

58. Health & Safety Policy

The policy should not be seen as a replacement to any health and safety laws or guidance from professional bodies but as an addendum to provide opportunities to view procedures in a local context.

Aim: *FUNdays Club aims to provide a safe and enjoyable place for everyone to be nurtured where care and confidence comes first.*

Statement of Intent

- FUNdays Club is committed to ensuring the health, safety and welfare of its children, parents, carers, customers, clients, staff and volunteers and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety.
- It is the responsibility of each employee to familiarise themselves and comply with FUNdays Club procedures and systems on health and safety.
- FUNdays Club will take all reasonable steps to identify hazards and to reduce them to a minimum.
- All FUNdays Club staff, volunteers and children must be aware that they share in the responsibility of maintaining health and safety for themselves and for others.

While FUNdays Club will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, their health and safety representative or the safety officer. Alternatively, an employee may, if they prefer, invoke FUNdays Club formal grievance procedure or they may make a complaint under FUNdays Club provisions on Disclosures in the Public Interest.

Disciplinary action under FUNdays Club disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

FUNdays Club will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. FUNdays Club will pay particular attention to:

1. Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
2. Providing a safe means of access to and egress from the workplace.
3. The provision and maintenance of equipment and systems of work that are safe.
4. Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
5. The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

FUNdays Club also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by FUNdays Club work operations.

The Directors of FUNdays Club have overall responsibility for health and safety in the Company. Mark West is the safety officer and has responsibility for overseeing and monitoring health and safety procedures in FUNdays Club and for reporting back to the all Directors on health and safety matters.

In addition, FUNdays Club Managers have been delegated as health and safety representatives and as Safety Officers. Safety officers conduct regular inspections of the workplace, maintain safety records, implement health and safety procedures and investigate and report on accidents at work.

Training: Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk: FUNdays Club recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. FUNdays Club therefore requires that all employees advise their line manager if they

become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

Insurance: FUNdays Club will ensure appropriate insurance of its staff to provide benefits for illness, accident or injury sustained whilst engaged on the business of FUNdays Club. Such insurance will cover staff called upon to travel in performance of their duties from the time of leaving home or other place of residence until return to that place and also to and from their normal place of work.

A copy of the current Certificate of Employers Liability Insurance is displayed in each FUNdays Club office.

Should any claim, or potential claim, arise under this policy it must be reported immediately to your line manager who will be able to provide further information.

FUNdays Club does not accept liability for damage to, or loss of personal property whilst on FUNdays Club premises, other than that caused by the negligence of FUNdays Club.

Violations of health & safety policy: Disciplinary action under FUNdays Club disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

Organisation: The organisation is split into four levels for responsibility toward Health and Safety:

- **Level 1: FUNdays Club Directors**
- **Level 2: FUNdays Club Managers**
- **Level 3: FUNdays Club staff and volunteers**
- **Level 4: Children**

Summary of duties and responsibilities

Level 1

- Draw up an effective and enforceable Health and Safety Policy in line with Ofsted requirements.
- Review the policy annually or in response to a major incident.
- Ensure that all concerned are aware of the policy and their health and safety responsibilities.
- Take account of health and safety requirements when budgeting strategically
- To identify and evaluate all risks relating to the premises, FUNdays Club activities and sponsored events.
- To ensure that appropriate training, instruction and supervision are provided so that all FUNdays Club Directors, staff, volunteers and children can perform their FUNdays Club Club-related activities in a healthy and safe manner.
- To ensure that a system of risk assessments is in place to ensure good practice and ways of minimising risk.
- To arrange for risk assessments to be carried out where the health and safety of any employee, or person to whom they have a duty of care, is thought to be at risk, e.g. pregnancy, dealing with children who present challenging behaviour.
- To ensure an annual risk assessment of premises and equipment is carried out or when a need arises.
- To monitor and complete the Central Register
- Liaise with schools as appropriate on policy issues

Level 2

- To have an overview of health and safety matters and report any concerns to FUNdays Club Directors
- Take day to day responsibilities for health and safety matters at FUNdays Club
- Liaise with school as appropriate on policy issues
- Ensure FUNdays Club adheres to site health and safety procedures and policy
- To carry out an annual risk assessment on premises and equipment or when a need arises - any outcomes that are for the school's attention are to be reported to the school.
- Report any hazards to school as necessary.
- Ensure that any defects in the premises, equipment or facilities are made safe in a timescale commensurate to risk.
- Arrange for staff training as appropriate.
- Ensure that the policy is brought to the attention of all staff and volunteers who work at FUNdays Club by providing a paper copy.

