

# Location specific Health and Safety plan for

***Big Ben Kids Centre***

**After School Care**



**Hallekensstraat 28A  
Wassenaar**

**Date: June 2018**

**Update: May 2019**

## Introduction

Please find before you the safety and health policy plan of Zo International Childcare After school club on the Hallekensstraat 28a. This update of the policy plan is in effect as from January 2018.

The policy emerged after consultation with the team during which the question 'does our current way of working create as safe a work, play and learning environment as possible?' was addressed. Where necessary, measures were taken to improve the situation.

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 team. We will evaluate this policy periodically during our various consultation structures. Zo International Childcare, 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 Zo International Childcare policy procedures and protocols during their introduction process and discuss these with their location manager.

## **General vision on safety and health**

Zo International Childcare 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 club we offer children a safe environment. We do our utmost best to prevent risks that could cause great and serious injury. At the after school club we do 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
- Here's how you wash your hands policy
- Cleaning schedules – hygiene rules
- Medical administration
- Vaccination protocol
- Action Plan (Plan van Aanpak)

### *Safety*

- Zo International Childcare' 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. We always take a smaller version of it with us when we are on a field trip.

<b>Name of staff member</b>	<b>First aid qualified</b>	<b>Fire prevention</b>
Wilma Keereweer-Bohres	16 June 2018	6 October 2018
Lynne Maureen Clear - van Delft	16 June 2018	6 October 2018
Agnieszka Hulsman Bieniek	16 June 2018	6 October 2018
Cybele Carreon		13/17 May 2019
Maria 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 Zo International Childcare's after school club, we also bring kids to and from external activities (clubs). Zo International Childcare plays a facilitating role in this. We use buses and cargo bike (bakfiets) for this or sometimes the activities are within walking distance.

### External activities:

External activities are not yet planned. As soon we know the program we will adjust the health and safety plan accordingly.

Activity	Measures/rules

### Internal risks

Risk description	Taken measures/to be taken	Group	Deadline
<b>Asphyxiation</b>	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
<b>Accidents from falling</b>	While playing in playgrounds/parks, children could fall and hurt themselves. Supervision by educational staff member is vital.	All groups	Continuously
<b>Poisonous substances</b>	Cleaning agents, plastic bags etc., are out of reach of the group. No poisonous plants. Medicines or cigarettes out of reach of the group. Teachers' bag are kept in the cupboard in the group or in the storage Teachers request parents not to put their bags in the playing area	All groups, entrance	Continuously
<b>Burn injuries</b>	Educational staff member ensures warm drinks are out of reach of the	All groups	Continuously

	<p>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>		
<b>Drowning</b>	<p>Only children who have a swimming diploma are allowed to participate in a swimming activity.</p>	All groups	If it should occur
<b>Traffic</b>	<p>Children must always wear a seatbelt when travelling by car, bus or cargo bike (bakfiets). Children sit on a raised (booster) seat in the car. 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 uniform. The children wear the Green Zo International Childcare vests 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
<b>Missing child</b>	<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>	All groups	Continuously

	<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 club (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. The doors and gate is always closed so children cannot leave the play area. Children are supervised during outdoor play even if we have an enclosed courtyard. During outings we always check the destination and plan accordingly</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. One for the short term and one for the long term.

As we will start with smaller groups, there will be one teacher at the beginning and end of the day. Therefore we have a backup available in the location manager and/ or the cook and/or the transport coordinator. The location manager and/ or the cook and/or the transport coordinator are present during opening hours at the Hallekensstraat 28A. When the location manager is not available, she will assure the cook or the transport coordinator is present to replace her.

In time there will be four groups in day care. By that time the Zo International Childcare premises are 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 Club 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 an installed system 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 after school care)***

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. Zo International Childcare uses big windows and doors with glasses of supporting the four eyes principle. 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.

When the number of children accumulates, this will ensure 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. 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. 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 care group. Everybody is within hearing distance and sight of each other. This is also the same during activities.

<b>Risk description</b>	<b>Taken or to be taken measure</b>	<b>Group</b>	<b>Deadline</b>
<b>Unacceptable behaviour among the children</b>	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
<b>Unacceptable behaviour staff members, staff in training, interns, volunteers, other adults present towards children</b>	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
<b>Child abuse &amp; domestic violence</b>	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	All groups	Every 2 months.

	remains, then our protocol takes effect. Domestic violence and child abuse protocol		
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## Health

Risk description	Taken or to be taken measure	Group	Deadline
<b>Administering wrong medication</b>	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
<b>Allergies</b>	Record this in the child data 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	31-01-2019
<b>Ventilation of areas</b>	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	Doors should be opened and closed with care.	All groups	Continuously



	a "clean" kitchen also means healthy food.		
<b>Illnesses within the group</b>	Inform parents about any illnesses etc. doing the rounds via email and include any recommendations from the National Institute of Public Health and Environmental Protection (RIVM). Take measures to avert further infection.	All groups	When applicable

### **Cyclical monitoring and updating**

The inventory in June 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. 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) Zo International Childcare