

ACTIVITIES 4 KIDS: HEALTH AND SAFETY POLICY



OCTOBER 2026

Briony Jacobs & Daisy Jacobs-Milburn

ACTIVITIES 4 KIDS | 215 ELM DRIVE, HOVE, BN3 7JD



Activities 4 Kids Health & Safety Policy

The organisation and arrangements which support the H&S Policy (day to day management of Health & Safety) are the responsibility of the whole team and anyone attending Activities 4 Kids.

The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer. At Activities 4 Kids that is: Briony Jacobs.

PART 1: Health and Safety Management

Statement of Intent

At Activities 4 Kids, our foremost commitment is to uphold the highest standards of health, safety, and welfare in alignment with the Health and Safety at Work etc. Act 1974 and other relevant legal obligations. This statement articulates our approach to fulfilling these duties, encompassing the description of Activities 4 Kids, its organizational structure, and arrangements for addressing various areas of risk. Specific details regarding risk management strategies are provided in subsequent sections.

To ensure comprehensive dissemination, this policy will be communicated to all staff during inductions and staff meetings, supplemented by distribution via email. Furthermore, we acknowledge the dynamic nature of health and safety concerns and pledge to conduct an annual review of this policy, with any necessary updates promptly communicated to all staff.

General Statement and Commitment

Activities 4 Kids is dedicated to fostering a culture where health and safety matters are openly discussed, fostering continual improvement in standards and work practices.

We are steadfast in our commitment to:

- Proactively prevent accidents and work-related illnesses.

- Meet and exceed statutory requirements as a minimum standard.

- Rigorously assess and manage risks associated with both curriculum and non-curriculum activities.

- Ensure the safe handling, storage, and transportation of all articles and substances.

- Implement safe working methods and provide necessary equipment and training.

- Maintain a safe and healthy environment across all premises.

- Ensure safe access and egress to all work areas.

- Provide effective information, instruction, training, and supervision to safeguard employee health and safety.

- Foster active consultation with employees on health and safety matters.

- Continually monitor and review systems to ensure ongoing effectiveness.

- Ensure the provision of adequate welfare facilities throughout the premises.

- Allocate sufficient resources to health and safety endeavors, within reasonable practicality.

Health and Safety Management

Activities 4 Kids will establish and maintain an effective Health and Safety Management System to uphold the aforementioned commitments, adhering to relevant corporate and local authority policies.

Central to this management system is the rigorous identification, assessment, and control of risks. We will implement robust procedures to identify and mitigate hazards associated with all activities, striving for continuous improvement.

Realistic short- and long-term objectives will be set, with clear priorities and performance standards established. Regular monitoring and review processes will ensure compliance and facilitate ongoing improvement.

Recognising the vital role of employee involvement, Activities 4 Kids will actively engage staff and attendees in health and safety initiatives, fostering a collaborative approach.

We will facilitate consultation with relevant authorities and safety representatives, ensuring compliance with statutory obligations. Additionally, arrangements will be made to coordinate activities with external agencies operating on our premises, maintaining a cohesive approach to health and safety management.

In adherence to legislative requirements, any instances of non-compliance or safety concerns must be promptly reported to designated personnel for appropriate action. We welcome input from all staff members to enhance safety standards and practices.

Training and Competency: In addition to acknowledging the importance of experience, knowledge, and training for employees, Activities 4 Kids will establish specific training requirements tailored to different roles, particularly in high-risk areas such as manual handling and first aid. These requirements will be outlined comprehensively to ensure that all staff members are adequately prepared to fulfil their duties safely and effectively.

Emergency Procedures: Activities 4 Kids will develop detailed emergency procedures encompassing various scenarios such as fire incidents, medical emergencies, and evacuations (please see individual policies for further details). Staff members will receive thorough training in these procedures, ensuring that they understand their roles and responsibilities during emergencies. Regular drills and rehearsals will be conducted to enhance preparedness and response capabilities.

Visitor Management: While visitors are restricted from on-site access except in emergencies, Activities 4 Kids will elaborate on procedures for handling visitors during such situations to ensure their safety. Clear protocols will be established to manage visitor access and safeguard their well-being while on-site, aligning with our commitment to prioritising health and safety for all individuals present.

Contractor Management: Clear guidelines will be provided outlining the responsibilities of contractors regarding health and safety while on-site. Contractors will be required to adhere to Activities 4 Kids' health and safety policies and procedures, including compliance with relevant regulations and standards. Regular monitoring and oversight will be conducted to ensure contractor compliance and mitigate risks associated with external activities.