- To note all new regulations and relevant health and safety instructions and bring these to the attention of the FUNdays Club Directors where appropriate.
- To arrange for risk assessments to be carried out
- Report accidents and incident information in keeping with the data protection and recording keeping policy and when necessary carry out accident investigations.
- Arrange for staff to be informed of health and safety procedures and ensure that these are carried out, including new staff as part of the induction process.
- Act upon any incidents reported at Level 3 or Level 4.
- Act on reports from level 3 within an agreed timescale and report problems to level 1.
- To write up and follow up risk assessments where necessary.
- Support Level 1 in highlighting any issues from day to day observations.
- Investigate incidents which cause, or have the potential to cause, injury to staff, volunteers, children and visitors and to report the findings to Mark West and together will decide what action to take and may follow up with a risk assessment.

Level 3

- Check learning area is safe.
- Check equipment is safe before use.
- Ensure safety procedures are followed.
- Ensure protective equipment is used where appropriate.
- Report any defects to Level 2.
- Perform any special tasks, e.g. fire evacuation, emergency aid.
- Report to Level 2 any accident, near miss, incidents of violent or verbal abuse or any hazard.
- Complete annual risk assessments
- Comply with all set-up and close checks for provisions if applicable

Level 4

- Check learning areas are safe.
- Report any incident which makes them feel unsafe to a member of FUNdays Club staff.
- Report any unsafe image immediately to an adult.
- Report any incident of bullying to an adult or directly to a FUNdays Club partner.
- Act in a safe manner when moving around FUNdays Club.

Health and Safety Policy Contents:

- 1. General Safety Rules and Measures**
- 2. Emergency Procedures**
- 3. Contractors on site**
- 4. Visitors onsite and Site Security**
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- 17. Registration and missing children**
- 18. Access routes**
- 19. Tools**

1. FUNdays Club general safety rules:

- All employees should be aware of and adhere to FUNdays Club rules and procedures on health and safety
- All employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the safety officer
- Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden

- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be reported to the employee's line manager or to the safety officer
- All materials must be properly and safely used and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the safety officer
- Suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- Work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- Employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction
- Staff and children must be made aware of safe working practices with equipment and materials.
- Children need to be made aware of the rules for safe use of the internet at the beginning of a booking period where the internet is accessible.
- Food and drink must be given adequate storage and must be stored in accordance. ***See Food Handling Policy.***
- Toilets are cleaned by school regularly and must be checked by FUNdays Club staff before and after every session
- Smoking is not permitted on any site as by law
- The consumption of alcohol or being under the influence of drugs (including medication that may have an adverse effect on the individual's ability to provide childcare) by a staff member at any time while childcare is provided on the site, or in the presence of a child receiving childcare, is not allowed. ***See Alcohol and Drug Use policy.***
- Exercising dogs on the school site is not permitted
- Dogs are not permitted onto the school site unless in an official capacity and with the agreement of Level 1.

2. Emergency Procedures:

- The FUNdays Club Directors will ensure that there are plans prepared to cover foreseeable major incidents, e.g. fire evacuation. Any other major incident will be treated as a Critical Incident.
- FUNdays Club Director must agree fire and emergency procedures and ensure these are included in staff and child induction programmes.
- These fire and emergency procedures are to be explained at the start of each FUNdays Club Holiday Club period and to all new children throughout the week. These same procedures are to be explained to all children at FUNdays Club Term-Time Clubs at the start of each year and whenever a new child starts.
- Staff are given emergency evacuation procedures at induction and at the same time as the children.
- The upkeep of fire alarms, extinguishers and log books are the responsibility of the school. Directors can access these documents to ensure schools are compliant with regulation.

