



SAFETY

The safety of our children is of paramount importance. In order to ensure the safety of both children and adults, Kidz Club 6 will ensure safety in the following areas:

Supervision

- ✓ Children will always be supervised by suitable adults
- ✓ Children will not have access to the kitchen area or storage cupboards without adult supervision
- ✓ Whenever children are on the premises at least two adults will be present

Environment

- ✓ The school playground and field used for outdoor play will be checked for dangers such as broken glass and excrement
- ✓ All dangerous materials will be stored out of reach of children
- ✓ Fire exits will never be obstructed and will be clearly marked.
- ✓ Fire drills will take place on a regular basis and records will be kept
- ✓ Safety checks on premises, both indoors and outdoors will be made before every session
- ✓ Play equipment will conform to National Safety standards
- ✓ Children and adults will be able to move freely and safely between activities
- ✓ Systems and equipment for fire detection and control will be in place
- ✓ All health and Safety checks will be recorded and any recommendations will be carried out
- ✓ Low-level glass is safety glass
- ✓ Equipment will be checked regularly and any dangerous items repaired or discarded
- ✓ Equipment offered to children will be developmentally appropriate
- ✓ Heavy materials will not be stored above head height

Adult and Staff Safety

- ✓ All adults, both staff and visitors will be aware of and respect the Kidz Club 6 safety policies

Everyday Procedures

- ✓ A folder of accident/incident forms will be available at each session for reporting any accidents. This will be monitored on a regular basis
- ✓ A correctly stocked first aid box will be available at all times, and will be regularly checked
- ✓ Hot drinks will be kept out of reach of children
- ✓ There is a no-smoking policy on the premises and surrounding area used by the Club
- ✓ A register of children and adults will be completed as people arrive and depart, and will be a record of all those present should there be an emergency
- ✓ Staff, parents and other carers will be aware of the systems in place for children's arrival and departure to and from the Club
- ✓ Staff will monitor the children's behaviour to ensure the safety and happiness of others

Special Considerations

- ✓ Children will be continuously supervised during cooking activities involving the use of heat
- ✓ Access to dangerous areas will be physically restricted and closely supervised
- ✓ Systems will be observed to ensure that no child can leave the premises unattended