Incident Reporting and Investigation: A transparent process for reporting and investigating incidents, including near misses, will be implemented. All incidents will be thoroughly investigated to identify root causes and implement corrective actions promptly. Staff members will be encouraged to report incidents promptly, fostering a culture of accountability and continuous improvement in health and safety practices.

Health and Well-being: Activities 4 Kids recognises the importance of promoting both physical and mental well-being among employees. Initiatives such as wellness programs, access to counselling services, and stress management training will be implemented to support staff members' overall health and resilience.

Continuous Improvement: Emphasis will be placed on ongoing review and improvement of the health and safety management system. Regular audits, inspections, and feedback mechanisms from staff will be utilised to identify areas for enhancement and ensure compliance with best practices. Continuous improvement efforts will be integral to maintaining a safe and healthy work environment.

Documentation and Record Keeping: Activities 4 Kids will ensure that all relevant health and safety documentation, including risk assessments, training records, and incident reports, are meticulously maintained and readily accessible to relevant personnel. Proper documentation and record-keeping practices will facilitate effective monitoring, evaluation, and compliance with regulatory requirements.

Legislation Compliance: Regular review and updating of the health and safety policy will be conducted to ensure compliance with relevant legislation, standards, and best practices. Activities 4 Kids is committed to staying abreast of changes in regulatory requirements and proactively adapting policies and procedures accordingly to maintain a safe and compliant working environment.

Communication: Effective communication channels will be established to ensure that all staff members are well-informed about health and safety policies, procedures, and any updates or changes. Regular

communication will foster awareness, engagement, and collaboration in promoting a culture of safety across all levels of the organisation.

The individuals with specific responsibilities for health and safety are outlined in subsequent sections of this policy. Any elements not addressed in Parts 2 and 3 will be diligently covered through ongoing review and improvement processes.

PART TWO: ORGANIZATION AND RESPONSIBILITIES

As the employer, Briony Jacobs holds ultimate responsibility for Health and Safety at Activities 4 Kids.

Duties and responsibilities have been assigned to staff as detailed below.

Briony Jacobs: Briony Jacobs is accountable for ensuring the effectiveness of the health and safety management system. This system should, at a minimum, comply with the LA's health and safety policy, standards, and procedures.

Briony Jacobs will regularly receive reports from Daisy Jacobs-Milburn or another senior staff member to facilitate resource allocation for health and safety.

Briony Jacobs will ensure:

- a) The creation of a clear written policy statement promoting a safety-conscious attitude among staff and attendees, demonstrating leadership in health and safety matters.
- b) Allocation of responsibilities for health, safety, and welfare to specific individuals, ensuring they are aware of their duties.
- c) Personnel assigned responsibilities possess adequate experience, knowledge, and training to competently perform their tasks.
- d) Establishment of clear procedures to assess hazards and develop safe work systems.
- e) Measurement of health and safety performance through active and reactive means, including audits, inspections, and incident analysis.
- f) Annual review of Activities 4 Kids' health and safety policy and performance.
- g) Leading by example to foster a positive attitude towards health and safety among staff and pupils.

Daisy Jacobs-Milburn:

At the operational level, Daisy Jacobs-Milburn, or her nominated deputy, reports to Briony Jacobs and is responsible for day-to-day implementation of Activities 4 Kids' health and safety policy.

Daisy Jacobs-Milburn will ensure:

- a) Adequate staffing levels to support policy implementation.
- b) The health and safety policy is communicated to all staff and readily accessible.
- c) Staff members are aware of their health and safety responsibilities.
- d) Active involvement of staff and attendees in health and safety measures through consultation.
- e) Relevant health and safety information is readily available to staff.
- f) Compliance with Corporate Health & Safety Standards and other relevant policies.
- g) Effective communication of health and safety information to staff.
- h) Comprehensive risk assessments are conducted, recorded, and necessary preventive measures implemented.

Visitors and contractors must be authorised, identified, signed in where appropriate, escorted or supervised as risk requires, and kept separate from children unless appropriately vetted and authorised.

- j) Adequate risk assessments for new or pregnant mothers, with necessary adjustments made to work practices.
- k) Premises, staff, and attendees' security is maintained.
- l) Health and safety risks are assessed during any policy, building, or equipment changes.
- m) Manual handling operations are minimized, and adequate controls are implemented.
- n) Personal protective equipment is provided and properly used.
- o) Regular maintenance ensures all equipment and installations are safe.
- p) Prompt reporting, investigation, and recording of incidents and hazards.