Fire: Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The safety officer is responsible for the maintenance and testing of fire alarms and fire fighting, prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures. Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

- 3. Contractors on site:** FUNdays Club sees this as the responsibility of the School for ensuring any contractors on site comply with suitable checks. FUNdays Club will liaise with school to ensure adequate protection and procedures and are in place for children.
- 4. Visitors onsite and Site Security:** Staff should realise that FUNdays Club operates a 'Closed Childcare Provision.' This means that all adults and children entering a FUNdays Club area must be visually monitored. Visitors to the site come under different categories:
- FUNdays Club visitors coming to the site to perform pre-arranged specific tasks e.g. staff tutors, interview candidates or companies booked to deliver experience
 - All these visitors will be recorded in a register indicating the time and date of their arrival and departure and the organisation they represent
 - The visitor will be provided with a visitor lanyard
 - The visitor will not be left unsupervised with children
 - Adults collecting/dropping off children
 - These adults will never be left unsupervised with children a part from the children they are specifically responsible for
 - Adults will be asked to initial the collection of a child and record the time of collection or if dropping off ensure the drop off time is recorded
 - All children are handed over to the named person for collection at the end of session
 - People named for collection will be named on the booking form
 - A parent /carer must inform FUNdays Club if they intend for a new named person to collect their child
 - As a child's safety is paramount, a child will not be handed over unless the child's parent/carer who made the booking allows this
 - Lanyards and registers of these adults will not be kept unless a pre-arranged visit is organised for example a walk around or tour
 - Children who are subject to Parenting Orders are officially handed over to a named adult by a FUNdays Club Manager
 - School site staff e.g. class teachers
 - These adults will be exempt from signing in/out unless delivering sessions
 - School staff will not be left with children unsupervised unless the FUNdays Club Code of Conduct has been shared and signed by the member of staff
 - FUNdays Club takes the security of staff and children seriously. Site security is part of FUNdays Club safeguarding procedures.
 - All staff form part of the Central Register
 - All volunteers are held on the Central Register
 - All adults working with FUNdays Club require a valid DBS check
 - All FUNdays Club staff must wear staff clothing to identify themselves as FUNdays Club staff and therefore show they are not visitors
 - Ratios of children to adults are always in keeping with Ofsted requirements with a minimum requirement of two FUNdays Club staff members onsite at all times there are children present – this is also for safeguarding adults against allegations and to allow proper monitoring of visitors
 - When possible, gates to the site will be locked during FUNdays Club Holiday Club taking into account the needs of the school for access to the site
 - Any person onsite must be approach by a FUNdays Club staff member and asked their business if they are not: wearing official lanyards, known as a school staff member, a parent/carer or known as someone authorised to pick-up
 - Children will report strangers to a staff member immediately
 - Any breach of site security must be reported immediately to a FUNdays Club Manager, who will carry out a risk assessment and take any remedial action
- 5. Electrical Equipment:**
- All portable equipment should be PAT tested by a qualified person
 - Class 1 equipment (e.g. kettles, floor polishers) every 12 months
 - Class 2 equipment and IT equipment (e.g. vacuum cleaner) every 4 years
 - If the equipment is owned by the school then FUNdays Club sees this as the responsibility of the school
 - All tested equipment will be marked with a PAT sticker that clearly displays the test date
 - No person on the school premises is permitted to use their own electrical equipment unless it has been PAT tested or is less than 12 months old (this includes mobile phone chargers)
 - No equipment should be used which has no visible sign of being tested
 - Visual checks should be made by staff before using equipment and all staff have a responsibility to report defects they notice to Level 2

6. Manual Handling:

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand. Mechanical aids are available from the school i.e. sack trucks, trollies
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- Employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves
- If there are activities that are routinely carried out which may result in some risk to health and safety, a risk assessment should be carried out to identify those risks. Preventative measures should be put in place to minimise such risks
- Children should normally only assist in manual handling in association with their own learning activities and then only under adult supervision

