

Health and safety - sample policy

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Health and safety - sample policy

This sample policy statement is provided as a guideline for wording and layout. We recommend that the specific wording be carefully considered to properly reflect the particular circumstances and procedures in your OSCAR service. The Out of School Care Network accepts no liability for any events arising from the implementation of procedures outlined in this document.

At XYZ OSCAR Programme, the safety and wellbeing of children is a paramount concern. The programme's procedures will comply with all relevant legislation and professional standards, including the Health and Safety at Work Act 2015 (HSWA).

XYZ OSCAR Programme will as far as reasonably practicable, provide a safe environment for all staff, children, parents and others involved in the programme. The main safety procedures implemented by the programme concern:

- Actively managing the risk of harm through effective supervision, regular safety checks and risk assessment
- Providing staff with appropriate information and training, as well as regular opportunities to participate in safety planning and to discuss incidents or concerns
- Informing everyone in the programme about safety precautions – children, parents etc.
- Regular recording and reporting of safety checks, incidents and concerns, including consultation or co-ordination as required with key stakeholders (School BOT, MSD, OSCN etc.)
- Regular monitoring and review of safety practices in all areas of the programme
- Reporting to governance body/owner on health and safety matters
- Appropriate planning and preparation for emergencies, including natural disasters

Programme safety procedures

All facilities used by the programme will be subject to a risk assessment to identify potential hazards and safety issues. Facilities will comply with relevant building codes and regulations. The programme will maintain a hazard register, to record hazards identified and steps taken to reduce the risk of harm.

WHERE THERE ARE RENTED FACILITIES:

The programme has overlapping duties under the HSWA with ABC School BOT (name of facility owner) as the provider of the facility for the programme. Programme management will consult with representatives of the facility provider over health and safety matters as they arise and will annually review the health and safety of the facility, as it affects the programme.

The programme supervisor will ensure that a staff member checks the programme environment at the beginning of each week (ASC) or each day (HP), (using the Venue and Hazard Check form). Programme management will regularly review these records at least twice per year.

In addition to these regular safety checks the programme will complete a risk assessment form for excursions and other activities that pose particular safety risks, including any activity in water. The programme supervisor will complete the risk assessments with input from programme staff. Risk assessments will be filed and available for programme staff whenever these activities are going to occur.

Health and safety - sample policy (cont.)

All planned activities will meet relevant industry standards and be supervised by suitably qualified specialist staff where this applies, e.g. canoeing, rock climbing, gymnastics.

Parents will be given information on safety as part of the enrolment process and whenever there are activities that have a significantly higher safety risk. Written parental consent will be required for activities in the water or any off-site activities, and may be required for other activities at the disd There will be quarterly reporting to (governance / owner) on health and safety matters including any changes or improvements made to health and safety in the programme and outcomes from health and safety reviews.

The programme provides a smoke free environment. Staff who smoke are not permitted to do so anywhere in the programme facility or grounds. This policy is displayed for parents at the sign in/out area.

Programme supervision

The staff/child ratio will be as follows:

- At the centre 1:10
- On excursions 1: 8

There will always be a minimum of two staff on duty at the programme.

All staff counted in the ratios are 16 years or older. The programme supervisor will be 20 years or older and will be required to remain on site during the programme hours. All staff will have the appropriate level of maturity and experience to effectively supervise (refer to: staffing policy)

Swimming activities and other situations that pose a higher risk may have a lower number of children per staff member, which will be determined by a risk assessment process.

A minimum of one qualified first aider will be on-site at all times. We will aim to have at least half of all staff current first aid qualified at all times.

Staff will usually be allocated specified areas and/or activities to supervise (based on rosters) and staff will be within sight and/or sound of the children they are supervising. The programme requires active supervision. When staff are supervising they will be constantly observing *all* children in the area/activity they are responsible for.

Staff will position themselves so they can best see all the children. Staff will not join in on an activity if they will be unable to maintain good supervision.

Staff will not leave the area they are supervising without ensuring it is safe to do so by asking another staff member to supervise the area or moving the children to another place where they will be properly supervised

Staff will make a head count every occasionally and watch boundaries constantly (children are to be made aware of these beforehand).

