



Health and Safety Policy

Policy Statement

To comply with the provision of the Health and Safety at Work Act (1974) namely:

- To ensure the health and safety of children in our care, its employees, volunteer workers and others including parents and visitors.
- To have proper regard for their welfare.
- To make clear areas of responsibility and those who are responsible for them- (the Onsite manager has overall responsible for ensuring Healthy and Safety policies and procedures are followed however subsection will be deployed accordingly).

The attached Policies include:

Fire Evacuation Policy and Procedure

Illness and Accident Policy

Medication Administration Policy

Procedure for Uncollected Children

Policy on Outings

Policy on Lost Children

Fire Evacuation Policy

- Ensure a valid Fire Inspection Report for the building is onsite
- During risk assessment and daily health and safety checks make sure emergency exit points are accessible.
- Check child ratios throughout the session.
- Be aware of all children's whereabouts at all times- especially when visiting the toilets.

Fire Evacuation Procedure

- a) Sound Alarm
 - a. The Play Leader (or Senior Playworker)- will delegate the next most senior play worker to dial 999- this person will be solely responsible for ensuring that the emergency service is able to find the location of the setting. This person will be the first to the assembly point or most visible point where appropriate.
- b) Collect Register and Registration Folder containing the children emergency contacts
- c) In a sweeping motion ensure all children are in front of staff and are highly visible.

REMEMBER to check the both play spaces, toilets, library area, corridors, stair cases and kitchen. Closing all doors behind them, securing the area and ensuring that there are no children left behind.

- d) Escort children to the assembly point. Carry out continuous head counts.
 - a. (Contingency Arrangement if exit becomes blocked- use nearest available exit)
- e) Play Leader (or Senior Playworker) is responsible for taking registers

Illness and Accident Policy

- When a child becomes ill at the club every effort will be made to contact the parents or carers, who will be asked to collect their child(ren) as soon as possible.
- In most cases when a child is sent home we feel it would be beneficial for them to see a doctor.
- Parents must notify the club if they are aware that their child has a contagious illness or if a doctor has confirmed the cause of illness.
- We will expect parents to cooperate with us by not bringing children to the club if they have any infectious or contagious illness. Staff will also be asked not to attend work under the same circumstances.
- Children suffering from sickness/diarrhoea must not return to the club until at least 48 hours have elapsed from the last bout and they are eating normally.
- Details of incubation periods and exclusion times for illnesses will be made available for staff to refer to at all times.
- Staff can give medication, however parents/carers must complete a medication consent form before leaving their child and sign the medicine administration form on collection.
- An accident record log is available which must be filled in if any child or member of staff sustains an injury whilst in Yellow Birds care. Details of how, where, when and to whom the accident happened must be recorded by the member of staff who saw and dealt with the injury. The treatment given must also be recorded.

Medication Administration Policy

This policy is written to promote health and safety of the children in our care.

- Obtain written permission from is completed in full and signed by parents/ carers for the administration of all medication.

This includes the following checks

- the medication is in its original container and contains instruction (for dosage and storage) NOTE: Medication must be returned to parents/carers for disposal.
 - the child's first and surname are written clearly (in block capital letters) on the original container and the medication itself.
 - the name and number of the health professional is on the medication container
 - the date the prescription was filled is on the container
 - the medication has an expiry date
- File Medication Administration Consent Form
 - Check instructions for storage.
 - ensure medication has child-proof caps
 - are stored in an orderly manner in an allocated location
 - away from food
 - out of the reach of children
 - Yellow Birds will adhere to the local regulations on the administering of medication with the local childcare licensing agency

Procedure for Uncollected Children

- Yellow Birds OfSC has an obligation to stay with any uncollected child at the end of the day, until the child is collected.
- The club must not release the child to an unauthorised person, even if the collection is late, unless *an* authorised person telephones to state that because of an emergency a different person will be collecting. The authorised person should give the name and address and a physical description of the unauthorised person and the person in charge should check this description before permitting the child to leave. - In addition this person will also have to show a form of photographic identification before signing the child(ren) out.
- If the child's parents/ carers or emergency contacts cannot be reached social services must be called.
- In the event that a child is not collected by the due time on three or more occasions the parents/ carers maybe required to withdraw their child/children from the club.

Policy on Outings

For all outings the following procedures must be followed:

- Written permission must be obtained from all parents prior to the outing.
- Staffing ratios must be adhere to the: 1:6 ratio
- A first aider must be present and a suitable first aid box must be taken. Copies of registration sheets containing contact numbers, allergies, etc. must also be taken.
- The children must be counted before setting off and counting must be ongoing at regular intervals throughout the outing. If the group is broken up into sub-groups a designated person in charge must be assigned and that person is responsible for counting the children at regular intervals.
- Children must wear high visibility jackets stating name and telephone number of the club. These jackets must not be removed at any time
- Toilet facilities must be provided for the children at regular intervals.
- Food and drinks must be provided at similar times and additional drinks should be offered throughout the day.
- Meeting points must be pre-designated and times must arranged when all the party should reassemble. These must be strictly adhered to.
- Transport must be fully insured; drivers' details satisfactory and all seats must have safety harnesses or equivalent. The maximum seat capacity of the vehicle must not be exceeded.
- Infant many need to carry spare clothing at the manager's request.

At the end of each outing the member of staff in charge of the outing will complete a review of the outing, noting information in regards to risk assessment (and safeguarding children) as well as the following:

- if children enjoyed the activity or became ill/distressed
- Educational benefits of the visit
- Comments from parents

- Recommendations for future visits.

Prior to each outing the person in charge of the outing will refer back to the reviews and take these comments into account when preparing for the next outing. Notably this is in addition to carrying out a full risk assessment.

Policy on Lost Children

There are a limited number of situations where a child could be lost and these are:

- **Where a child wanders off on an outing (see Policy on Outings)**
- **Where a child leaves the playground (school grounds)**
- **Where a child is taken from the club by an unapproved adult**

Should a child become lost the following action should be taken:

- Alert the member of staff in charge who will make the relevant enquiries to members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, playground and immediate vicinity.
- If the child cannot be found contact
 - service provider or event organiser
 - Police
 - Parents/ carers
 - Person named in the cases of emergency
- Continue to search, opening up the area, keeping in touch with mobile phone.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.