7. Slips, Trips and Falls:

- When cleaning floors that result in the floor becoming wet then a 'Beware slippery surface sign' must be used.
- A member of staff must clear spillages away immediately
- Children will support the sweeping of the floor, wiping tables and take part as a community in keeping a general level of tidiness and cleanliness
- All staff are aware that when they are putting up displays they are to use the step ladders that are available NOT to stand on chairs and table
- Learning rooms should be set out to avoid trip hazards
- Activity organisation must allow room for the movement between furniture. Equipment must be stored tidily and safely
- Fire exits should be kept clear at all times
- Heavy items should not be stored above shoulder height

8. COSHH:

- Exposure to any harmful substance should be prevented or adequately controlled so not to pose any health and safety risk.
- Harmful substances should be appropriately stored and monitored and all recommended precautions should be carried out when using such materials.
- It is most likely that COSHH related materials will be owned by the school for their cleaning purposes and therefore FUNdays Club sees it that it is the schools responsibility to maintain appropriate checks. Equally, FUNdays Club will report to the school should any COSHH related materials be found unsupervised. FUNdays Club will seek COSHH information for cleaning products used by school to support and first aid that might need to be provided in relation to a product.
- Any COSHH related substances e.g. white spirit should be kept in the storage cupboard away from children
- Children should only be exposed to such substances under adult supervision

9. PE Equipment:

- Fixed equipment is checked annually and maintained by the school
- The school also checks portable equipment
- All staff using portable equipment are expected to visually check the condition of portable equipment and report any defect to Level 2
- Children should only move equipment that is suitable for them to move, after instruction and under supervision

10. Cleaning Up Bodily Fluids:

- FUNdays club has a designated container for storing equipment to clean up body fluids. This container is only used to clean up bodily fluids and is used for no other purpose
- Staff always wear protective gloves when cleaning up body fluids
- Children never clean up body fluids and are removed from the area until it is properly cleaned

- Bodily fluids are cleaned up, wherever possible, with disposable wipes. The used disposable wipes are disposed of in a secured bin liner. For larger bodily fluid clean ups, staff only use the designated bodily fluid equipment
- After a bodily fluid clean up has taken place, the equipment is thoroughly disinfected before being stored

11. Food Hygiene:

- This is dealt with under the 'Food Handling' policy.

12. Violent and Abusive Parents On Site:

- All parents have the right to discuss any aspect of the running of FUNdays Club or any aspect of their child and their welfare at FUNdays Club with the FUNdays Club Manager. However no member of staff or FUNdays Club Manager should be expected to tolerate any level of personal physical or verbal abuse from a child, a colleague, a parent or another adult
- Parents should arrange to see a FUNdays Club Director by appointment
- In the event of any member of the FUNdays Club community (child, staff, parent, visitor or other adult) being threatened violently or assaulted on the school premises the matter will immediately be referred to a FUNdays Club Director who may decide to involve the police. If the abuser is a parent/carer of a child at FUNdays Club, a FUNdays Club Manager without warning will temporarily revoke the child's place. A Director will then decide in due course whether the revoking of a child's place remains permanent or temporary and write to the respective parent/carer of the decision.
- In the event of any member of FUNdays Club staff receiving verbal abuse from an adult, the incident will be referred immediately to FUNdays Club Director. If the abuser is a parent/carer of a child at FUNdays Club, the child's place may be temporarily revoked at the discretion of a FUNdays Club Manager without warning. A Director will then decide in due course whether the revoking of a child's place remains permanent or temporary and write to the respective parent/carer of the decision.
- In the event of a FUNdays Club Director receiving verbal abuse either independently or following a referral from a member of staff, the FUNdays Club Director is at liberty to terminate the meeting until such time as reasonable dialogue is possible.
- In the event of the abuser continuing to abuse a FUNdays Club Director, he/she will request the school to issue an immediate ban to the abuser under Section 40 of the Local Government Miscellaneous Provisions Act 1982.
- A detailed written record needs to be made of the circumstances surrounding any violent or abusive incident. If a difficult interview or meeting is anticipated, an additional FUNdays Club staff member should be invited to witness the meeting.
- All staff should be vigilant in reporting the presence of strangers on the school site. Any person not wearing official lanyards and passes, or unknown to FUNdays Club staff, should be approached by an adult and asked their business.
- All staff should take care not to leave themselves vulnerable whilst working and should always make sure that someone knows they are on the premises and always carry a two-way radio.

