

Location specific Health and Safety plan for

Big Ben Kids Centre

After School Care



Schoolstraat 76

Wassenaar

Date: June 2018

Updated: September 2018

Updated: May 2019

Introduction

This is the Health and Safety Policy plan of Big Ben Kids Wassenaar After school club. This policy plan will be in effect as from June 2018.

In Zo childcare, we apply a number protocols originating from Quality Regulation in the Care Sector certification (Harmonisatie Kwaliteitsbeoordeling (HKZ)). 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. The policy governs our health and safety procedures and this paper explains how we work on and enforce health and safety at our location. The policy is designed to create as much as possible a healthy and safe work, play and learning environment for the children and staff in which the children can learn to deal with minor risks in a safe environment while being protected from major risks.

This policy takes effect on 1 June 2018.

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 Wassenaar 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 Wassenaar 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 out-of-school childcare, we offer children a safe environment. We do our utmost best to prevent risks that could cause great and serious injury. At the out-of-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 that will be part of teachers manual:

Health

- Work instruction for a healthy environment
- Temperature and humidity forms for groups and bedrooms
- Temperature of refrigerator form
- Food management
- Healthy indoor climate
- Getting used to a new group
- Here's how you wash your hands policy
- Cleaning schedules – hygiene rules
- Medical administration
- Vaccination protocol

Safety

- Big Ben Kids Wassenaar' evacuation plan
- Door policy
- Safety of materials protocol
- House rules for parents
- Outings policy
- Missing children protocol
- Domestic violence and child abuse protocol
- Vehicle safety rules
- Accident report form

Risk inventory

This inventory helped us identify the risks. Over the next year, we will evaluate the new policy during every team meeting and adjust it or add to it as needed.

Incident/accidents form

Minor incidents will be 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 of staff member	Child first aid	BHV
Kinga Monika Orban	16 June 2018	6 October 2018
Teresa Monteiro	16 June 2018	6 October 2018

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 Wassenaar' out-of-school childcare, we also bring kids to and from external activities (clubs). Big Ben Kids Wassenaar plays a facilitating role in this. We use taxi and cargo bike (bakfiets) for this or sometimes the activities are within walking distance.

External activities:

Activities outside or done by someone other than a teacher.

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	every child has a card in the backpack from Wassenaar. Name child, address & telephone number are on the card in case something happens in the pickup. Children always wear Zo's identification vests Contact numbers of all schools are there in the mobile phone of the general manager.
Piano lessons		Teacher has a Certificate of Good Behaviour (VOG) and sessions are supervised by a Zo International teacher in the building of Zo International
Bootcamp		

Internal risks

Risk description	Taken measures/to be taken	Group	Deadline
Asphyxiation	Food must be eaten properly and not rushed. Together at the table under the direct supervision of the educational staff member. Large pieces of fruit should be cut up according to the age of the children. Children must follow the rules of the kitchen relating to cooking appliances.	All groups < 7 years of age All groups	Continuously
Accidents from falling	The windows are childproof, ensuring no child can fall out. While playing in public playgrounds/parks, children could fall and hurt themselves. Supervision by educational staff member is vital.	All groups	Continuously
Poisonous substances	Cleaning agents, plastic bags etc., are out of reach of the group. No poisonous plants. Medicines or cigarettes out of reach of the group.	All groups, entrance	Continuously

<p>Burn injuries</p>	<p>Children can only cook under supervision and must follow the kitchen rules Educational staff member ensures warm drinks are out of reach of the children and are only drunk once cooled down. Matches or lighters are kept out of reach of children. When playing outdoors, children apply sun screen in the summer months a half an hour before going outside. Electric appliances are always operated under the supervision of an educational staff member.</p>	<p>All groups</p>	<p>Continuously</p>
<p>Drowning</p>	<p>Only children who have a swimming diploma are allowed to participate in a swimming activity.</p>	<p>All groups</p>	<p>If it should occur</p>
<p>Traffic</p>	<p>Children must always wear a seatbelt when travelling by bus or bike (bakfiets). Children sit on a raised (booster) seat in the car. Children in the bike (bakfiets) are securely fastened by a brace and wear helmets. 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. Children who have a tendency to run-off are held by the hand. All children follow the traffic code under the watchful eye of the educational staff member. All staff members wear a uniform. The children wear the Big Ben Kids Wassenaar shirts when on outings. When crossing the road, always look left, right and left again together with the children. Repeat this continuously. The educational staff member has a first aid kit, a telephone and the telephone list of the children and location with them. Children may not open the front door themselves. Parents/education staff members ensure that they do not let any children go outside unattended.</p>	<p>All groups</p>	<p>Continuously</p>

<p>Missing child</p>	<p>When leaving the location, we follow the outings policy protocol. In the event of a missing child, we follow the Missing child protocol. 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 out-of-school childcare (even if the child wants to play at a friend's house). Parents should be called if the child is not in the class. Do not listen to what the teachers or friends have to say. When leaving a play location or school: always conduct a headcount again before you walk or drive off.</p>	<p>All groups</p>	<p>Continuously</p>
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Social safety

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

Backup

We have two backup arrangements.

There are two groups in the after school care. Big Ben Kids Wassenaar' premises is closed at the end of the day by at least two employees. If a back-up is needed, it will usually be the location manager. Both the daycare centre and the After School Care close later and the staff are always available in case of need. During the holidays or if the location manager is not available, she will arrange a back-up. Should a staff member fall ill on a day that she is on duty, the location manager will always be informed and the early duty slot will be filled by a colleague or the location manager herself.

There is a system installed with door code. Parents do not have a door code, so they cannot enter the premises whenever they please. Parents must also ring the bell when collecting their children.

Four eyes principle (no Dutch rule in out-of-school childcare)

We apply the 'four eyes principle' at our out-of-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. Big Ben Kids Wassenaar uses cameras as a means of supporting the four eyes principle. These cameras will be installed later. The location manager can see any group at any point in time, unless they are on an outing outside our location. In this case, two teachers always accompany them.

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. In the beginning when the numbers of children is still low, the colleagues of the day care can keep an eye.

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 care location and the doors are open. The educational staff members are always in contact with each other and within a couple of meters from each other. The location manager regularly wanders around the after school care location. Everybody is within hearing distance and sight of each other. This is also the same during activities.

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 staff members 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. Domestic violence and child abuse protocol	All groups	Every 2 months.

Health

Risk description	Taken or to be taken measure	Group	Deadline
Administering wrong	Use 'medical administration' protocol (parents sign off on this, medicine in	All groups	Continuously

medication	original packaging containing the name of the child, parents have already administered the medicine at home)		
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/splinters/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	All groups	Continuously

	the table, knives must be put in a safe place.		
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Health

Risk description	Taken or to be taken measure	Group	Deadline
Contamination risk	<p>When preparing food, teachers wear plastic gloves. Comply with the protocol 'Handen wassen doe je zo' ('Here's how you wash your hands' (before eating, after visiting the toilet, preparing food, etc.).</p> <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>	All groups	Continuously 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 June 2018 and a review in September 2018 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 is available to parents. It can be requested from 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 monthly newsletter. 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](https://www.veiligheid.nl/risicovolspelen) (Safety.nl/playing with risk)
- [protocollen/documenten met beleidsafspraken](#) (protocols/documents with policy agreements) Big Ben Kids Wassenaar