

Location specific Health and Safety plan for

Big Ben Kids Centre

After School Club



In collaboration with



Version: Augustus 2018

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Health and Safety Policy Plan	Fout! Bladwijzer niet gedefinieerd.
Big Ben Kids After school club	Fout! Bladwijzer niet gedefinieerd.

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Introduction

Please find before you the Health and Safety policy plan of Big Ben Kids After school club. This policy plan will be in effect as from August 2018.

In Zo childcare, we apply a number protocols originating from Quality Regulation in the Care Sector certification (Harmonisatie Kwaliteitsbeoordeling (HKZ)). As Big Ben Kids is not yet certified, we use some protocols from Zo and set out others ourselves in this plan. The plan describes the risk spots and situations at our locations and how we plan to prevent these and/or teach the children how to cope with these. We feel that minor risks are necessary for children to discover the world. The risks have been identified after an inventory conducted by the location manager together with the after school childcare team. We will evaluate this policy periodically during our various consultation structures. Big Ben Kids, as part of Zo Childcare (Zo Kinderopvang), shall set out the major risks and take the relevant measures.

The most important points of attention within the location that shape this policy are: raising awareness on the possible risks, implementing a good policy targeting the major risks and holding discussions on the possible risks. The aim of this being to create a safe and healthy environment, to provide a work, play and learning environment where children learn to cope with minor risks and are protected against the major risks.

The location manager is ultimately responsible for the safety and health policy plan. However, all staff are actively involved with the policy ensuring that it is implemented by the entire team. To ensure it remains a priority, the topic safety and health will be discussed in the team and group meetings, after which it will be adapted where needed and we will take the necessary measures. This will make sure that we continuously monitor whether the measures are effective and we can adjust accordingly. New staff will be introduced to the Big Ben Kids policy procedures and protocols.

We apply standard protocols and work instructions that minimise many risks. New staff members will familiarise themselves with these protocols and work instructions during their introduction process and discuss these with their location manager. The protocols and work instructions are kept in written form at the locations as reference guides. Staff are fully aware of the protocols and work instructions. They are evaluated every year ensuring all staff are kept abreast of these.

General vision on safety and health

- Big Ben Kids feels that small risks are necessary for children to discover the world. All physical and social risks are identified with input from our teams and we periodically update this policy. We try to prevent major risks.
- At the after school childcare, we offer children a safe environment. We do our utmost to prevent risks that could cause great and serious injury. At the after school childcare, we do though encourage play that involves risks where we allow the children to challenge their own boundaries and we are on hand to help build their self-confidence. However, we do not take any unnecessary risks.

Documents/instructions/policy in teachers manual:

Health

1. Work instruction for a healthy environment
2. Temperature and humidity forms for groups and bedrooms
3. Temperature of refrigerator form
4. Food management
5. Getting used to a new group
6. Here's how you wash your hands policy
7. Cleaning schedules – hygiene rules
8. Medical administration
9. Vaccination protocol

Safety

1. Big Ben Kids' evacuation plan
2. Door policy
3. Safety of materials protocol
4. House rules for parents
5. Outings policy
6. Missing children protocol
7. Domestic violence and child abuse protocol
8. Vehicle safety rules
9. Accident report form

Risk inventory

The location manager has identified the risks after conducting the annual inventory. Based on this inventory, we have detailed the risks and the major and minor ones have been set down in the chapters below.

Incident/accidents form

Minor incidents are registered on the "incident form". We hand these registrations in to the location manager and if necessary, we discuss these in the group or team meetings. If called for, we take the proper measures. Even serious situations where nothing untoward happened are set down in a form. This will ensure we can prevent any future accident from happening.

First Aid

We take every measure at our location to ensure that a child will not suffer an injury. Should a child suffer an injury, then the following staff have the proper certifications recognised by the Dutch Red Cross for child first aid or child first aid/location emergency response team (BHV). We take great care to ensure that there is always someone on hand who can and may administer first aid. Likewise, we ensure that all new staff take a first aid course as soon as possible. They will never be permitted to work alone at a location if they are not certified to administer first aid. The location is equipped with the required first aid kits and these are checked each quarter and replenished where necessary.