13. First Aid:

- First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards and at welcome desks
- All injuries, however small, sustained by a person at work must be reported to their line manager and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The health and safety representative will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem
- All permanent staff at FUNdays After School Club will be trained in Paediatric First Aid (2 day course) unless they are only delivering *Educational Specific Services*.
- FUNdays Club will only operate if there is at least one member of staff with Paediatric First Aid (2 day course).
- A list of first aid training will be kept up to date by the Managing Director of FUNdays Club
- Supplies of First Aid materials are situated in the main meet and greet room
- Level 2 is responsible for replenishing the contents of the boxes and for regularly checking that all is in order, and for checking all expiry dates
- A list of current first aid officers should be available at the pick-up point
- Plastic gloves are provided and should always be worn when dealing with blood and bodily fluids
- Staff should be aware of the potential for allegations of improperly touching a child. If necessary a second member of staff should be present to act as a witness
- Minor first aid will be treated at location using a basic first aid kit and recorded in the accident book

- An accident book will be maintained. All administration of First Aid will be recorded and retained for five years. Major incidents will be reported to Ofsted (see Data Protection and Record Keeping).
- If an incident is worth reporting on (major cuts, bruises and sickness) then there will be a telephone call to the parents
- More serious injuries are to be referred to the FUNdays Club Manager who, along with the First Aider, with the best of their knowledge, can decide if the child needs hospital care.
- If a child is taken to hospital, every effort will be made to inform parents/carers immediately
- If there is indication of risk to the patient that requires the emergency services to be called, this is to be done without delay
- All head bumps will be recorded in the accident book and reported to parents using the head bump note (Appendix 2).
- All records of accidents involving a child will be passed on to a parent/carer and a record of the passing on of information kept

14. Medical Issues:

- FUNdays Club believes in an inclusive community and that some children may have long or short term medical needs
- Whilst children and their parents/carers are encouraged to take responsibility for the child's medical care, FUNdays Club believes that a child should always be included wherever possible regardless of their medical needs
- FUNdays Club staff in charge of children have a common law duty to act as any reasonably prudent parent would, to make sure that children are healthy and safe on the premises. However, professional and other associations also guide them
- FUNdays Club staff must at all times respect the confidentiality surrounding issues of the individual health of a child and staff will be advised on a 'need to know' basis
- **In case of illness:**
 - If children are unwell, they are not allowed to attend FUNdays Club. Any sickness or vomiting or diarrhoea requires 48 hours away from FUNdays Club. If they become ill during FUNdays Club, every effort will be made to inform parents/carers so that they may collect them.
 - If there is any doubt about the health of a child at any time, parents/carers will be contacted and asked to collect the child as soon as possible
- **In the case of injury:**
 - (Please refer to the first aid part of the policy)
 - Wherever possible, first aid will be administered by staff holding a qualification in First Aid administration
 - A FUNdays Club Director will be informed of any serious accident or incident involving pupils or staff
 - Parents will be immediately contacted in the event of a more serious injury.
 - All accidents or medical incidents are to be noted and recorded in the FUNdays Club accident books
- In case of a child needing medication or routine medical treatment during FUNdays Club:
 - No medication must be given to any pupil without the specific written consent of the parent/carer concerned
 - If a child needs prescribed medication during FUNdays Club hours, we ask that the parents come in to administer the dose. If this is not possible, a parental consent form (available from your line manager) needs to be filled out and a special arrangement needs to be made with consent of the member of staff asked to administer the medication. FUNdays Club cannot store any medication requiring refrigeration
 - A written record should be kept of the administration of all prescribed medication to children (available from your line manager).
- Guidelines for the storing, labelling and administrations of all medication must be followed at all times.
- For pupils who have long term specific medical needs, including children with asthma, severe food allergies, diabetes and epilepsy, an individual health care plan needs to be drawn up in discussion with the parents/carers
- It is the parent who has the responsibility to ensure that medicine is within date
- Risk assessments may need to be put into place for certain individual children carrying out certain activities. These may cover a child's medical needs, medication requirements and emergency treatment