Health and safety - sample policy (cont.)

If a staff member sees any possibility that an activity could cause an accident or injury, they should stop the activity immediately and not allow it to re-start until it can continue safely.

In an emergency, staff will ensure that they respond in a way that does not create a risk of further injury or leave children without adequate supervision. Stay calm and seek help immediately.

Staff will inform the co-ordinator as soon as possible if there are any injuries, incidents, dangerous behaviour, unsafe equipment etc.

Toilets

- Children will inform a staff member when they are going to go to the toilet.
- If using public toilets a staff member will be monitoring outside the toilet.
- Staff will not use any toilets in use by children. At the programme facility there is a designated staff toilet.

Attendance / sign in-out

A programme roll is maintained daily that records children booked and those who actually attended. Programme management will spot check that the roll is accurate and up-to-date.

The programme supervisor is responsible for the roll during the programme, which will be kept (.....location). In any emergency evacuation the roll will be retrieved and taken to the assembly point.

The roll call and head count is made at the start of each session and other formal attendance checks will be made regularly during the session – prior to excursions and at lunch time during holidays. At 5pm during the after school session. These checks include the sign in/out records, to ensure the head count is accurate. There is also a check for children who aren't recorded on the roll.

Names and emergency contacts for all children, will be available to staff at all times.

Parents are expected to sign children in and out of the programme and provide a list of adults authorised to collect their children (on the enrolment form). Children will not be allowed to leave with an unauthorised adult.

Missing children

Holiday programme policy:

IF A CHILD WHO IS EXPECTED AT THE PROGRAMME HAS NOT ARRIVED: the supervisor will attempt to contact the parents. Due to the cost of mobile phone calls it is not a priority to reach parents in this situation, unless the child was coming to the programme unaccompanied (see below). The supervisor will inform the programme management of any unexpected absences.

Health and safety - sample policy (cont.)

After school care policy:

IF A CHILD WHO IS EXPECTED AT THE PROGRAMME HAS NOT ARRIVED:

- Staff will consult immediately with school personnel to ascertain if the child was at school and their whereabouts.
- If the child is missing an immediate search will be conducted of school grounds and immediate locality.
- The programme supervisor will be notified and consulted about next steps.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- Programme management will be notified of the situation.
- The supervisor may also follow up on information and conduct a wider search e.g. along the route to the child's home.
- If the child can still not be located, the Police will be notified.

Once the child is located the supervisor will follow up with the parents to investigate why the incident occurred and take steps to prevent it occurring again. If necessary, parents will be reminded to notify the programme of any change in bookings/attendance.

Parents are expected to inform the supervisor if they will be dropping children off late or picking them up early. If the group is not in the Centre (e.g. outdoors in playground) parents must make sure that the staff know their child has been dropped off. When the group leaves the Centre a note will be left describing their whereabouts.

If a child is found to be missing during the programme:

- Staff will check their head count and buddy check to be certain the child is missing.
- Check programme sign in/out records.
- Notify programme supervisor and consult about next steps.
- Check with children and staff about when the child was last seen.
- Check all toilets thoroughly – enter and check cubicles. Check other possible hiding places such as cupboards and rooms.
- Search programme grounds and immediate locality.
- If the child is not found, parents and/or emergency contacts for the child will be contacted.
- Programme management will be notified of the situation.
- The supervisor may also follow up on information and conduct a wider search.
- If the child can still not be located, the Police will be notified.

Children arriving/leaving unaccompanied

Parents may request that their child/ren travel to or from the programme unaccompanied. Unless the programme agrees to this, all children must be safely accompanied to and from the programme.

Before agreeing to children being unaccompanied, the programme will consider the safety of any proposed arrangement, taking into account the age/s of the child/ren, time of day and distance/route being taken. It is our policy to usually not allow children under the age of 8 to leave or arrive on their own.

Any agreement made with the parent will specify the time children will leave/arrive and be signed by the parent. The programme still reserves the right to not release any child if circumstances are not judged safe, in which case parents will be contacted.