**KNIGHTWOOD KIDS CLUB**

 **OFSTED REGISTRATION NUMBER 110551**

 **CHARITY NUMBER 1081786 – KIDS CLUB NETWORK 4734**

 **C/O KNIGHTWOOD PRIMARY SCHOOL, BELLFLOWER WAY,**

 **CHANDLERS FORD, HAMPSHIRE, SO53 4HW**

 **SAFETY POLICY AND PRACTICE**

**The safety of the children is of paramount importance. The following will be adopted to ensure the safety of both children and adults in the Knightwood Kids Club (KKC).**

* **Playworkers supervise children at all times between 3pm – 6pm. Staff to children ratio will not be exceed and where there are staff shortages, agency or bank staff will be employed to cover for the shortages.**
* **Volunteers or playworkers whose DBS (…………………………………………) clearance checks have not arrived yet are never to be left alone with the children.**
* **All adults are aware of the system in operation for the child’s/children’s arrivals and departures (see attached Collection Procedure). An adult will always be notified when a child is to leave the club and must be signed out in the register by a member of staff.**
* **Whenever there are children on the premises at least two adults are present even if it is past 6pm and a child’s or children’s parent/carer is late.**
* **All staff will be vigilant concerning security procedures (see attached Procedure).**
* **A register of both staff and children is completed as they arrive so that a complete record of those present is available in an emergency.**
* **Children will only leave the club with an authorised adult/sibling.**
* **Fire drills will be held regularly.**
* **Fire doors are never obstructed – fire officers recommendations will be fully adhered to.**
* **The club has a no smoking policy.**
* **Fire extinguishers are checked annually and staff know how to use them, this is done through on line training and an uptodate maintenance record of the extinguishers.**
* **A correctly stocked first aid box is available at all times.**
* **Report forms are available at each session for the reporting of any accident/incident (see attached forms). These forms will be signed by the parent/carer at the end of the session and will be collected together into a folder for inspection purposes. The Ofsted Day Care Officer will be immediately advised of any major accident requiring hospital care.**
* **Safety monitoring will include regular checking of the accident and incident folders in order to ensure that risks or hazards are eliminated.**
* **Safety checks on premises both outdoors and indoors are made before every session (Risk Assessments) by the clubs Health and Safety Officer.**
* **Equipment is checked regularly and any dangerous items repaired or replaced.**
* **Electrical leads will be adequately guarded.**
* **All dangerous materials such as cleaning solution and medicines will be kept out of reach of children.**
* **Children will not have unsupervised access to the hall, kitchen and outside areas.**
* **Adults will not walk around with hot drinks or place within reach of children.**
* **Large equipment is erected with care and checked regularly.**
* **Activities such as cooking and energetic play receive close and constant supervision. In the hall children are not allowed to use the wall bars or large apparatus, and if operating from a classroom children will not touch any of the classrooms equipment**
* **When using the hall shoes to be worn at all times unless very muddy if this is the case children will remove shoes and socks to prevent slipping of children can wear plimsolls or trainers, and may wear slippers or or slipper socks. At all other times relevant footwear must be worn.**

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* **On outings the ration will be 1:8 Adult: children, or as advised by the Ofsted Day Care Officer. The KKC Manager has the discretion to use a ratio of 1:6 and on outings away from the school 1:4.**
* **If a small group goes out, there will be sufficient cover to maintain appropriate ratios for staff and children who remain in on the premises.**
* **Equipment offered to children is developmentally appropriate recognising that material suitable for older children may pose a risk to younger/less mature children.**
* **The premises are checked before locking up at the end of every session.**
* **Parents will be advised that sick children will not be able to attend the Afterschool Club.**
* **Medication – KKC do not administer medicine**
* **Completed health forms will be kept in a safe place but readily accessible in an emergency.**
* **There will always be at least one qualified first aider in the Afterschool Club.**

**There are separately documented procedures for dealing with :-**

1. **Collection procedures**
2. **Site security procedures**
3. **Fire on the premises**
4. **Fire drills and escape routes**
5. **Safety inspection**
6. **Major accidents or illness**

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1. **Accident or incident reporting**

**POLICY START DATE …………………………………………………… 1st September 2000**

**POLICY REVIEWED DATE ……………………………………………. 13th August 2015**

**POLICY REVIEWED DATE ……………………. 14th March 2019**

**POLICY REVIEWED DATE JANUARY 2024**