



*326 After School Club @ Codicote*  
*Policy for: Safety*  
*September 2007*

The safety of our children is of paramount importance. In order to ensure the safety of both children and adults, 326 Club 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 326 Club 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