



## Health and Safety Policy for Holiday Club: Churchdown Club

### 1. Purpose and Scope

This policy outlines the health and safety measures in place to ensure the well-being of all children, staff, volunteers, and visitors attending the holiday club at Churchdown Club. It applies to all activities, both on-site and during any excursions.

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### 2. Responsibilities

- **Holiday Club Manager:** Responsible for overall health and safety compliance, conducting risk assessments, and ensuring all staff and volunteers are aware of and adhere to this policy.
  - **Staff and Volunteers:** Responsible for following health and safety protocols, reporting hazards, and ensuring children are supervised at all times.
  - **Parents/Guardians:** Required to provide accurate medical and emergency contact information for their children and adhere to the club's policies and procedures.
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### 3. Risk Assessment

- Risk assessments are conducted prior to each session to identify and mitigate potential hazards. Specific assessments are completed for high-risk activities or changes to the routine environment, such as outdoor excursions or the use of new equipment.
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### 4. Safeguarding and Supervision

- All staff and volunteers undergo enhanced DBS checks. The child-to-adult supervision ratio is maintained in line with legal requirements: 1:8 for children aged 6-8 years. 1:12 for children aged 9 and above. For mixed-age groups, the lowest ratio is applied. Clear drop-off and collection procedures are in place to ensure children's safety.
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### 5. First Aid and Medical Support

- At least one qualified first aider is present during all sessions. First aid kits are available on-site and regularly checked. A designated area for administering first aid and managing medical needs is provided. Parents/guardians must complete a medical consent form, outlining any medical conditions, allergies, or medications their child requires.
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### 6. Emergency Procedures

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- Fire evacuation procedures are clearly displayed and practiced at the start of the holiday club. Emergency contact information for all participants is readily accessible. In the event of an emergency, parents/guardians will be contacted immediately.

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## 7. Food Safety and Allergies

- All food should be provided by parents including snacks and lunch. \n\n- Allergies and dietary restrictions are recorded and strictly adhered to. Children are encouraged to wash their hands before eating. **There is a strict no nuts policy to protect against nut allergies.**

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## 8. Hygiene and Infection Control

- Handwashing stations and sanitiser are available. High-touch surfaces and equipment are cleaned regularly. \n\n- Parents/guardians are asked to keep children at home if they are unwell.

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## 9. Reporting and Record-Keeping

- Accidents, incidents, and near-misses are documented in the accident logbook. Serious incidents are reported to the appropriate authorities, as required by law. Attendance records are maintained daily.

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## 10. Review and Monitoring

- This policy is reviewed annually or after significant changes in operations. Feedback from staff, volunteers, and parents/guardians is considered in revisions.

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## Missing Child Policy

At [Holiday Club Name], we take the safety of all children very seriously. In the unlikely event that a child goes missing, the following steps will be taken:

### 1. Immediate Action:

- A headcount will be conducted to confirm the child is missing.
- The premises will be thoroughly searched, including indoor and outdoor areas.
- Staff will check sign-in and sign-out records for any discrepancies.

### 2. Escalation:

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- If the child is not found within 10 minutes, the designated safeguarding officer (DSO) will be informed.
- The child's parent/carer will be contacted immediately.
- If necessary, the police will be informed and provided with relevant details.

### **3. Follow-Up:**

- A full written report will be completed.
- The incident will be reviewed to assess any risks and improve procedures.

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## **Uncollected Child Policy**

If a child is not collected at the end of the session:

### **1. Initial Steps:**

- Staff will check for any messages from parents regarding late collection.
- The child will be reassured and supervised by two staff members.

### **2. Contacting Parents:**

- Parents/carers will be contacted using the emergency contact details provided.
- If no response is received within 30 minutes, the emergency contacts will be called.

### **3. Escalation:**

- If the child remains uncollected after an hour and no contact has been made, social services may be contacted.
- A full written report will be completed.

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## **Lone Worker Policy**

To ensure the safety of staff and children, the following procedures apply when staff are working alone:

### **1. General Principles:**

- Lone working should be avoided wherever possible.
- Staff must always inform a manager or colleague if they are required to work alone.

### **2. Precautions:**

- Mobile phones must be kept on hand in case of emergencies.

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- Lone workers should not administer personal care or be in one-to-one situations with children in isolated areas.
- Doors should remain open where possible to ensure visibility.

### 3. **Emergency Procedures:**

- If a lone worker feels unsafe, they should remove themselves from the situation and seek support.
- Any incidents should be reported to management immediately and recorded.

These policies ensure the highest level of safety and care at [Holiday Club Name]. All staff are required to be familiar with and follow these procedures.

#### **Policy Sign-Off**

Holiday Club Manager: \_\_\_\_\_

Date: \_\_\_\_\_