- q) Immediate action taken to remove hazards.
- r) Identification and fulfilment of training needs, ensuring staff are aware of hazards and safe practices.
- s) Provision of health and safety induction for new employees.
- t) Implementation of fire precautions and emergency procedures, including regular drills.
- u) Awareness and access to first aid facilities.
- v) Implementation and monitoring of Legionella precautions.
- w) Maintenance of statutory registers and records.
- x) Monitoring of health and safety performance and review of safety rules.
- y) Enforcement of disciplinary procedures for non-compliance.

Delegation does not remove Briony Jacobs's overall employer duties; Daisy remains accountable for the operational duties allocated to her.

All Staff:

Activities 4 Kids staff members share responsibility for the health and safety of attendees in their care.

All staff are expected to:

- a) Apply the Health and Safety Policy and follow health and safety procedures.
- b) Establish and maintain safe working procedures.
- c) Resolve health, safety, and welfare issues or escalate as necessary.
- d) Conduct regular risk assessments and inspections.
- e) Ensure all staff are familiar with health and safety procedures.
- f) Provide necessary information, instruction, training, and supervision.
- g) Seek advice and guidance on health and safety matters.
- h) Promptly investigate accidents within their sphere of responsibility.
- i) Supervise attendees effectively and follow emergency procedures.
- j) Never leave attendees unsupervised.
- k) Provide clear instructions and warnings to attendees.
- l) Follow safe-working procedures.
- m) Ensure attendees' belongings are stored safely.
- n) Maintain storage areas to prevent hazards.
- o) Monitor implementation of health and safety measures.
- p) Recommend improvements to Briony Jacobs or Daisy Jacobs-Milburn.
- q) Report accidents, defects, and hazards promptly.

PART THREE: HEALTH AND SAFETY MANAGEMENT

Statement of Intent: Activities 4 Kids acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

Activities 4 Kids will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis.

General Safety Issues

Housekeeping: The expectation is that all staff and others will play their part in maintaining a decent level of hygiene and housekeeping at Activities 4 Kids.

It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

No waste materials may be placed in walkways or any fire escape route.

Each staff member is also responsible for the safety of his/ her department, including housekeeping matters.

Waste bins are provided for recycling and residual type waste. Bins should be emptied on a daily basis.

Kitchenettes:

Every staff member/ employee is required to observe basic housekeeping rules i.e. to clean and wash up crockery etc. after them-selves.

Any spillage should be cleared immediately and reported as soon as possible to the Premises Manager who will arrange for the cleaning staff to undertake remedial action.

Fridges/freezers/microwave ovens should be kept clean by the users and completely emptied each week.

Rest and Meeting Rooms:

Rest room, meeting rooms - everyone is expected to apply general principles of good housekeeping in all areas.

All walkways must be kept clear of obstructions or combustible materials or trailing cables. Combustible or flammable materials must not be stored in the Boiler/electrical intake rooms; only authorised persons are permitted access to these high-risk areas.

Food Safety:

Activities 4 Kids reserve the right to dispose of food/drink if it is considered to be a hazard, e.g. nuts.

Open containers should not be left lying around as it increases the risk from pests, such as fruit flies and mice.

External play equipment:

The external play equipment will only be used when supervised, equipment will be checked daily before use for any apparent defects, prior to using the equipment.

Service Contractors: Service contractors have regular access to the site as specified by a contract external of Activities 4 Kids, provided by the venue of situation (Balfour Primary, Windlesham, or Patcham High School). Such contractors' visits will vary from an annual visit e.g. to service boilers, check fire extinguishers etc., to those on site daily e.g. cleaning or catering staff. The service contract is with the hired space NOT Activities 4 Kids. Service contractors will follow their own safe systems of work but their working methods must take into account how they will impact upon staff, and attendees on site. When service contractor visits occur, Briony Jacobs or Daisy Jacobs-Milburn must be contacted when they arrive on site to ensure the nature of the work and potential risks are checked.

Building Contractors: These are contractors who attend site to undertake building works which can vary from simply replacing a broken window to remodelling a room or building a new block. The building contract is with the hired space (Balfour Primary, Windlesham, or Patcham High School) NOT Activities 4 Kids. All such works will be subject to pre-planning, risk assessment and subsequent safety management arrangements, however planning run-in times may differ depend on the scale and scope of proposed works/ projects: The planning will be done with the hired space NOT Activities 4 Kids.

Caretaking and Cleaning: The caretaking and cleaning contract is with the hired space NOT Activities 4 Kids, therefore the hired space are responsible for ensuring that all caretaker and cleaning activities have been suitably risk assessed and that all staff have been trained and instructed on safe methods of work. A model risk assessment register is provided on <https://gov.uk> highlighting typical caretaker and cleaner tasks to be risk assessed.