15. Asthma and extreme allergies:

- FUNdays Club recognises that asthma and extreme allergic reactions to certain foods or insect stings are important conditions affecting certain children. Children with these conditions are welcome in FUNdays Club and are encouraged to take full part in all activities
- FUNdays Club requests that parents provide a detailed picture of the exact nature of the child's condition and details of the treatment the child should receive if their condition were to deteriorate whilst at FUNdays Club
- A record of all children suffering from these conditions should be kept at FUNdays Club at all times and any incidences relating to their condition that take place while the child is at FUNdays Club should be recorded
- All FUNdays Club staff should be informed in detail of the child's condition and should know what to do if the child were to suffer an attack. All FUNdays Club staff should have a training session during their First Aid training about asthma and what to do when a child suffers an attack
- 'What do in an asthma attack' poster will be displayed to support additional training

- A risk assessment may need to be carried out when a child may be in particular danger from serious attacks and an individual health care plan may need to be drawn up with the support of the parents
- It may be necessary for a member of FUNdays Club staff to undergo specialised training in order to safeguard the health of a particular child. At present, FUNdays Club does not have a budget for such training, however this should be discussed with: parents/cares, a FUNdays Club Director and the proposed staff member to be trained on an individual basis.
- FUNdays Club will ensure that children suffering from asthma have easy access to their inhaler at all times. A child suffering from asthma cannot attend FUNdays Club without their inhaler. As soon as the child is able, as decided by the child's parent or doctor, they should carry their own inhaler. Children suffering from asthma will have the opportunity to use their medication before exercise and their inhaler should be kept near to them whilst they are exercising
- The aim of full participation in sports and exercise should be the goal for all but the most severely affected pupils with asthma. However, if a child becomes too wheezy to continue, they will be allowed to stop the activity
- Foods with nuts and nut based products should be discouraged in any brought snacks
- Where a child suffers from major food allergies and requires an epi-pen, a care plan will be drawn up
 - As FUNdays Club cannot guarantee to be 'nut free' (or any other 'product free') then the following procedures will be recommended:
 - Any snacks or food are provided by the parents/carers. Alternatively, parents/carers must check any food or snack to be provided by FUNdays Club
 - A member of staff present on site will have epi-pen training from the parents or from a training course
 - The child will carry an epi-pen with them in a 'bum bag' or have it placed in accessible location such as the 'inhaler and epi-pen box'. The child and all staff will be made aware of this location
 - It is the parent/carer responsibility to ensure that epi-pens are up to date
 - During FUNdays Holiday Club lunchtime, a food check will be carried out for those children sitting at the table where the child is sat with the allergy
 - If another child has food likely to be of risk, then they will be asked to change tables. An explanation will be given and the child allowed to take some friends with them
- The following have been recognised as potential asthma triggers:
 - Pollen and spores, animals, certain glues and paints, cigarette smoke, the common cold, sudden changes in temperature, exercise and emotional upset
- The following are common triggers for extreme allergic reaction (anaphylactic shock):
 - Nuts, particularly peanuts, nut oils, wasp and bee stings

16. Transportation of pupils: FUNdays Club does not transport children or take them offsite. No child should ever be transported by a FUNdays Club staff member on FUNdays Club business.