Name	First aid Qualified	Fire Prevention
Monica de Los Llanos		
Anca Boros	x	X
Chrystel Komproe	x	
Julie Ortet	x	X
Marietta Mascardo	x	X

Plan of approach - major risks

This chapter describes the major risks which could lead to serious accidents, incidents or health problems at or around our location.

We have classified the risks in three categories: physical safety, social safety and health. The most important risks are described per category and are followed by the associated measures that are in place or have been taken to limit the risk. These have been conceived from an inventory that was compiled by the educational staff members and the location manager at the location.

Physical safety

It is not just about picking up children from school at Big Ben Kids' after school childcare, we also bring kids to and from external activities (clubs). Big Ben Kids plays a facilitating role in this. We use our own fleet of cars and cargo bike (bakfiets) and Stints for this. Sometimes the activities are within walking distance. Zo childcare have provided the teachers a Stint training.

Activities outside. BBK organizes the pickups and drop offs :

Activity	risk	Measures/rules
General pickups from school and activities	Child is missing due to amount of children at school Child is lost because it walks home alone	At afterschool every child has a card in the backpack from BBK. Name child, adres&telephone number are on the card in case something happens in the pickup. Contactnumbers of all schools are there in bso mobiele phone
The Fun Swing	Activity at Grote Pier. Risks in walking to Grote Pyr like child runs into the street. Risk child gets hurt during activity	The Grote Pyr has its own fire safety protocols and a Big Ben Kids (BBK) teacher is on hand for supervision. Children are not allowed to walk on their own. We have rules about walking 2 by 2 and listen to the teacher.
Swimming lessons Haagse hopje	Risks during transport to the swimming pool. Risk during changing time	Risks associated with all public swimming pools: slippery tiles, general public present or swimming accident (drowning). Always a BBK teacher and swimming teacher present. A BBK teacher provides supervision in the changing rooms and around the general swimming pool area and in the pool with the swimming teacher. Teachers are aware about the policy child abuse. Changing area is only with a roomdivider. It is not a closed room. We go to the swimming pool by car or by Stint. Safety belts are present and used.
Judo	Risks during transport.	In Benoordenhout, an established judo club. A BBK teacher is always present. The club has its own fire safety protocols. Parking is not an issue.

		We go to the swimming pool by car or by Stint. Safty belts are present and used.
Violin lessons		Teacher has a Certificate of Good Behaviour (VOG) and sessions are supervised by a BBK teacher in the building of BBK.
Piano lessons		Teacher has a Certificate of Good Behaviour (VOG) and sessions are supervised by a BBK teacher in the building of BBK.
Skating/Skateboarding		Children must wear safety gear and helmets .

Internal risks

Risk description	Taken measures/to be taken	Group	Deadline
Asphyxiation	<p>Food must be eaten properly and not rushed.</p> <p>Together at the table under the direct supervision of the educational staff member.</p> <p>Large pieces of fruit should be cut up according to the age of the children.</p> <p>Children must follow the rules of the kitchen relating to cooking appliances.</p>	<p>All groups</p> <p>< 7 years of age</p> <p>All groups</p>	Continuously
Accidents from falling	<p>A spiral staircase leads to the first floor. Children are always supervised on this stairwell and must hold the rail.</p> <p>The windows at the front can not be opened, ensuring no child can fall out.</p> <p>While playing in public playgrounds/parks, children could fall and hurt themselves.</p> <p>Supervision by educational staff member is vital. We work with an “accidents report form” whom we discuss in the groupsmeetings and decided if any extra actions need to be taken.</p>	All groups	Continuously
Poisonous substances	<p>Cleaning agents, plastic bags etc., are out of reach of the group.</p> <p>No poisonous plants.</p> <p>Medicines or cigarettes out of reach of the group.</p>	All groups, entrance	Continuously
Burn injuries	<p>Children can only cook under supervision and must follow the kitchen rules</p> <p>Educational staff member ensures warm drinks are out of reach of the children and are only drunk once cooled down.</p> <p>Matches or lighters are kept out of reach of children.</p> <p>When playing outdoors, children apply sun screen in the summer months a half an hour before going outside.</p> <p>Electric appliances are always operated under the supervision of an educational staff member.</p>	All groups	Continuously

Drowning	Only children who have a swimming diploma are allowed to participate in a swimming activity.	All groups	If it should occur
Traffic	<p>Children must always wear a seatbelt when travelling by car, cargo bike (bakfiets) or Stint. Children sit on a raised (booster) seat in the car.</p> <p>Children in a cargo bike (bakfiets) are securely fastened by a brace.</p> <p>When walking, children walk two-abreast. Educational staff member walks at the rear when there are less than 10 children. 1 Educational staff member at the front and 1 at the back when more than 10.</p> <p>Children who have a tendency to run-off are held by the hand.</p> <p>All children follow the traffic code under the watchful eye of the educational staff member.</p> <p>All staff members wear a red-black uniform. The children wear the red Big Ben Kids shirts when on outings.</p> <p>When crossing the road, always look left, right and left again together with the children. Repeat this continuously.</p> <p>The educational staff member has a first aid kit, a telephone and the telephone list of the children and location with them.</p> <p>Children may not open the front door themselves.</p> <p>Parents/education staff members ensure that they do not let any children go outside unattended.</p>	All groups	Continuously
Missing child	<p>When leaving the location, we follow the outings policy protocol.</p> <p>In the event of a missing child, we follow the Missing child protocol.</p> <p>Using the pick-up list, printed and/or digital, we collect the children at the schools. If a parent has not called regarding a child's non-attendance, the child is brought as usual to after school childcare (even if the child wants to play at a friend's house).</p> <p>Parents should be called if the child is not in the class. When leaving a play location or school: always conduct a headcount again before you walk or drive off.</p>	All groups	Continuously

Social safety

We do our utmost to prevent unacceptable behaviour but preventing it completely is unfortunately not possible.

Risk description	Taken or to be taken measure	Group	Deadline
Unacceptable behaviour among the children	Mention behaviour (e.g. bullying) and explain why this is not tolerated. Learn to respect each other. Learn norms and values. Encourage children to say when they do not want to do something (make them more vocal).	All groups	Continuously
Unacceptable behaviour of staff members, staff in training, interns, volunteers, other adults present towards children	Continuous screening of Certificate of good Behaviour (VOG). Provide regular feedback to each other in team and group meetings to encourage open and frank discussions. Educational staff members inform colleagues and parents where they will be with the children during outings to ensure that this can be easily checked.	All groups	Continuously
Child abuse & domestic violence	Discuss children daily and structurally in group meetings. In the event of concern: discuss with parents. If the concern about child abuse and/or domestic violence remains, then our protocol takes effect.	All groups	Every 2 months.

Backup

There are always at least 2 educational staff members present on the premises; at least 1 educational staff member from the after school childcare if children from this are present. Parents must ring the bell when collecting their children.

Four eyes principle (no Dutch rule in after school care childcare)

We apply the 'four eyes principle' at our after school childcare location. The principle ensures that an adult (a staff member, parent or other adult) can check on a staff member at any given point in time if he/she is alone in the room with children.

Due to the number of children, this ensures that, in principle, there are always two staff members working with each other. This means constant monitoring of each other's activities. During an activity,

even though one staff member could be alone with about 10 children, there is always a colleague on hand who can pop in and check.

There are plenty of parents on hand during drop off and collection times. This is also true when the children are collected from the schools. As such, this means there is a lot of distractions in and around the schools and in the vicinity. The children and educational staff members are within each other's sight at the after school childcare location and the doors are open. It is common for the educational staff members from the daycare centre to come inside to leave a message or drop something off. The location manager regularly wanders around the after school childcare location. Everybody is within hearing distance and sight of each other. This is also the same during activities.