Legionella: It is Activities 4 Kids policy to comply with our duties under the COSHH Regulations as it extends to the risks from legionella bacteria, which may arrive from our activities. As an employer, or a person in control of the premises, we will:

Identify and assess sources of risk.

Manage any risks.

Prevent or control any risks.

Keep and maintain the correct records.

Carry out any other duties that we may have.

Activities 4 Kids complies with advice on the potential risks from legionella as identified in the hired area's legionella water risk assessment and waterlog records.

Premises Security: Activities 4 Kids treats the security of our attendees as paramount. Security arrangements are monitored and reviewed regularly by Briony Jacobs and Daisy Jacobs-Milburn and following a security related incident or feedback from an interested party.

Security arrangements currently in place include:

Keeping all external doors locked to prevent unwanted visitors and to ensure attendees cannot leave the premises unaccompanied or with an unknown adult.

Keeping the front door locked with the night latch as an extra security measure when the premises are empty.

Keeping internal and external areas secure by closing all gates and front door on arrival and departure from the premises.

Ensuring no visitors enter the premises - unless in emergency.

Ensuring attendees never open the front door and staff only admit known/expected persons to the premises.

Keeping all gates bolted for safe access control.

Ensuring that all parents/carers are made aware of the arrival and collection arrangements, including early collection, and the procedures that will be followed should they be delayed, and their child not collected.

Requiring parents/carers to inform staff in advance, either by telephone, email if another adult will be collecting their child, ensuring the other adult has the child's collection password.

Not permitting any child under the age of 14 from collecting a pupil.

Ensuring that pupils are handed over personally to the collecting adult.

Accident Reporting and Investigation:

All accidents and incidents must be reported directly to Daisy Jacobs-Milburn/Briony Jacobs as soon as the casualty has been attended to. This is to ensure that a suitable and timely investigation is undertaken by management to determine causation and with a view to preventing further similar accidents.

Reporting and notification must follow the October 2026 statutory reporting protocol in the consolidated amendments below; an automatic LA report or hospital-attendance rule is not a substitute for RIDDOR assessment.

All records related to accidents at work will be stored in line with data protection requirements.

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Welfare Arrangements:

Daisy Jacobs-Milburn will ensure that adequate welfare arrangements are provided for employees and attendees at Activities 4 Kids. These arrangements will comply with the standards set out in Regulations 20 to 25 of the Workplace (Health, Safety and Welfare) Regulations, and will include as a minimum:

- Sanitary conveniences.
- Washing facilities.
- Drinking water.
- Facilities for changing clothing.
- Facilities for rest or for eating meals.
- Kitchen facilities for storing and preparing food / drinks for personal consumption.

Managing Violence and Aggression Staff:

It is Activities 4 Kids policy that all work-related violence and intimidation is unacceptable and will take all steps to avert the risk of violence through physical security measures, safe working practices and staff training. The risk assessment process will determine appropriate local measures, which is a management function. However, it is recognised that even with proactive measures, incidents of violence may still occur. Therefore, it is also Activities 4 Kids policy that appropriate support mechanisms exist for all members of staff who may be subjected to incidents of violence during their work.

Activities 4 Kids will consider both the nature and level of the risk of violence to staff into account when assessing risk and where necessary undertake a specific violence risk assessment.

When undertaking such risk assessment, the opinions and views of staff must be sought by consultation. The assessments will evaluate the adequacy of measures to reduce the risk of violence and where necessary develop plans to further improve these precautions.

Preventative measures will include those relating to:

The environment.

Physical security precautions.

Means of raising an alarm.

Emergency response procedures.

Safe systems of work.

Training and information.

Individual measures identified in specific risk assessments such as new and expectant mothers, stress etc.

Activities 4 Kids will ensure that staff and others as appropriate will receive adequate information, instruction and training in handling potentially or actual violent situations relevant to the degree of contact. The emphasis of all information, instruction and training will be on prevention and diffusion/de-escalation.

When faced with an imminent threat to their personal safety, staff will be expected to immediately leave the area. (N.B. All staff have a legal right to leave in such circumstances and provided this was justified, it will not result in disciplinary action).

Should an employee be in a situation where they are being prevented from leaving an area (and the employee is in immediate fear for their personal safety), or they are actually being physically attacked (or reasonably believe they are about to be attacked), they are entitled by law to use such force as is absolutely necessary to defend themselves and create a window of opportunity to escape.