17. Registration and missing children:

FUNdays After School Club

- Parents\carers are expected to inform FUNdays After School Club if their child will be absent. This can be done by via a note, email, in person to an employee or over the telephone. Another child cannot be used to verbally inform FUNdays Club. School's do not pass on absence notifications.
- Children in Key Stage One will be greeted outside their classrooms by a FUNdays Club staff member
 - If a child does not appear, the class teacher will be approached to find out if a child is absent
- A full register will be taken ten minutes after the official end point of school
- If any children are unaccounted for, staff will wait a further 5 minutes before enacting the following procedures:
 1. A text message will be sent to the parent/carer asking if they know about the child's absence
 2. The school will be contacted to see if the child was absent from school that day (this is only possible if school staff can be contacted) or to find out if school can confirm if the child was collected by an authorised pick-up
 3. All children in attendance will be asked if they know the whereabouts of the child in question (although confirmation must be sought from an adult)
 4. All children will be asked when they last noticed the child and the circumstances surrounding it to ascertain the possible whereabouts and actions of the child in question (although confirmation must be sought from an adult)
 5. If the child was absent from school that day, FUNdays Club will assume the child is not attending FUNdays After School Club. However, the parent/carer will still be contacted (and a message left if possible and no contact made) if they have not informed FUNdays Club directly about their child's absence
 6. If a child is verified as having been at school and their pick-up cannot be confirmed a parent will be called on their numbers
 7. If a parent/carer cannot be contact, the emergency contact number will be called to verify the child's absence
 8. If no contact can be made with the parent/carer or emergency contact number, or the child's whereabouts are unknown, the school office will be informed and a site search initiated

9. If a child is not found within twenty minutes of the official end point of school, all emergency contacts for the child will be contacted to try and ascertain where the child might be
10. FUNdays Club will also request that the school contacts any additional contacts that might know about the child's whereabouts. FUNdays Club might also request for school staff to assist in searching the nearby areas offsite or familiar walking routes home for the child. The child's class teacher might also be asked if there were any unusual circumstances, events or behaviours of the child during the school day that might explain their location or actions
11. If a child still cannot be found within 40 minutes of the official end time of school, a FUNdays Club Manager will endeavour to make contact with a parent/carer before calling the police to report the child as missing

FUNdays Holiday Club

- Children are registered as they enter FUNdays Holiday Club and this record will be taken as the register for that day
- If a parent/carer has not dropped off their child by fifteen minutes after the close of registration, it will be assumed that the child is not attending that day and the parents/carers will be contacted to inform them of this (or a message left if possible).
- The boundaries are explained each morning to children
- Head counts will be made at the start of each activity to ensure all children are present
- A full register will be taken again after lunch
- If it becomes apparent that a child is missing the following procedures will be used until the child is found or the police contacted whilst ensuring the rest of the children attending FUNdays Holiday Club are told that there is no cause for alarm:
 - All children in attendance will be asked if they know the whereabouts of the child in question
 - All children will be asked when they last noticed the child and the circumstances surrounding it to ascertain the possible whereabouts and actions of the child in question
 - All FUNdays club staff will be asked the same questions
 - If it is clear the whereabouts of the child is in question, a site search will be initiated beginning with areas within FUNdays Holiday Club defined boundaries
 - If the child is not found, this will be extended beyond FUNdays Holiday Club boundaries but still within the school site. Parents/carers will always be informed at the end of the FUNdays Holiday Club if a child's whereabouts requires this level of search
 - If a child cannot be found onsite the parents/carers will be contacted and asked to check the home address of the child if within walking distance
 - If staffing permits, and the home address is a short walk, a FUNdays Club member of staff will walk the route to the home address to try to locate the child
 - If a child still cannot be found, the FUNdays Club staff member will return to FUNdays Holiday Club, again searching for the child
 - If at this point, the child is still not found, all emergency contacts will be called to check their home address if they are within walking distance of the site
 - ***A FUNdays Club Manager can decide to involve police at any point they feel appropriate and certainly if following all the above steps a child is still not found***

18. Access:

- Walkways and passageways must be kept clear and free from obstructions at all times
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- Trailing cables should not be left in any passageway
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- Where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

19. Tools and equipment:

- FUNdays Club machinery, tools and equipment are only to be used by qualified and authorised personnel
- It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be reported to a line manager or to the safety officer
- All tools must be properly and safely stored when not in use
- No tool should be used without the manufacturer's recommended shields, guards or attachments
- Approved personal protective equipment must be properly used where appropriate
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.