

Health & Safety and Accidents Policy

To minimise any risks the staff will follow the following guidelines:

- Staff will review the playrooms and the outdoor play areas each day to ensure that all equipment is in good order. Any damage found should be reported immediately to the line manager and the equipment taken out of use until repaired or replaced.
- Care should be taken to ensure that any cleaning of areas is done when the children are not present and where appropriate, warning signs used to indicate floor cleaning/drying
- All spills should be cleaned up as soon as possible by the staff on duty
- Staff will use Environmental Health visits/reports to review all relevant procedures and all recommendations will be implemented as soon as practicable
- Staff will be aware of the specific additional needs of children and will ensure that these are considered in the planning of all activities
- Staff will ensure that they are aware of all fire safety arrangements and will have been provided with appropriate training
- Staff will ensure that all off site activities are risk assessed and that appropriate staffing levels are in place for the activities

Health & Safety Guidelines for Parents.

- Please do not send your child to the After School if he/she is unwell. If your child is absent for any reason the Leader should be informed.
- In the event of a child becoming unwell while attending the After School the parent/carer will be contacted as soon as possible. It will be our policy to provide a quiet place to lie down or encourage him/her to participate in a quiet activity until the parent/carer can come to collect the child. The child will be observed for any worsening symptoms.
- Parents are requested when completing the Child's Data Form on entry, to share relevant information on the child, including his/her medical background, e.g. allergies.
- If any child is exposed to a recognised reportable communicable disease, it will be our policy to notify parents.
- Parents are made aware of child protection procedures and good practices used within the after school setting, e.g. leaving and collecting children at the after school.

The After School has a Child Protection Policy which complies with our legal, moral and professional obligations.

Emergencies and accidents will be handled in accordance with the following procedures:

- Minor accidents (cuts, bruises etc.) are treated by staff in accordance with First Aid practices and recorded in Accident/Incident Book.
- If a child is injured the staff will complete an accident report. One copy will be given to the parent and one copy will be retained by the school.
- First Aid Kit is checked regularly and kept out of reach of children.
- The staff have received formal training in emergency First Aid.
- All accidents resulting in injury of pupils or staff will be reported to the Manager who will determine what action should be taken to review practices/procedures to reduce any reoccurrence.

Accident/Incident Form

Accident/Incident

Name of Child

Address

Date of accident/incident

Time of accident/incident

Place of accident/incident

Cause of accident/incident (give full details)

Nature of injury (state position of injury)

Action/treatment given (give full details)

Was the child referred for medical attention? (If yes, give full details)

Name of witnesses (if any)

Staff signature

Date

Parent/Guardian signature

Date