Activities 4 Kids recognises that on very rare occasions such as these, an employee may need to use physical force for the purpose of their own (or others) protection. However, the use of physical force must always be justified in its application (i.e. absolutely necessary) and solely to escape from a situation (never for retribution or retaliation).

Activities 4 Kids will support any employee who acts in an appropriate manner in accordance with this policy and their training, including legal guidance where appropriate.

However, staff must be aware that any unjustified use of force may result in internal disciplinary action and/or legal action being taken against them by the injured party.

Following a violent incident, the Briony Jacobs or Daisy Jacobs-Milburn will be expected to immediately provide initial sympathetic support to affected members of staff. This may include ensuring medical treatment, providing reassurance, de-briefing, and/or allowing an immediate short period of time away from the workplace to recover.

In cases of actual physical assault, the Briony Jacobs or Daisy Jacobs-Milburn will be expected to ensure the actions below are taken:

Appropriate treatment of injuries is given to the assaulted member of staff by a first aider or emergency services (if necessary)

Where the injuries suffered are serious enough or where the assaulted member of staff wishes to, the assaulted member of staff attends Hospital as soon as possible.

A member of staff attending Hospital must be accompanied by a member of staff.

The taking of photographs should be considered/offered as it may help with any police prosecutions etc. in the future.

Briony Jacobs or Daisy Jacobs-Milburn are informed as soon as possible.

Where an affected member of staff is unable (or unwilling) to remain at work, managers will be expected to ensure the member of staff is able to get home safely. This may involve arranging for them to be collected by a relative or friend or to be taken home by another member of staff or by taxi.

(NB dependant on the severity of the incident and the individual's wishes, if they are returning to an empty house, it may be advisable for another member of staff to remain with them for a period of time).

Activities 4 Kids will encourage prosecution in all cases of violence but will always press for prosecution in cases of actual physical violence.

All staff have a duty to report incidents of violence in accordance with Activities 4 Kids accidents/incident reporting procedures.

Ideally this should include all incidents of swearing or being verbally abusive to staff. However, it is appreciated that some people can swear or be verbally abusive without necessarily intending to be aggressive and on such occasions, staff do not necessarily feel threatened or offended and are reluctant to report these as violent incidents. Activities 4 Kids accepts this and therefore permits staff individual discretion to determine the nature of the incident and whether it requires reporting.

However, Activities 4 Kids still requires all incidents that exceed a staff member's personal threshold or is personally directed at an individual staff member or another employee to be reported.

All reported incidents of violence should as soon as possible be investigated by Briony Jacobs or Daisy Jacobs-Milburn to determine the support necessary for the staff involved and any action necessary to minimise the risks of a recurrence.

Managing Violence and Aggression by Children

In the rare instance where a child exhibits violent or aggressive behavior, Activities 4 Kids has established protocols to address the situation effectively:

Immediate Intervention:

Trained staff members promptly intervene to ensure the safety of all attendees and prevent escalation. Techniques for de-escalation are applied to calm the child and defuse the situation.

Supervision and Support:

The child is closely monitored to prevent harm to themselves or others.

Staff members provide support and guidance to help the child manage their emotions and behaviours appropriately.

Parental Communication:

Parents or guardians are informed of the incident as soon as possible.

Open communication is maintained to address any concerns and collaborate on a resolution.

Documentation and Reporting:

Details of the incident, including actions taken and outcomes, are documented accurately.

Incident reports are filed in accordance with Activities 4 Kids' reporting procedures.

Follow-Up Actions:

The incident is reviewed by management to identify any underlying factors and determine appropriate follow-up actions.

Strategies are developed to prevent similar incidents in the future, such as additional support or behavioural interventions.

Please see our suspensions and exclusions policy.

Child Welfare and Support:

Activities 4 Kids prioritises the well-being of all children involved, providing necessary support and resources to address any underlying issues.

Referrals to external support services may be made if deemed necessary for the child's welfare.

Manual Handling

Generic risk assessments for regular manual handling operations are undertaken.

Pupils and staff must only lift equipment and furniture within their own individual capability.

Paediatric Moving and Handling

All staff who move and handle pupils have received appropriate training.

All moving and handling of pupils has been risk assessed and recorded by a competent member of staff.

Young Persons

If a young person is invited to work or carry out work experience, Activities 4 Kids will ensure the following:

A young person risk assessment is completed.

An experienced employee is assigned to guide and provide close supervision to the young person.

The parents or guardians of children (under 16 years) are involved in the hiring of the young person.

The young person is provided with a relevant induction and information.

