

## **AFTER SCHOOL FUN CLUB**

### **HEALTH AND SAFETY SYSTEMS:**

The programme will take place in the Learning Centre at Torbay Primary School and in the immediately adjoining playground area. During adverse weather an additional space will be requested!

At all times the wellbeing of children is foremost.

#### **1: SUPERVISION:**

The staff to children ratio is 1: 10

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

The supervisor is responsible for ensuring that all children are always supervised.

A cell phone must always be carried.

#### **2a: ILLNESS & MEDICATION:**

If a child becomes ill during the programme, they will be made comfortable, put into a quiet area and the parents will be notified.

Medicine will not be administered unless parents have signed a Consent form.

#### **2b: SUN SAFE POLICY**

A hat must always be worn outside during daylight savings time.

All children should have a child friendly 'named' roll-on sunscreen in their bags.

During January holiday programmes all children should have sunscreen applied before attending programme.

A senior staff member is to supervise reapplication in allocated time slots morning tea, lunchtime, after swimming and at afternoon tea.

### **CHILD & STAFF PROTECTION:**

In addition to safety policies outlined, the programme will ensure

That the staff and other adults visiting or working at the programme

Are well supervised and visible in activities performed with the Children.

The safety of all children at the programme is of upmost importance.

There is Zero tolerance to bullying and behaviour harmful to other children.

The following procedure will be adhered to:

1: Staff will give the offending child time out.

2: Staff will explain consequences of behaviour harmful to other children.

3: Incident will be recorded.

4: Children's parents will be informed.

5: If repeated offending occurs the child will be asked to stand down.

The programme staff will act on all suspicions of child abuse

In the following way:

1: All incidents and observations will be recorded.

- 2: Any suspicion that abuse is occurring will be reported to the Supervisor or if appropriate co-ordinator / manager.
- 3: The supervisor will inform the co-ordinator / manager.
- 4: The co-ordinator staff consult with MSD to ascertain what steps will be taken.

### **COMMUNITY CHILD PROTECTION:**

If it comes to our attention a person's wellbeing is compromised in the local Community we would firstly discuss the situation with school and if necessary report our concerns to the appropriate office.

### **3a: STAFF TRAINING:**

New staff will be walked through policies and procedures of the Programme with hands on guidance from the co-ordinator. On-going training will be provided both in-house and via OSCN training.

### **3b: HAZARDS & RISKS MANAGEMENT:**

The safety of children and adults at the programme is ensured  
Because the programme is held in a school safe zone  
Emergency procedures will be discussed with the children & staff by the manager at the beginning of each term.  
All employees will be involved in hazard identification.  
All employees will be involved in Risk Assessment.

### **3c: ACCIDENTS & EMERGENCY PROCEDURES:**

- A first aid kit will be kept at the centre.  
A staff member will hold a current first aid certificate.  
A first aid certified staff member will always be at the playground.  
In the event of any accident to either children or staff, the following procedures will be undertaken:
- 1: Staff will immediately inform the supervisor.
  - 2: Appropriate First Aid will be administered.
  - 3: If a child needs medical attention, parents will be contacted to ascertain if they would prefer to take the child themselves or if a staff member should take the child. If parents or emergency contacts are unavailable, the child will be taken to the nearest Medical facility. Either Torbay Medical Centre or Northcross A & E.
  - 4: If serious injury occurs, parents will be notified and an Ambulance called.
  - 5: Accidents and incidents will be recorded, and parents will be notified on collection of children.
  - 6: All accidents will be investigated. Any accident involving serious harm will be reported to OSH as soon as possible.
  - 7: All accidents of Staff or children will be recorded on incident sheet with description of injury.

If a child is emotionally traumatized the following procedure will be followed:

- 1: Staff will calm the child down.
- 2: Parents will be contacted.
- 3: The Child, Adolescent & Families Mental Health service will be contacted if appropriate.

#### **EMERGENCY & DISASTER PROCEDURES:**

Both Fire and Earthquake Drills will be carried out once a term. The supervisor and co-ordinator will develop a plan including:

- 1: How to recognize the nature of the emergency.
- 2: How and where children will collect outside.
- 3: Ensuring everyone is accounted for by taking Roll Book.
- 4: How to recognize the emergency is over.
- 5: Recording drill including names of adults present.
- 6: Ensuring new staff / volunteers are aware of the Procedures.

#### **CURRENT EVACUATION PLAN:**

On sounding of school siren or repeated blowing of whistle in loud short bursts, all children and adults are to assemble at the concrete wall on the field.

A roll call will be made of all children and adults. The Supervisor will check classroom and toilets to ensure they are vacant. The supervisor will then make sure it is safe for the children to return.

#### **LOCKDOWN:**

The presence of a person deemed to be a security risk in the school grounds will see an immediate evacuation of playgrounds by blowing whistle in repeated short blasts. Children will be directed to either the Hall or Fun Club building to be followed by Roll Call. We will try to keep them calm and lock the doors.

#### **EMERGENCY BUSINESS CONTINUITY PLAN:**

In the event of a natural disaster or other reason the Fun Club building is not available a request would be made to Board of Trustees for an alternative space.

#### **PRIVACY POLICY:**

All information held on students is confidential and kept in a secure location.

Staff discussions are held before, during and after each session to ensure there are no child safety & well-being issues. These discussions remain confidential.

We do not encourage but will not be held responsible for what other children disclose.