



GREEN BAY COMMUNITY HOUSE SCHOOL HOLIDAY PROGRAMME HEALTH AND SAFETY POLICY

Objective: The programme provides a safe environment for children and staff - physically, emotionally and socially.

Written safety guidelines- Staff, children and parents should be aware of these guidelines.

Written emergency (including fire and earthquake) procedures and an evacuation drill should be carried out at least once during each programme and recorded.

A First Aid Kit is available at all times, including on outings. All First Aid Kits should be regularly checked and maintained prior to each programme.

Parent's permission to administer First Aid should be included when the child is enrolled with the programme.

A written policy on accepting/not accepting sick children, and a written policy on what to do with a sick child and use of medication.

Medication administered by programme staff must be approved by supervisor and recorded in writing and parents must give written consent.

In the event of an accident or emergency, staff will perform appropriate first aid and if necessary call an ambulance. Parents will be contacted immediately. Unless there is a serious emergency children will not be transported in private vehicles.

Regular checks should be made of play areas for hazardous objects and maintenance of equipment, buildings and grounds. Dates and outcomes of hazard checks should be recorded.

Children should be instructed in the use of equipment and prevented from using equipment, which is unsuitable for their stage of development.

Potentially dangerous materials and equipment should be clearly identified and stored out of reach.

All children should be supervised at all times and no child should leave the premises without the accompaniment of staff or parent/guardian (except where written consent authorising the child to go home unaccompanied has been received).

Where there is access to a swimming place, children must be supervised at all times by an adult who is trained in water safety and resuscitation.

REVIEW DATES

NAME

SIGNED