



Clarence  
International School

# Health and Safety Policy

V25.1.0

June 2025

### **Policy Statement**

At Clarence International School (CIS), the management of health, safety and wellbeing is of paramount importance, and we endeavour to make our school a safe and healthy place for children, staff and visitors. CIS complies with the requirements of the Ministry of Health, Labour and Welfare and Minato Ward Child and Family Support Division, Child Policy Section.

We aim to make everyone aware of health and safety issues and to minimise the hazards and risks to enable children to thrive in a healthy environment.

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## **1. Roles and Responsibilities**

Although health and safety within the school is a collective responsibility, this policy recognises the responsibility that effective and efficient management has towards achieving the school's safety objectives. The Senior Leadership Team in conjunction with the Board of Directors is responsible for the overall safety of staff, students and visitors on site and the effective implementation of all Health and Safety policies and procedures. Oversight and co-ordination for health and safety across the school is the responsibility of the school's Operations Manager.

The Head of School holds an overall responsibility for the application of the Health and Safety responsible. The Head of School is responsible for:

- Overall management of all health and safety matters within the school;
- Ensuring risk assessments are carried out and reviewed;
- Communication of information received on health and safety matters to the appropriate body;
- Management of investigations;
- Identifying health and safety training needs;
- Liaising with the Board of Directors regarding any policy issues and problems with successfully implementing the health and safety policy.

The School's Operations Manager is responsible for:

- Undertaking duties as directed by the Senior Leadership Team in pursuance of the school's health and safety policy;

- Reviewing health and safety practices and procedures within the school and to advise and make recommendations to the Senior Leadership Team on how to improve these;
- Acting as the focal point for day-to-day issues regarding health and safety;
- Maintaining contact and liaise with outside agencies responsible for health and safety where appropriate;
- Ensuring that appropriate health and safety inspections of the school are conducted;
- Ensuring that furnishings and other school property are hazard-proof and in line with policy and national legislation.

1.1 Parents have access to the Handbook for Parents: Guidelines and Procedures that is published on CIS school website, which outlines our health and safety procedures and explanations of:

- Overview of Health and Safety
- Parents' own responsibility within the community to care for their own and others' health and safety.
- Responses in case of earthquake or other emergencies

1.2 CIS will ensure that at least one member of staff who holds an up to date first aid certificate will be on the premises at all times when the children are present, and will accompany children on school outings. Staff's first aid qualification is updated as required.

## 2. Accident or Injury

CIS staff will take the necessary precautions to ensure that accidents or injuries within school are kept to a minimum. However, in the event of an accident or injury, the response process is outlined below. All accidents or injuries to any person should be reported to the appropriate Line Manager by those persons involved in the accident. The accident should be recorded in the accident report log, which is stored online.

2.1 The response process in the event of an accident or injury is outlined below:

Accident occurs

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Move injured or ill child to a separate room.

- (1) Teacher or Admin staff will contact the family to explain the incident and provide information on the welfare of the child.
- (2) Depending on the situation, an ambulance will be dispatched. If necessary, the police will be notified.

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In case transport to relevant institution is needed:

- (1) The teacher or Admin staff will contact the family, but if they are not available, the student will be transported to the relevant institution at the school's discretion.
- (2) The teacher or Admin staff will contact the medical facility.

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In-school response:

- (1) The Lead Teacher or Admin staff will inform the parents/guardians of the accident.
- (2) Teachers and staff in the school will confirm the situation of the incident and come up with countermeasures.

2.2 CIS will ensure that:

- All staff are trained in basic First Aid and are able to act as first responders in the case of emergency.
- A well-stocked first aid box is accessible at all times, in every classroom, on the bus and within emergency backpacks for use off-site. Operations Manager will conduct a termly audit of first aid boxes to ensure they are always well-resourced.
- A written record is kept for accidents or injuries and first aid treatment.
- Parents/guardians are contacted immediately should emergency medical treatment for injury be required.
- Parents/guardians are informed of any serious accident or injury of a child (including first aid, if given) on the same day, or as soon as reasonably practicable.

1. First aid treatment in schools is limited to the following cases:

- (1) First aid treatment before handing the child over to a medical institution or parent/guardian.
- (2) Minor first aid treatment that is not covered by general medical care.

2. As a rule, rest in the rest room is limited to one hour. If the student does not recover after the rest, we will contact the family and make a decision to dismiss the student early.

