

EXPLORERS POLICY AND PROCEDURES

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The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, Explorers will endeavour to ensure the following:

- Adults supervise all children at all times.
- A book is available at each session for the reporting and recording of all accidents/incidents. (N.B An incident is defined as an altercation between people or damage to property; an accident is defined as an injury to person/persons.
- Regular safety monitoring will include checking the accident/incident records.
- All adults to be made aware of the procedure for children's arrival and departure and a member of staff to 'man' the door at these times.
- Children are to only leave the group with 'authorised adults'.
- Safety checks on the premises (outdoor and indoor) are to be made before and after each session.
- A key for the main entrance when locked will be available (at adult level).
- Low level glass will be covered or replaced by safety glass.
- Staff will ensure that the layout of activities and space ratios are organised so that children and adults may move freely and safely.
- Staff will be aware of fire alarms, fire extinguishers and blankets; including how and when to use them; points of evacuation and assembly points for adults and children.
The member of staff in charge of the session is to take charge of any situation involving evacuation.
Fire doors are never to be obstructed and all fire equipment inspected by the Fire Service annually.
Fire drills are to be held at least twice a term
- Heaters, electric points, wires and leads will be adequately guarded.
- All dangerous materials, including medicines and cleaning materials are to be locked away and out of reach of children.
- Children are not to have unsupervised access to kitchens, cookers or cupboards.
- Adults will not walk about with hot drinks or place hot drinks within reach of children.
- No smoking is permitted in or on the premises.
- A correctly stocked First aid box is to be available at all times and is to be checked by the designated person Samantha Wilkins. Each session will have a trained First Aid Officer who must be able to take charge of any incident/accident that occurs. A notice of location of the First aid Box and the appointed First Aid Officer are to be posted in a prominent position.
- Whenever children are on the premises, at least two adults must be present.
- Large equipment should be erected with care and checked regularly.
- Activities such as cooking, woodwork, gardening and energetic play will have close and constant supervision.
- On outings, the adult child ratio will be at least 1:2.

- If a small group separates from the main session group, there will be sufficient adult numbers to maintain appropriate ratios for staff and children remaining on the premises.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Internal safety gates/barriers are to be used as necessary.
- The premises are checked before locking up at the end of each session.
- Any matters arising regarding Health and Safety are to be discussed between staff, Health and Safety Officers and the committee.
Any urgent matters are to be discussed with the chairperson.
- In the interest of Health and Safety, all staff should wear sensible footwear, minimal sensible jewellery and hair should be worn in such a style that is clean and tidy.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor