

<b>CONSIDERATION OF SAFETY</b>		<b>Project</b>	School Holidays Craft Club	
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<b>Approved by Joanna Blossom (Workshop Tutor)</b>	<b>SIGN</b>			<b>6</b>
<b>Task:</b>	School Holidays Craft Club where children are 'dropped off'. During the children at the club remain unsupervised by their parent/guardian.		<b>Number Of people affected:</b>	Mrs Joanna Blossom up to 3 Mrs Blossom Makes Assistants Up to 25 children aged 4 - 11 Parent / Guardian
<b>Venue:</b>	Gomer Infant School, Pyrford Close, Alverstoke, Gosport, Hants, PO12 2RP.			
HAZARD	PERSONS	CONTROL MEASURES	ADDITIONAL CONTROLS	CONSIDERATION
<b>SAFEGUARDING</b>				
Drop off	Children <b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes Assistants</b> <b>Parents/Guardian</b>	Children to be dropped off inside the School	Mrs Blossom Makes Team will register the child. This includes confirming name, a contact number for the time they are at the club, and confirming who is picking up.	Double check allergies if necessary.  Sign a photo content form if they are happy for images to be taken for marketing. (This is collected when they book also)  Offer a 'On Site Number' to be taken in case the Parent/Guardian needs to make contact during the session.

During: Craft Club + Break time	<b>Children</b> <b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes Assistants</b>	<p>No child is left alone without an adult.</p> <p>Always at least 2 adults present at a School Holidays Craft Club.</p> <p>Adult to supervise children at all times when in an outside area.</p>	<p>Children are reminded at the start of each club that if they are going to the toilet then to notify and adult.</p> <p>Children are reminded to not leave the space they are working in without telling an adult. This maybe in the outside grounds or in the building</p> <p>Children will be counted in and out for the building if break time is outside.</p> <p>Children need to be visible to adults at all times when outside.</p>	<p>Regular Head Counts to be taken.</p> <p>Adults will only work alone if the other adult in the room needs to use the bathroom or for exceptional circumstances such as for an emergency.</p> <p>In the case of a missing child the parent/guardian and police will be contact straight away. One adult will remain with the other Children in the Craft Club and the 2nd adult will search for the child keeping in contact with the rest of the team.</p>
Pick up	<b>Children</b> <b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes Assistants</b> <b>Parents/Guardian</b>	<p>Children can not leave the School Holiday Club with out a designated adult.</p> <p>Adults can enter the School Hall to pick up their child.</p>	<p>Mrs Blossom Makes Team must make sure the child is going home with the adult that was agreed at drop off.</p> <p>Children need to be signed out.</p>	Any Child Not collected within 10 minuets of the club finishing will have their emergency contact called.
Staff	<b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes - Assistants</b>	<p>Mrs Joanna Blossom has received Level 2 Safeguarding Training.</p> <p>All Staff have an up to date DBS At least one or more members of staff are First Aid Trained.</p>	<p>There will always be 2 or more adults at the School Holiday Craft Club.</p> <p>No adult will be left alone with 1 child. If working with an individual child, they must always be able to be seen by others.</p>	On Site Contact details will be available at drop off.
Building	<b>Children</b> <b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes - Assistants</b>	Children have easy access to the toilet.	<p>A child will be reminded to let an adult know if they are going to the toilet.</p> <p>Toilets are situated internally, children do not need to exit the building to be able to access them.</p>	<p>The adults need to regularly count 'heads'</p> <p>Where possible adults will use a separate toilet. When this is not possible adults will only go to the toilet when there are no children using the facilities.</p>

Disclosure	<b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes - Assistants</b>	<p>If a child discloses any safeguarding concern the adult must remain calm and explain to the child that in order to do the best by the child they can not keep a secret.</p>	<p>No adult should be left alone with a child.</p> <p>If there are indirect safe guarding concerns through a child's piece of art it is important to take a photo for reference.</p> <p>Any direct or indirect disclosures made by the children in the Craft Club need to be recorded straight away including</p> <ul style="list-style-type: none"> <li>• Date &amp; Time</li> <li>• Name of child</li> <li>• Relevant information about the person the disclosure is about</li> <li>• if the child gives consent to pass on any information. If no why?</li> <li>• Physical Signs mapped on a diagram.</li> <li>• Signed</li> </ul>	Any Safeguarding concerns need to be referred to Hampshire County Council Children's Services.
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## FIRE SAFETY

Drop off	<b>Children</b> <b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes Assistants</b> <b>Parents/Guardian</b>	Children to be dropped off at the School by a responsible adult.	Mrs Blossom Makes or an assistant will register the child. This includes confirming name, a contact number for the time they are at the club, and confirming who is picking up.	Offer a 'On Site Number' to be taken in case the Parent/Guardian needs to make contact during the session.
During	<b>Children</b> <b>Mrs Joanna Blossom</b> <b>Assistants</b>	Children will be notified of any Health and Safety procedures before the club begins including what will happen if a fire alarm was to go off and where the evacuation points are.	<p>Mrs Joanna Blossom and Assistants will have a mobile phone on site in case an emergency call needs to be made.</p> <p>Mrs Blossom Makes and Assistants will have access to emergency contact numbers for children</p> <p>No child is left alone in the building without an adult.</p>	A register of children will be available in a hard copy in case of evacuation.