3. In the event of a sudden illness or accident, we will contact a medical institution and provide immediate treatment.

4. In case of the following symptoms, an ambulance will be called.

Criteria for Requesting an Ambulance:

- (1) Continuous loss of consciousness

- (2) Persistent shock symptoms (dyspnea, weak pulse, hypotension, etc.)
  - (3) Persistent convulsions
  - (4) Persistent severe pain
  - (5) Those with profuse bleeding
  - (6) Bone deformity
  - (7) With large open wounds
  - (8) Those with extensive burns
5. In some circumstances, parental consent may be required to obtain a diagnosis.
  6. Taxis are used as transport vehicles in case an ambulance is not needed. Staff's private cars will not be used.

### 3. Medical

The School will ensure that:

- Parents are informed of expected criteria regarding a student's illness, attendance and return to school after illness.
- Student health check-up and vaccination records are kept up to date.
- Regular health check-ups for children are conducted twice a year and have a doctor confirm their health status. If there are any health issues, we promptly contact the parents/guardians.
- Local medical centres are identified where emergency treatment can be obtained.

Parents will ensure that:

- Children must not bring medication without permission from the School. If administration of the medication is required at school, the parents must print out the Request for Administration of Prescribed Medication that can be found on the Handbook for Parents, fill in the requirements and submit it to the School.
- If a child is unable to participate in the regular health check-up for any reason, it is the responsibility of the parent/guardian to ensure that the child undergoes the health examination and submits the results to the school.

### 4. Safety and Sustainability of Premises, Environment and Equipment

4.1 At CIS, high quality care and education is implemented by providing children with safe, clean, attractive, age-appropriate resources, toys and equipment, and an environment that is fit to the purpose that it is intended for. We will ensure that the facilities are fit for purpose and suitable for the age of the children cared for.

#### 4.2 Premises

CIS will ensure that:

- The school facility and learning equipment will be organised in a way that meets the health and safety needs of children.
- Access to local outdoor play areas are available, and outdoor activities are planned and initiated on a daily basis (except in cases of bad weather conditions or restrictions related to specific infectious diseases (e.g. coronavirus) or when the situation is not appropriate.)
- There are an adequate number of toilets and hand basins available and that there is suitable, hygienic equipment for changing children in nappies.
- Children will always be supervised, both in and out of the premises.
- All resources and materials that children select are stored safely and secured to prevent them from falling.

### 5. Risk Management

#### 5.1 Risk Assessments

CIS will ensure that staff and children in our care are not exposed to unnecessary risks. To prevent this, risk assessments are carried out by staff. Our risk assessment and risk management documents inform the staff to practise and identify how to proactively manage risk, both in school and out of school. Aspects of the environment included within risk management are:

- Hazards within the classrooms, communal areas, basement and toilets.
- Hazards that may occur during excursions in local and/or further areas.

All risk assessments are submitted to the Operations Manager and Senior Leadership Team for review and approval. Excursions will not go ahead unless risks have been checked by the Senior Leadership Team.

#### 5.2 During Naptime

Naptime is a timetabled activity during the school day. CIS has procedures in place to ensure that naptime is safe for all children. In particular, CIS places importance on removing the risk of suffocation in children before and during sleep as follows.

CIS will ensure to:

- Place infants on their back with their face visible unless recommended otherwise by a doctor for medical reasons. Moreover, we will never leave them alone, will consider the sleeping position, and ensure a safe sleeping environment to prevent accidents such as suffocation, choking, and/or injuries.
- Not to use soft bedding or stuffed animals.
- Not to place strings or string-like objects nearby (e.g. strings on drool bibs, strings inside futon covers, cords around the bed).
- Check if there are any foreign objects in the mouth.
- Check for any vomit of milk or food.
- Regularly check the breathing, body position, and sleep status of the child in accordance with the number of children and staff to detect any abnormalities such as respiratory arrest in early stages in order to prevent serious accidents.

✂Record any other risks points of suffocation to be aware of as soon as recognised and share them within the facility or workplace.