The tasks undertaken by the young person will be restricted to those considered low risk only.

Health

Administration of Medicine:

Activities 4 Kids will try to accommodate pupils with medical needs wherever practical. Please see our administration of medicine policy for further information.

No member of staff will administer any medication unless the relevant process has been followed to ensure safety for the staff member and attendee.

Alcohol:

Under no circumstances should alcohol be brought onto the site.

Drugs:

Under no circumstances should drugs be brought onto the site.

Infection Prevention Control:

We follow national guidance published by UK Health Security Agency (UKHSA) when responding to infection control issues.

In the event of an epidemic/pandemic, we will follow advice from government about the appropriate course of action.

Mental Wellbeing:

Activities 4 Kids is committed to promoting high levels of health and well-being and recognises the importance of identifying and reducing workplace stressors through risk assessment.

The HSE Management Standards define the characteristics, or culture, of an organisation where the risks from work related stress are being effectively managed and controlled.

The Management Standards cover six key areas of work design that, if not properly managed, are associated with poor health and well-being, lower productivity and increased sickness absence. In other words, the six Management Standards cover the primary sources of stress at work. These are:

Demands - this includes issues such as workload, work patterns and the work environment.

Control - how much say the person has in the way they do their work.

Support - this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.

Relationships - this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.

Role - whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.

Change - how organisational change (large or small) is managed and communicated in the organisation.

The Management Standards represent a set of conditions that, if present, reflect a high level of health well-being and organisational performance.

Activities 4 Kids has a number of systems in place for responding to individual concerns and monitoring staff workloads e.g. Performance Management, mentoring, staff able to speak Briony Jacobs or Daisy Jacobs-Milburn with their open door policy.

Smoking and Vaping:

Smoking or vaping is not permitted by anyone anywhere within the school boundary.

Updates of Policy:

This policy has been written in accordance with:

Children and Families Act 2014

Children Act 1989

Children Act 2004

Applicable Ofsted Childcare Register requirements and/or EYFS statutory framework (according to registration)

Working Together to Safeguard Children (current statutory edition)

Keeping Children Safe in Education (current edition, where relevant)

Date created: February 2022

Responsible owner: Briony Jacobs, Activities 4 Kids.

Version: 3

Date of last update: 08.05.2023 – **Daisy Jacobs-Milburn**, Activities 4 Kids.

Signed: Daisy Jacobs-Milburn & Briony Jacobs 08.05.2024

Next review date: 08.05.2025

To ensure that our safeguarding policy remains current and effective, Activities 4 Kids will implement the following procedures for regular review and updating:

Designated Safeguarding Officer Oversight: Our designated safeguarding officer (**Daisy Jacobs-Milburn**) will conduct regular check-ins to review the policy and assess its effectiveness in addressing safeguarding concerns. Daisy Jacobs-Milburn will be responsible for staying informed about changes in legislation, best practices, and organisational needs related to safeguarding.

Scheduled Review Periods: In addition to the mandated review every three years, Activities 4 Kids will establish scheduled review periods at least annually to assess the policy's relevance and make any necessary updates. These reviews will involve a thorough examination of the policy's content, procedures, and implementation within the organisation.

Feedback Mechanisms: Activities 4 Kids will establish a system for soliciting feedback from staff, volunteers, contractors, and other stakeholders on the effectiveness of the safeguarding policy. This may include surveys, focus groups, or regular meetings where concerns and suggestions can be raised and addressed.

External Inputs: Activities 4 Kids will also seek input from external sources, such as relevant regulatory authorities, child protection organizations, and legal experts, to ensure that our policy aligns with current standards and best practices in safeguarding.

Documentation and Transparency: All reviews and updates to the safeguarding policy will be documented, including the rationale behind any changes made. This documentation will be made available to all stakeholders to ensure transparency and accountability in the policy review process.

OCTOBER 2026 CONSOLIDATED AMENDMENTS AND OPERATING PROCEDURES

These provisions form an integral part of Parts 1–3 above and take precedence wherever older wording conflicts. The original detailed responsibilities and arrangements remain in force where consistent with these provisions. Confirm the setting's Ofsted registration category, venue agreements and site-specific procedures before management approval.