Health

Risk description	Taken or to be taken measure	Group	Deadline
Administering Wrong medication	Use 'medical administration' protocol (parents sign off on this, medicine in original packaging containing the name of the child, parents have already administered the medicine at home)	All groups	Continuously
Allergies	Record this in the child's information form. A list hangs in the location of the group detailing the special needs per child. Discuss with supply staff. This list is updated when children leave and new children arrive.	All groups	31-01-2018
Ventilation of areas	Ventilation or transverse ventilation of areas. Monitor temperature and humidity of areas.	All groups	Continuously

Plan of approach - minor risks

This chapter deals with our approach to minor risks. Our mission is to provide children with the safest possible environment in which they can learn to cope with the minor risks that are present. We want to prevent accidents and illnesses as much as we can but we especially want to teach children how to deal with minor risks. That is why we protect the children against major risks but a bump, scrapes and scratches, a cut or something similar can happen. Children even learn from these incidents. Therefore, we accept the minor risks and we teach the children to follow certain rules but also how to treat particular items such as toys and mobile equipment.

Limiting health risks and getting children on board with this is accomplished by making firm agreements with them. However, staff members setting a good example also helps. Furthermore, we also involve the parents in ensuring our location remains a safe and healthy environment. In this way, we compiled the house rules for all three target groups.

Physical safety

Risk description	Taken or to be taken measure	Group	Deadline
Catching fingers in cupboards/ doors	Doors should be opened and closed with care.	All groups	Continuously
Falling/bumping/s plinters/cuts	To prevent glass being broken, slipping and falling, children are not allowed to run, cycle or throw balls indoors. Toys must be put away so that nobody trips on them. Do not mop the floor if children are playing in the area. Knives are only allowed on the tables if an educational staff member is at the table. As soon as you walk away from the table, knives must be put in a safe place.	All groups	Continuously

Health

Risk description	Taken or to be taken measure	Group	Deadline
Contamination risk	When preparing food, teachers wear plastic gloves. Comply with the protocol ' how you wash your hands' (before eating, after visiting the toilet, preparing food, etc.).	All groups	Continuously

	<p>Toilets have running water, ensure there is hand soap.</p> <p>Clean group areas according to set formula (cleaning lists).</p> <p>Wash toys according to set formula (cleaning lists).</p> <p>Comply with coughing and sneezing rule (cough and sneeze into your arm) and show the children. Repeat and show again and again to the children. Also explain why it has to be done this way.</p> <p>Treat children's little cuts/abrasions and cover them.</p> <p>Keep children's noses as clean as you possibly can.</p> <p>Use paper tissues as much as possible instead of fabric type cloths.</p>		Continuously
Preparing of food	<p>Note the date of foodstuffs.</p> <p>Clean utensils used to prepare food and worktop on which it was prepared.</p> <p>Our chef has his/her own kitchen in which all meals are prepared and hygiene is likewise taken into account here.</p> <p>If the children's activity involves cooking, there is a strict hygiene policy in place which also teaches children that a "clean" kitchen also means healthy food.</p>	All groups	Continuously
Illnesses within the group	<p>Inform parents about any illnesses etc. doing the rounds via email/message on the Facebook community page and include any recommendations from the National Institute of Public Health and Environmental Protection (RIVM).</p> <p>Take measures to avert further infection.</p>	All groups	When applicable

Cyclical monitoring and updating

The inventory in July 2017 resulted in this policy. This risk inventory was conducted by the location manager. We shall evaluate and update this policy annually.

Then we will discuss the standard of safety and health item in our team or group meetings (every 2 months). Minutes will be taken in these meetings and an action list will be drawn up. If a risk occurs in the meantime that must be directly dealt with, educational staff members report this immediately to the location manager. If there are concrete changes, such as a renovation for instance, then we will reassess the risks and implement actions to deal with this. The educational staff members are responsible for this in practice, the location manager has ultimate responsibility.

Internal/external communication and coordination

The safety and health policy and the evaluation of this plan is available to staff members, staff in training, interns, volunteers and parents. It can be requested by the location manager. The location manager and educational staff members will discuss this policy during introductions and intake meetings (with new parents). We also give attention to relevant topics from the safety and health policy in our newsletters. This is also the same for our Facebook community page. Educational staff members have a copy of the policy on hand when at the location of their group. They ensure that trainees and supply teachers familiarise themselves with this.

Sources

- Veiligheid.nl/risicovolspelen (Safety.nl/playing with risk)
- protocollen/documenten met beleidsafspraken (protocols/documents with policy agreements)
Big Ben Kids