### 5.3 During Water Related Activities

CIS will ensure that:

- There are no times without supervision when conducting pool activities and water play. Individuals are assigned to different roles, such as one to supervise and one to give instruction, and their roles are clearly defined.
- Sufficient education is provided in advance to staff involved in pool activities to prevent accidents, including risks that may be overlooked and points to be cautious about when supervising children's pool activities and water play.
- The supervisor should focus solely on supervision.
- Monitor the entire designated area thoroughly.
- Identify children who are not moving or exhibiting unnatural movements.
- Maintain regular scanning of the area while supervising.
- If adequate supervision cannot be ensured, consider suspending pool activities.
- Allow sufficient time for pool activities.
- Facilities and operators should provide education and training opportunities for staff regarding emergency response, including CPR and first aid, as well as making emergency calls to 119. Establish and share emergency response procedures, and regularly practise practical training to utilise this knowledge and skills during emergencies.
- During pool activities or play, the responsible person must record details in the Water Play Record (anyone supervising can record the details)

### 5.4 Asphyxiation (during meals)

CIS will ensure that:

- Staff share information about the child's eating (chewing and swallowing function, developmental status of eating behaviour and eating status). Before the meal, information on the child's health status on the day is shared, including information from the parents.
- Regardless of the age or age-month of the child, we will assist and observe the child in eating, recognising that the food they normally eat may lead to choking.
- When assisting a child to eat, precautions should be taken, including the following:
  - Give at a time that suits the child's will so that he/she can eat slowly and calmly.
  - Give the right amount of food for the child's mouth (do not pack too much in one go).
  - Ensure that the food has been swallowed (watch for residues in the mouth).
  - Give fluids appropriately.
  - Do not startle them while serving food.
  - Check that the child is not drowsy during the meal.
  - Note whether the person is sitting up correctly.
  - Observe the child (especially the infant) eating in a manner appropriate to the situation, noting that if aspiration occurs during a meal, prompt recognition, observation and emergency response are essential. Observe continuously, especially when eating.

### 5.5 Asphyxiation (e.g. toys, small objects)

CIS will ensure that:

- Ensure that toys and objects of a size or shape that may cause choking, such as those that may clog the pharynx or trachea if put in the mouth, are not placed in rooms where infants are present, and that they are not accessible.

- For hands-on play, use items that are designed to prevent parts coming off, and provide items that are adapted to the child's behaviour.
- Children may be wearing objects that can lead to aspiration (e.g. hair elastic ornaments, key rings, marbles or stones), and seek co-operation, including from parents, in removing these.

Information is shared within the facility on toys that have posed a choking hazard or are similar in shape to toys that have been used in previous choking cases, and efforts are made to remove these toys.

## 6. Food Allergies

CIS asks parents/guardians to notify CIS if their children need to be considered for allergies, and to distribute and submit an Allergic Disease Lifestyle Management Guidance Chart. Food removal is handled on the basis of the same chart based on the doctor's diagnosis and on the basis of complete removal of the food.

CIS operates as a nut-free school and actively encourages parents and staff to not bring any nut-based items onto the premise.

## 7. Hygiene

7.1 To ensure good hygiene standards at CIS we regularly seek information from the TMG Bureau of Social Welfare and Public Health authorities to keep up-to-date with the latest recommendations. Our daily routines encourage the children to learn about personal hygiene and our daily cleaning routines include the classrooms, equipment, toilets and nappy changing area. The toilet area has a high standard of cleanliness by checking and cleaning the toilets and hand basins regularly.

Additionally, we implement good hygiene by practices by:

- Ensuring children wash their hands on arrival at school and regularly during the day.
- Cleaning tables between activities using anti-bacterial cleaning solutions.
- Regularly disinfecting and cleaning the kitchen areas, tableware, cutting boards, pots etc.
- Wearing protective clothing such as aprons and disposable gloves when changing nappies.
- Encouraging children to use tissues to clean noses.

7.2 Hygiene inside and outside the premises

Nursery room:

- Keep clean by cleaning on a daily basis. Doorknobs, handrails, light switches, etc. are disinfected with alcohol. (Chlorine disinfectants (sodium hypochlorite and chlorite water) are used for vomit and excreta disposal.)
- Maintain appropriate room temperature and humidity according to the season, and ensure adequate ventilation. When using a humidifier, change the water daily. Air conditioners are also cleaned regularly. The ventilation will be effective by using ventilation fans and fans, as well as opening windows, depending on the season and the facility conditions.
- Room temperature: 26-28°C in summer, 20-23°C in winter, humidity: 60%.

Hand washing:

- Wash hands thoroughly with soap and running water before eating, after using the toilet, changing nappies and after handling vomit.
- When wiping hands, use personal towels or paper towels and avoid sharing towels.
- When refilling liquid soap, use up the remaining soap and wash and dry the container thoroughly before filling it with a new soap solution.

