling lunches.
- Basic first aid training: online training provided in June 2017 by the company Vifordat S.L. The teachers are also informed of any procedures they should follow when a child has a special condition and requires medication or special care.
- The school is also sensitive to students' allergies and will undertake all the changes needed to provide a safe environment for students with an allergic condition.

d) Promoting a healthy lifestyle

The school promotes healthy lifestyles and a healthy diet and has a series of rules that apply to the food the children can bring for lunch and for the mid-morning snack. Parents are instructed during the first meeting of the year to choose healthy snacks for their children and to avoid industrial bakery products, and an excess of sugar in their diet. Some healthy alternatives are suggested such as fruit, whole meal bread and other healthy products.

The pre-school supplies the mid-morning snacks; the students learn to prepare the fruit, vegetables and products they eat and to value

Additionally, students participate in several harvests during the year: hazelnuts and chestnuts in fall, kiwi fruit and custard apples in winter, and apples and pears in summertime.

Physical exercise is also promoted and our garden offers the chance to move around, play, run, climb and jump – all essential needs for young children. Moreover, there are specific psychomotricity workshops in the activity hall during the week.

Measures to guarantee emotional safety & security

a) School rules and limits: They are detailed in our Standard 5. They are essential in maintaining the emotional wellbeing of all school members.

Physical and verbal abuse are absolutely unacceptable forms of behavior in Gándara. When they happen amongst the students, the teachers deal with the issue from both perspectives: the perspective of the victim and that of the aggressor. Both are considered in need of emotional help and both are given special attention to redress the situation and overcome any emotional hurdles.

b) Non-discrimination policy. The school follows a policy of gender equality and non-discrimination on any grounds, as laid out in the School's Dossier.

c) Personal data protection: Data Protection Regulations were recently updated in Spain in May 2018 and the school made all relevant changes necessary to implement the regulatory changes. To achieve this, we hire the services of supervising company VIFORDAT, which advises us on data protection issues, inspects routine practices and proposes any changes when necessary.

All staff members and external collaborators who handle sensitive personal data have to sign a confidentiality statement. Also, and according to the current regulation, the students' records are kept safely under lock and key in the office.

With regard to audiovisual material, the school asks parents to sign an authorization if they wish to allow the use of photographs and videos taken at school and during school trips. The

school commits itself only to publish photographs without close-ups to preserve anonymity. Parents who wish to have access to the school's photobank have to sign a confidentiality statement prior to its use.

2. What policies and practices has the school adopted to protect the children in its care from abuse? How and how frequently are they reviewed?

Anti-bullying policy

We have already mentioned the school's no-tolerance position regarding physical and verbal abuse. In this respect, Gándara has subscribed the Xunta de Galicia anti-bullying protocol which establishes a series of mechanisms to prevent, identify and treat bullying at school (see attached documents).

The protocol will be reviewed if it proves ineffective in the future or if current conditions at the school were to change.

Prevention of sexual abuse

Regarding the prevention of sexual abuse, the first step the school follows is a careful selection of personnel. Once a candidate has been put forward, the school contacts the candidate's referees to gather information.

Furthermore, all members of the staff are required to declare any prior criminal convictions for sexual aggression and to authorize the school's request of a report of criminal record screening to the authorities.

The Xunta de Galicia has an exhaustive protocol with guidelines for the identification of sexual aggression in minors. Our intention is to adapt this protocol and apply it in the near future.

3. How are health, safety and security monitored and reviewed regularly with respect to the school's facilities, programs, extra- and co-curricular activities, and services such as transportation and catering?

The school staff and the dining hall staff distribute the supervision of the school premises (the various buildings, the different garden areas) and programs. When a problem is detected, the staff report it to the administration officer who in turn tells the Principal. If the problem is easy to solve, the administration officer will deal with it directly. For more serious issues, the Principal will inform the Governing Board and the GV will decide what actions to undertake.

4. What practices and procedures have been developed and implemented to avert and deal with crisis situations?

For teachers: The main procedure is to ensure that teachers are familiar with good practices at school and keep a good record of good behavior. Any issues are addressed in monthly meetings and teachers are required to keep an open attitude and communicate their concerns.

We strongly emphasize that teachers should be able to discriminate between conflict and bullying. Conflict can be dealt with through peer mediation, whereas bullying requires a more careful approach to protect the victim and minimize exposure to aggression.

For parents: We have a Family Guide for the prevention and identification of bullying in minors (see attachments), elaborated by the Galician Official Chartered Association of Psychologists (*Sección de Psicología Educativa del Colexio Oficial de Psicología de Galicia*).

This point should be further developed through protocols and other relevant documents.

SELF-ASSESSMENT

Standard is partially met and implemented.