PART 1 – Statement of intent, legal framework and management

- Briony Jacobs is the employer/policy owner and reviews this policy at least annually and sooner following a serious incident, change of venue, activity, law or registration. The policy is supplied to all staff at induction, emailed after revision and discussed at staff briefings. Staff acknowledge receipt.
- We prevent accidents and work-related ill health; assess and control activity and non-activity risks; provide safe equipment, storage, handling, access, egress, welfare facilities, instruction, training, supervision and resources so far as reasonably practicable; consult staff and monitor performance.
- Applicable framework includes Health and Safety at Work etc. Act 1974; Management of Health and Safety at Work Regulations 1999; Workplace (Health, Safety and Welfare) Regulations 1992; Regulatory Reform (Fire

Safety) Order 2005; Health and Safety (First-Aid) Regulations 1981; RIDDOR 2013; COSHH 2002; Manual Handling Operations Regulations 1992; Food Safety Act 1990 and relevant food hygiene/allergen law; Equality Act 2010; UK GDPR and Data Protection Act 2018; Children Acts 1989 and 2004; applicable Ofsted Childcare Register requirements and/or EYFS statutory framework according to actual registration.

- Follow current Working Together to Safeguard Children and applicable local safeguarding arrangements; consider Keeping Children Safe in Education where relevant to school premises and the provision. Ofsted is the childcare regulator, not the workplace health and safety adviser or a substitute for HSE, fire authority, environmental health or local safeguarding partners.
- Coordinate with each hired venue in writing on fire arrangements, access, security, toilets, cleaning, maintenance, contractors, water hygiene, first aid, emergency contacts, pool operating procedures and incident reporting. The venue's ownership or contracts do not remove Activities 4 Kids' duties for its own staff, children and activities.
- Keep written, proportionate risk assessments for each site and activity, including swimming, trips, transport where applicable, weather, equipment, age and needs of children, allergies, medication, collection and emergencies. Brief staff; record daily opening checks; isolate hazards; review after near misses and changes. Consult employees and any appointed safety representatives; raise statutory matters with the correct authority.

PART 2 – Responsibilities retained and clarified

- Briony Jacobs retains overall employer accountability: leadership, resources, competent staffing, insurance, venue agreements, statutory compliance, monitoring, investigation and annual review. Receives regular operational reports from Daisy or a nominated senior deputy.
- Daisy Jacobs-Milburn is the operational lead: staffing and induction, day-to-day assessments and checks, site liaison, first aid and fire arrangements, medical information, safe storage, supervision, security, incident records and corrective actions. Appoint a competent deputy when absent. Delegation does not transfer the employer's legal accountability.
- All staff must follow safe systems, know their assigned children and registers, maintain active supervision, check and safely store equipment, report defects, incidents and near misses promptly, give clear instructions, follow emergency plans and stop unsafe activities. Children must never be left without appropriate supervision.
- Normal Activities 4 Kids operational staffing is 1 adult to 8 children, subject to any stricter legal, pool, venue, activity or individual risk assessment requirement. Adjust deployment for transitions, toilets, medical needs, behaviour and emergencies; never treat a ratio alone as proof of adequate supervision.
- Young workers and work-experience placements require age-appropriate risk assessment, induction, suitable tasks, competent supervision and applicable parental/school involvement. They must not be counted as qualified replacements for required staff.

PART 3 – Venue, premises and daily safety arrangements

- Before each session check exits, fire routes, toilets, handwashing, drinking water, flooring, outdoor spaces, weather, play and craft equipment, cleaning materials, sharp objects and access controls. Remove, isolate and report hazards. Keep walkways clear, clean spills promptly and empty bins regularly.
- Kitchenettes, fridges, microwaves and rest rooms are kept hygienic and free of trailing cables, combustible storage and pest-attracting waste. Children's food and drink must be managed under individual allergy plans; the no-nuts rule is an additional precaution, not a guarantee of an allergen-free environment. No food sharing where this creates allergy risk.
- Outdoor and play equipment is visually checked before use, used with suitable supervision and withdrawn if defective. Review weather, heat, sun exposure, hydration and unsuitable ground conditions.
- Contractors, caretakers and cleaners are ordinarily commissioned by the hired venue; management must coordinate work and prevent unsafe access or exposure to children. Obtain assurances about venue risk

controls including asbestos information where relevant, statutory maintenance and water hygiene/legionella. Do not claim Activities 4 Kids has undertaken tests controlled by the venue without evidence.

- Access and collection: control gates and entry without compromising emergency escape; identify and authorise visitors; do not allow children to open external doors. Use recorded attendance, headcounts and authorised collection arrangements/password checks. A change of collector must be verified with the parent/carer. Apply the organisation's rule that collectors under 14 are not accepted, subject to safeguarding review. Follow late/uncollected and missing-child procedures immediately.
- Provide suitable toilets, washing, drinking water, changing and rest facilities. Maintain secure storage of medicines, hazardous substances and personal information; COSHH assessments and appropriate PPE must be available where relevant.