Toys:

- Infant toys that come into direct contact with the mouth are washed with hot water and dried after each use.
- Play equipment is changed in the morning and afternoon.
- Water (hot water) washing and water (hot water) wiping are carried out as appropriate.

Meals and snacks:

- Tables are wiped with a clean table cloth and sanitary serving and serving of food is ensured.
- Dishes such as spoons and cups are not shared.
- After meals, spills are cleaned from tables, chairs and floors.

Toothbrushes:

- Toothbrushes should be used exclusively by individuals and not accidentally used by other children or allowed to come into contact with other children's items when stored.
- Rinse them individually and thoroughly with water after use.

Bedding:

- Use hygienic bedding.
- Disinfect (e.g. with heat disinfection) if soiled with urine, faeces, vomit, etc.

Changing nappies:

- Ensure that faecal disposal procedures are followed amongst staff.
- Nappy changing is carried out in certain areas where hand washing facilities are available and do not cross over into eating areas etc.
- Wear disposable gloves when handling faeces in nappies.
- Wash hands thoroughly with soap and running water after changing nappies, especially after handling faeces.
- Store nappies after changing in a sealed plastic bag and then in a container with a lid.
- Disinfect the storage area of the nappies after changing.

Toilets:

- Keep clean by daily cleaning and disinfection. (toilet bowls, waste tanks, doors, doorknobs, taps and water fittings, floors, windows, shelves, etc.)
- Doorknobs, handrails, light switches, etc. should be wiped with water and then disinfected with disinfectant ethanol or chlorine-based disinfectants. However, if norovirus infection is prevalent, disinfection and cleaning should be carried out in accordance with the infection that is prevalent, e.g. using chlorine-based disinfectants.

### 7.3 Staff hygiene management

In implementing hygiene management in childcare centres, it is important to try to maintain the environment inside and outside the facility, as well as to ensure that staff keep it clean and to improve staff hygiene knowledge.

- Maintain clean clothing and hair.
- Cut nails short.
- We will take care of our physical condition on a daily basis.
- Thoroughly wash hands during and before and after childcare.
- Wear a mask if respiratory symptoms such as coughing are observed.
- If a child has a fever, cough, diarrhoea or vomiting, seek medical attention as soon as possible. Also, take precautions to prevent infection in the surrounding area.
- Ensure safe disposal of potential sources of infection (urine, faeces, vomit, blood, etc.).
- Staff with symptoms of diarrhoea, vomiting or suppurating wounds are prohibited from handling food directly.
- Assess the immunisation and morbidity history of staff to ascertain whether they are susceptible.

## 8. Sun Protection

At CIS, we want staff and pupils to enjoy the sun safely and will work with staff, pupils and parents to achieve this. In Japan, the sun's ultraviolet rays are the strongest between 10:00 and 16:00, usually from March to November (source: Japan Meteorological Agency). In the spring and summer months, UV exposure is higher.

To enable sun protection of our pupils we have the following in place:

- Shaded areas by the school entrances, including the Annex.
- Children will be encouraged to wear hats during playtimes in sunny weather.
- Children will be encouraged to apply sunscreen frequently throughout the school day.
- School will monitor the length of time outdoors.
- School will encourage pupils to access water.

### Sunscreen

Parents and carers will be encouraged to ensure that their children are protected by long lasting (of at least 4-star UVA protection, factor 30) sunscreen each day before they arrive at school and are protected by appropriate clothing as mentioned above. The sunscreen needs to be free from nut products to protect those children with allergies.

NICE guidance indicates 'sunscreen preparations may cause contact dermatitis as a result of an allergy to one of its ingredients', therefore, CIS suggests pupils should only be provided with sunscreen that has been used previously without issue. Because of this, the school will not provide its own sunscreen to children.

## Application of sunscreen

Older children may be encouraged to self-manage the application of sunscreen where appropriate. In most cases, sunscreen will be applied to the pupil by a member of staff, if it is deemed appropriate to do so, due to the age of the child. Where this is required, application will be conducted in line with the school's *Intimate Care Policy*.

If sunscreen is applied too thinly, the amount of protection it gives is reduced so sunscreen needs to be reapplied liberally and frequently. Sunscreen should be applied to all exposed skin, including the face, neck and ears.

