

## **Health and Safety Policy**

In Holy Trinity After School Club we aim to minimise risks and to provide a healthy and safe environment for all children, staff, parents/carers and visitors. To minimise risks staff will follow the following guidelines:

- Staff will review the play rooms and all other areas, including outdoor areas, each day to ensure that all equipment is in good order. Any damage found is to be reported immediately to the room leader or manager and the equipment should be taken out of use until repaired or replaced.
- Care will be taken to ensure any cleaning of areas is done when the children are not present and where appropriate, warning signs are used to indicate floor cleaning/drying.
- All spills will 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 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/Carers**

- Please do not send your child to the After School if he/she is unwell. If your child is absent for any reason the manager 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 for the child to rest until the parent/carer can come to collect the child. The child will be observed for any worsening symptoms.
- Parents/carers are requested when completing the child's Data Form on entry, to share relevant information on the child, including his/her medical background such as if he/she has any allergies or medical conditions that staff need to be aware of.
- If any child is exposed to a recognised reportable communicable disease, it will be our policy to notify parents/carers.
- Parents/Carers are made aware of child protection procedures and good practices used within the After School setting such as dropping off and collecting children at the After School.

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