First aid, medication, infection prevention and emergency response

- Complete a first-aid needs assessment; provide accessible stocked supplies and competent first aid cover for the activities and children present. Check any applicable paediatric first aid qualification requirements under the setting's actual registration. Display or communicate first-aider identity and emergency arrangements.
- Obtain written medical information, consent and individual plans where needed; train and authorise staff for medicines and emergency treatments; record dose, time and administrator; store medicines securely but ensure emergency medication is rapidly accessible. Call 999 for anaphylaxis or other life-threatening emergencies and follow the individual plan.
- Use UKHSA health protection guidance for education and childcare settings, including exclusion advice, hand hygiene, cleaning, bodily-fluid precautions and outbreak escalation. Follow current public-health directions when relevant.
- Keep venue-specific fire and evacuation plans, assembly point, registers, headcounts and arrangements for children requiring assistance. Brief staff and rehearse procedures. In a serious emergency call 999, provide first aid, protect other children, contact management and parents when safe, and preserve relevant records.
- No alcohol, illegal drugs, smoking or vaping on site or while responsible for children. Prescription medication used by staff must not impair safe working; raise fitness-for-duty concerns confidentially.

Accidents, incidents, RIDDOR and Ofsted notification

- Attend to the casualty first; call emergency services as needed; inform Daisy/Briony promptly; record date, time, location, persons involved, witnesses, treatment, parent communication, immediate controls and follow-up. Review near misses, hazards, violence and safeguarding concerns as appropriate.
- The responsible person must assess RIDDOR 2013 reporting to HSE: reportable categories include work-related deaths, specified worker injuries, over-seven-day worker incapacitation, relevant occupational diseases, dangerous occurrences, and injuries to non-workers arising out of work activity resulting in direct hospital treatment. Hospital attendance alone is not automatically reportable. Observe applicable reporting deadlines and retain records.
- Notify Ofsted of serious accidents, injuries, illness or death and other significant events where the actual registration rules require, within the applicable statutory timeframe (for relevant childcare notifications, as soon as reasonably practicable and no later than 14 days). Also notify local safeguarding partners/LADO, police, venue, insurers or other authorities as required by the facts; never substitute an automatic LA report for the correct route.
- Securely retain records under the organisation's retention schedule, UK GDPR and Data Protection Act 2018. Share sensitive information only on a lawful need-to-know basis.

Swimming, trips, supervision and behaviour

- Before swimming, agree in writing with the pool operator the Pool Safety Operating Procedures, Normal Operating Plan, Emergency Action Plan, lifeguard and teacher qualifications, changing-room supervision, medical information, pool capacity, ratios, rescue equipment, headcounts and emergency handover. Do not proceed without adequate competent cover.

- For off-site activities and trips, complete site-specific assessment, consent and contact arrangements, travel and crossing controls, staff deployment, register/headcounts, missing-child response, medical provision and emergency contingencies.
- Prevent and de-escalate aggression through training, environment, communication and individual planning. Record threats, verbal abuse and physical incidents, even where the affected staff member is unsure whether to complain. Offer first aid, welfare support and a safe journey home when needed. Call police where appropriate.
- Physical intervention with a child must never be punishment or retaliation. It must be lawful, necessary, proportionate, the least restrictive response to immediate risk and consistent with safeguarding, training and the behaviour policy; report and review every intervention, including parent communication and consideration of additional support/reasonable adjustments.
- Avoid hazardous manual handling; assess unavoidable lifting and moving. Staff assisting a child with moving and handling require individual assessment, appropriate equipment, competency and training. Do not attempt unsafe lifts.

Staff welfare, consultation and review

- Assess violence, lone working, workload, pregnancy/new motherhood and other relevant individual risks; make reasonable adjustments and consult staff. Use the HSE six Management Standards for stress: demands, control, support, relationships, role and change. Staff may raise concerns with Briony or Daisy without retaliation.
- Provide induction and refresher training; keep competency, qualification, drill, equipment, assessment and incident records; audit performance and corrective actions. Review at least annually and promptly after material change, serious incident or updated statutory requirements.

APPROVAL AND ACKNOWLEDGEMENT

Original policy created: February 2022 | Consolidated revision: 18 October 2026 | Next scheduled review: 18 October 2027 (or sooner if required).

Adopted by Activities 4 Kids on:17/02/2022

Briony Jacobs, employer/policy owner – Signature:BJJACOBS Date: 18-10-26

Daisy Jacobs-Milburn, operational lead – Signature:DBJM Date: 18-10-26