## 9. Contact Method from School to Parents in the Event of Large-Scale Disaster

The school contacts parents in the following method depending on situation:

- Phone call and email
  - Tel: 03-6721-0990
  - Email: office@clarenceschool.jp
- School Information Management System (School Stream)
- Disaster Message Dial 171 (to be used when School Stream and email are unavailable)
  1. How to Play Back Message
    - Dial "171" and follow the guidance to press "2"
    - Dial the CIS phone number (03-6721-0990) as instructed
    - Listen to the message.

### Notes:

- Up to 10 messages of 30 seconds or less can be played back.
- Messages are stored for 48 hours and played in the order that they were recorded.
- The messages will be in Japanese only. Please refer to the appendix for detailed instructions on how to use this service.

\* To avoid confusion, we kindly request that parents and guardians do not record messages using the school's phone number. Also, please refrain from calling the school directly.

- School Bus LINE

## 10. Response in the Event of a Major Earthquake

9.1 In the event of a large-scale earthquake, the following measures will be taken when students and teachers are in school, going to and from school, etc. In the event of an earthquake with an intensity of 5 or lower on the Japanese seismic intensity scale or higher, a situation is expected to occur, at the very least, with the suspension of train services, etc.

- In the event of an earthquake while students are at school:  
Lessons will be suspended, and if there is no damage to the building, students will be kept in the building until they are picked up by their parents. The school will notify parents and guardians via the school's email system.
- If an earthquake occurs while students are on their way to or from school:  
Evacuate to a shelter close to the school or home.

9.2 How Children and Staff will Respond in the event of an Earthquake of Intensity higher than 5 on the Japanese Seismic Intensity Scale

We will assume that an earthquake of intensity 5 or higher is observed in Tokyo (even if there is no damage to the school buildings, there is a large possibility that railroads and other transportation systems will be disrupted). We will respond flexibly as unexpected things can happen.

### Emergency Response (Phase I)

1) During childcare (when children are with the teachers inside a building):

	<p><b>【Classroom】</b></p> <ol style="list-style-type: none"> <li>1. The teacher near the door opens the door.</li> <li>2. The teacher near the window closes the curtains.</li> <li>3. Move under the desk. If the whole body cannot fit under the desk, the head should be placed under the desk. Avoid being directly under the TV monitor.</li> </ol>
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Children	<p><b>【Outside】</b> Gather around the centre and crouch with your head in your hands.</p> <p><b>【Library】</b> The teacher near the door opens the doorway. Move away from the bookcase and get under the desk.</p>
Teacher	<p>Will give instructions above to students.</p> <p><b>【If evacuation is not necessary】</b> (when there is no fire) Follow the instructions of the Assistant Head of Pre-Prep or Fire Prevention Manager's instruction. If no instructions are given five minutes after the tremors have subsided (if the intensity is 4 or less, special instructions are likely not to be given) and no abnormalities are observed in the vicinity, return to normal operation.</p> <p><b>【In the event that evacuation is necessary】</b> (if a fire breaks out) Evacuate according to the instructions of the Assistant Head of Pre-Prep or the Fire Prevention Manager's instruction. Open the curtains when evacuating. Wear a disaster prevention hood. Teachers will also wear helmets. At this time, we will strictly adhere to the "Do not push, run, talk, or turn back" rule. After moving to the respective primary evacuation site, take roll call and move to the secondary evacuation site.</p>

2) On the way to School / Returning Home From School:

Children	<p><b>【Classroom】•【Library】</b>Same as during childcare</p> <ol style="list-style-type: none"> <li>1. The teacher near the door opens the door</li> <li>2. The teacher near the window closes the curtains.</li> <li>3. Move under the desk. If the whole body cannot fit under the desk, the head should be placed under the desk. Avoid being directly under the TV monitor.</li> </ol> <p><b>【Outside】</b> Gather around the centre of the area and crouch with your head in your hands.</p> <p><b>【Stairs】</b> Crawl on your stomach or hold on to the handrail to prevent falling.</p> <p><b>【Corridors】</b> Crouch down with your head in your hands. Avoid being directly under a fluorescent light.</p>
Teacher	<p>The class teacher will immediately go to the classroom. At this time, students in the hallway or on the stairs will be asked to return to their classrooms. The homeroom teacher will respond without leaving the area.</p> <p><b>【If evacuation is not necessary】</b> (when there is no fire): Same as during childcare.</p> <p><b>【If evacuation is necessary】</b> (If a fire breaks out): Same as during childcare, but while evacuating, collect any students remaining in the hallway or on the stairs, not just those in your class, and hand them over to the homeroom teacher of that class after evacuating outside to the first evacuation site.</p>

3) During outdoor activities:

Teachers will follow the emergency response procedure for “Outside” as outlined in Phase 1. Teaching staff will communicate, if possible, directly with the Senior Leadership Team that there has been an earthquake.

