HEALTH & SAFETY POLICY

Effective from 1 September 2026 | Review date: 1 September 2027

1. Policy Statement

Impact Wrap Around Care is committed to providing a safe, healthy and secure environment for all children, staff, parents, visitors and contractors. We operate within a school setting and work alongside the school's site procedures while maintaining our own responsibility for the safe delivery of wrap around childcare.

2. Responsibilities

- **Management:** ensures suitable health and safety arrangements, risk assessments, staff training, first aid provision and emergency procedures are in place and reviewed.
- **Staff:** must follow procedures, supervise children appropriately, report hazards promptly and take reasonable care of themselves and others.
- **Parents/carers:** must provide accurate and up-to-date information about medical needs, allergies, emergency contacts and any circumstances that may affect a child's safety.

3. Premises, Security and Supervision

- The service uses the school's secure premises, including controlled entry points and established site security arrangements.
- Children are supervised at all times while in our care. Staffing is organised to reflect the number, age and needs of the children present and the activities taking place.
- Collection procedures are followed carefully so children are released only to authorised adults, or in line with agreed written permissions where appropriate.
- Any unsafe area, damaged equipment or other hazard is made safe where possible and reported without delay.

4. Risk Assessment

- Risk assessments are used to identify hazards and the control measures needed for routine activities, use of rooms and outdoor areas, equipment and specific events or activities.
- Dynamic risk assessment is used by staff throughout each session where circumstances change.
- Significant concerns, near misses and recurring hazards are reviewed so that procedures can be improved.

5. First Aid, Accidents and Emergencies

- A fully stocked first aid kit is available during all wrap around care hours.
- At least one member of staff with current paediatric first aid training is available while children are present.
- Accidents and first aid treatment are recorded and parents/carers are informed as appropriate. Serious incidents are escalated and reported to the relevant authorities where legally required.
- We follow the school's emergency arrangements, including fire evacuation and lockdown procedures, and staff are expected to know the relevant assembly points and actions.

6. Hygiene, Illness and Infection Control

- Areas used by children are kept clean and hygienic, with attention to tables, food areas, toilets and frequently touched surfaces.
- Children and staff are encouraged to wash hands regularly, including before eating and after using the toilet.
- Children who are unwell should not attend where their illness may affect their wellbeing or present an infection risk to others. Parents/carers should tell us about contagious illnesses.

7. Allergies, Medical Needs and Medication

- Parents/carers must provide current medical and allergy information at registration and notify us promptly of any changes.
- Individual healthcare information and emergency medication must be accessible to staff who need it.
- Medication will only be administered in line with our procedures and with the required parental consent and recording.
- Staff follow agreed allergy and anaphylaxis arrangements and are expected to know which children have identified medical needs.

8. Food and Drink Safety

- Food and drink are prepared and served hygienically, taking account of children's allergies, dietary requirements and choking risks.
- Staff handling food must have suitable training or work under the supervision of a person who is appropriately trained.
- Drinking water is available to children throughout the session.

9. Equipment and Activities

- Equipment is checked before use and must be suitable for the children and activity. Damaged or unsafe equipment is removed from use.
- Activities are organised with appropriate boundaries, instructions and supervision, including when using outdoor areas.
- Children are encouraged to behave safely and to follow staff instructions designed to protect themselves and others.

10. Staff Training and Reporting Concerns

- Staff receive induction and relevant training for their role, including safeguarding, emergency procedures, first aid arrangements, allergies and other health and safety expectations.
- All staff must report hazards, accidents, near misses, defective equipment and health and safety concerns to the person in charge as soon as possible.
- Where a concern also relates to safeguarding, the safeguarding procedure must be followed immediately.

11. Monitoring and Review

This policy is reviewed at least annually, and sooner where there is a significant incident, a change in legislation or guidance, a change to the premises, or where monitoring identifies that procedures should be improved.

Contact Information

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