Pick up	<b>Children</b> <b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes Assistants</b> <b>Parents/Guardian</b>	Children will be picked up from where they were dropped off.  A register will be taken to make sure all children leave with their designated adult.	No child is left alone in the building without an adult.	If a child forgets anything they can return to collect with their parent/guardian.
Staff	<b>Mrs Joanna Blossom</b> <b>Mrs Blossom Makes - Assistants</b>	Before the club begins the Mrs Blossom Makes Team will familiarise themselves with the evacuation routes  Mrs Blossom Makes will not use any electrical equipment into the building that has not been PAT tested.	Mrs Blossom Makes and Team will make all children aware of what is required of them if a Fire Alarm is set off before the club begins.	All of Mrs Blossom Makes Team know where the register is in case of emergency and carry a mobile phone.  They must not let a child wander around the building on their own or be left in the building unattended.

## BEHAVIOUR

Behaviour	<b>Children</b>	Mild behaviour concerns will be dealt with by offering reminders of expectations when at the school holiday craft club by any adult. Their parent/ Guardian will be informed of any concerns upon pick up.  Children that present behaviour that puts themselves or others a risk can not be tolerated. Their Parent/ Guardian will be called and they will need to be collected straight away.	Children will be offered to take some time to reflect before continuing a task. If they or we feel that their behaviour is too disruptive and/ or puts them or others a risk their adult will be called.	Parents/ Guardians are asked on the booking form if they wish to disclose any information about their child's needs during the club.  On the What you need to know page of the website it states we can not support children 1:1 or with SEND or complex needs unless agreed prior to the club.  We reserve the right to cancel the booking if we do not feel the child would be able to access the club safely.
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## FIRST AID and HEALTH & SAFETY PROVISION

Certificate in First Aid:	Joanna Blossom
	Kelly Truscott
	Matt Blossom
First Aid Kits:	Checked before every School Holiday Craft Club
In the event of an accident:	<p>We will notify parent/guardian of their child's accident if it:</p> <p>Is considered to be a serious (or more than minor) injury Requires first aid treatment Requires attendance at hospital</p> <p>Our procedure is to notifying parents of minor injuries or treatments upon pick up. The incident will be recorded in the accident book signed and dated by a parent/guardian.</p> <p>A parent/Guardian will be called if the accident or condition is considered serious and will be required to come and collect the child using all telephone numbers available. If parent/guardians cannot be contacted, and a message has been left, we will continue to attempt to contact the parent/guardian. In the interim, we will ensure that an appointed person remains with the child until the parent/guardian can be contacted and has arrived (as required).</p> <p>If the child requires hospital treatment, and the parents cannot be contacted prior to attendance, the appointed person will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.</p>
Emergency Arrangements:	<p>Following their assessment of the injured person, we will administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.</p> <p>The First Aider/Appointed Person is to always call an ambulance on the following occasions:</p> <p>In the event of a serious injury In the event of any significant head injury In the event of a period of unconsciousness Whenever there is the possibility of a fracture or where this is suspected Whenever the First Aider is unsure of the severity of the injuries</p>

<b>Administering minor First Aid:</b>	<p>We will administer plasters if necessary unless it is stated at time of booking booking of any allergies from plasters.</p> <p>If a plaster is applied it will be recorded in the accident book.</p> <p>We will not remove splinters. They will be washed under warm water and a plaster placed over them. In the case they are causing too much irritation to the child we may call their Parent/ Guardian to advise. This will be recorded in the accident book.</p>
<b>Presenting an illness</b>	<p>If a child says they feel ill during the club, they will be asked what their symptoms are and an adult will assess their needs.</p> <p>On first response they will be offered water, to go to the toilet and some time out sitting away from other children. They will not be left on their own.</p> <p>If a child is physically sick (including but not limited to vomiting, diarrhoea) they need to be sat away from the other children, offered water and their adult is to be call immediately to be collected.</p> <p>Children should not attend the club if they are unwell or have been unwell within 48 Hours of the club to prevent the spread of illnesses.</p> <p>A parent/guardian will be called to collect if a child does not feel that can continue with the club. If parent/guardians cannot be contacted, and a message has been left, we will continue to attempt to contact the parent/guardian . In the interim, we will ensure that an appointed person remains with the child until the parent/guardian can be contacted and has arrived.</p>
<b>Sun Screen Cream</b>	<p>Parent will be reminded in advance to apply sun screen. Mrs Blossom Makes Team will not apply Sun Screen. Children will only break for approximately 15 min this might be outside.</p>
<b>Food &amp; Drink</b>	<p>Parents are asked to provide a small snack and a drink for their children. They are advised not to supply snacks with nuts. No snacks or drink (other than water) will be provided by Mrs Blossom Makes.</p>