Post-Incident Response (Phase II)

1. When children are on campus

**【No evacuation needed】**

In principle, we will continue with the usual schedule as outlined above. If children are unable to return home safely, they will be supervised and accommodated at the school.

**【Evacuation needed】**

We will confirm the situation at Aoyama Seinan Elementary School and evacuate if it is safe.

2. During outdoor activities (when teachers and students are together off-campus)

In this case, the admin team will communicate with parents while coordinating the response.

3. During commuting (when teachers and students are not together off-campus)

We will confirm the safety of students through communication with parents and guardians.

3) Distribution of Supplies

The preschool teacher will take responsibility for distributing food (one day's worth) and blankets to their class.

4) Accommodation Arrangements

Desks and chairs will be moved to the sides of the classroom. Students will wrap themselves in blankets and sleep in their designated class. In case of a power outage, we will use the lanterns stored in the classroom.

5) Toilet Arrangements

Portable toilets will be used as necessary based on the situation.

6) Response for Injured or Unwell Students

For children who require emotional support, teachers will provide care, and if necessary, transport them to the hospital.

9.3 Organisation of the School in the Event of a Disaster

Disaster Control Headquarters

The Head of the Disaster Control Headquarters is in charge of ensuring safety, and is the source of information and leadership of the staff.

In charge: Assistant Head of Pre-Prep

Role of Emergency Response Team (Phase 1)

- Inspection  
Checks locations with a high risk of fire, etc.  
In charge: Operation Manager & Admin 1
- Contact  
Confirms the situation on campus  
In charge: Operation Manager & Admin 1

Role of Post-event Response Team (Phase 2)

- Contact with parents, etc., collect information, and manage students  
In charge: Admin 1
- Carrying out important documents  
In charge: Operation Manager & Admin 1
- Information gathering  
Announce gathered information on school Information Management System  
In charge: Admin 1
- Facilities  
Inspects school premises with the "School Facilities and Equipment Inspection List".  
In charge: Operation Manager & Admin
- Distribution  
Prepare and distribute meals and blankets to students who are looked after in school  
In charge: Class Teachers

**11. Fire and Earthquake Safety**

Emergency exits are clearly marked, never obstructed and doors are easily opened from inside. Smoke alarms and fire equipment conform to TMG standards.

CIS will ensure that:

- Each facility appoints one fire safety manager who is responsible for the safety management of the building.
- Physical measures include fire doors, smoke detectors, alarm systems and firefighting equipment.
- Conduct an external courtroom inspection once a year and promptly implement improvements if any issues are identified.
- Emergency fire and earthquake drills are executed monthly and records are submitted to the local fire office. Some drills involve evacuation, others focus on practising required classroom behaviours.

The school's Operations Manager will record details of all evacuations for whatever reason, including practices and false alarms, so that the effectiveness of each evacuation can be assessed, and action can be taken regarding any problems that have occurred.

## **12. Response to Nation Wide Warning System (J-Alert)**

J-Alert System is a Nation Wide Warning System, designed to quickly inform the public of various threats including: Ballistic Missiles, Airstrikes, Terrorism, Earthquake, Tsunami, Volcano Eruption, Severe Weather, Special Emergency Threats.

**This section outlines the protocol for responding to ballistic missile alerts.**

If an emergency alert is activated for Tokyo and Kanagawa Prefecture in the early morning:

CIS will communicate to parents around 7.00am to remain at home until further notice. If the children and parents/guardians have already departed, any necessary evacuation action should be taken. Announcements regarding the school operation will be followed up via School Stream.

If an emergency alert is activated while children are at school

- If children and teachers are inside school buildings  
Move away from windows as possible (depending on the center of the classroom) / Hide in a windowless room or in the shade.
- If children and teachers are offsite  
Immediately evacuate into the nearest building.
- If there is no building nearby  
Hide in the shade or lie down on the ground and protect the head.

If a missile falls near

- If children and teachers are outside  
Cover mouth and nose with a handkerchief, leave the place immediately, and evacuate to a well-sealed room or windward.
- If children and teachers are indoors  
Turn off the ventilation fan, close the windows, and seal the room with a sheet.

In principal, children are to remain at school, and notification of early pick-up, etc. will be communicated via School Stream as necessary.

## **13. Electrical Safety**

The following arrangements apply to all electrical equipment used within the school:

- Only electrical equipment that is properly installed and maintained should be used in the school.
- Equipment and furniture should be sited so as to avoid the need for leads and to trail across floors. Where these cannot be avoided, proprietary rubber strips should be used to reduce the risk of tripping.

## **14. CIS Emergency Procedures**

In the event of a fire, children will take the following actions:

- Quickly line up and immediately evacuate away from the building.
- In case of an outbreak of fire in the Main Building, all staff and children in the Main Building should evacuate to the (Annex building, and vice versa. The location of each building is as follows.

Main Building Address: 〒107-0062 Tokyo, Minato City, Minamiaoyama, 3-9-5 アクアマリンビル

Annex Address: 〒107-0062 Tokyo, Minato City, Minamiaoyama 3--3-14 チェリーズガーデン

In the event of a large scale earthquake, children will take the following actions:

- Duck and cover beneath the tables.
- Wait for the earthquake to subside.
- Evacuate the building only if the building is considered to be unsafe.
- Parents should immediately make their way to school for pick up.
- Children and teachers will remain in the CIS buildings or at the evacuation site (Seinan Elementary School, Minato Ward) until parents arrive to pick-up (maximum up to 24 hours)

In the event of an intruder, children will take the following actions:

- Remain in their classrooms with their teachers away from the classroom doors.
- Classroom doors are locked.
- Blinds and curtains will be drawn.

Full details of our emergency procedures are in our Handbook for Parents: Guidelines and Procedures.

## 15. School Transport

The school has its own School Bus which is used for various activities across the school day. The school may also use externally contracted bus and/or coach services where necessary. The use of school transportation poses a potentially high-risk activity, however the school will minimise these risks as much as possible by ensuring all vehicles are well-maintained and that only competent drivers drive them.

The school's Operations Manager has responsibility for ensuring that the School Bus is regularly serviced and maintained in a roadworthy condition.

## 16. Authorised Pick-up

CIS only releases children to parents and the people who carry and show the Authorised Pick-up Card to the staff. The person who is picking up your child must make sure to carry the card at pick-up time.

## 17. Emergency Pick-up

In the event of an emergency such as a large-scale earthquake or fire, parents should make their way straight to school to pick up.

- For safety reasons students are only dismissed to parents, legal guardians or carers who are listed on your child's emergency contact list (provided by parents/legal guardians) in case of emergency. To find out more about the registration of the emergency contact list, please contact the school office.

CIS will ensure that:

- In preparation for disasters, one day's worth of emergency meals for all children are stored at school.

## 18. Visitors to school

We take all reasonable steps to prevent unauthorised people entering the premises and check and record the identity of visitors. All visitors are required to sign in at the Main Office on arrival and are accompanied at all times by a member of CIS staff when in school.

In the case of externally contracted staff, the school's Operations Manager should monitor their day to day activities in order to ensure that safe working practices are not being compromised and presenting a hazard. Furthermore, the School health and safety policy should be made available to all contractors working on school premises if requested.

## 19. Activities

Children learn about health safety and personal hygiene through the activities we provide and the routines we follow.

Before purchasing learning equipment or resources, items are checked to ensure that they are safe for the age and stage of development of the children. All equipment is regularly checked for cleanliness and replaced periodically. The layout of

classrooms and play equipment allows adults and children to move safely and freely between activities. Physical play is constantly supervised.

## **20. Food and drink**

We ensure that all food and drinks are stored appropriately, refrigerated where necessary. Snack and lunch times are supervised by an adult who ensures that children are seated whilst eating and drinking. Fresh drinking water and cups are available to the children at all times. Adults do not carry hot drinks through the school and classrooms during the school day.

## **21. Safeguarding**

CIS recognises the importance of strong safeguarding practices for both staff and children. For further information, please refer to the school's *Child Protection and Safeguarding Policy*.

## **22. Appendices**

- [Risk assessment form copy](#)
- [Accident report form copy](#)
- [How to use 117 dial](#)

