

HEALTH & SAFETY POLICY

Dover Bouncy Tots is committed to providing a safe, clean, and welcoming environment for all children, parents/carers, guardians staff, and volunteers. We recognise our responsibility to take all reasonable steps to ensure health, safety, and wellbeing during our sessions.

This policy applies to all activities carried out by the group.

RESPONSIBILITY FOR HEALTH AND SAFETY

- The staff have an overall responsibility for health and safety.
- All staff, parents/carers and guardians have a shared responsibility for always maintaining a safe environment for everyone.
- Dover Bouncy Tots supervise and maintain the play equipment and help maximise both your children's and your enjoyment from the play experience. We are not a replacement for parental supervision.
- Parents/Guardians/ Carers should note that whilst every consideration has been given for the safety of children using the play centre, Dover Bouncy Tots cannot be held responsible for accidents which may occur as a result of children playing on the equipment.

SUPERVISION

- All children must be always supervised by a parent/carer or guardian.
- Parents/carers and guardians are responsible for their child/ren's behaviour and safety.
- Parents, carers and guardians know their child's capabilities best, so they should ensure an appropriate level of supervision to reflect this.
- Rough play, climbing on unsuitable equipment or behaviour that may cause injury is not permitted.

PREMISES

- A visual safety check of the entrance, hallway, room and equipment is carried out before each session.
- There will be adequate signage and posters up to and including the room. Should you need directions to, from or around the premises please speak to a member of staff.
- Should you drive to the venue, we accept no responsibility for the damage or theft of your vehicle. Please park responsibly and ensure your vehicle is locked at all times.
- Please keep all fire exits clear in and outside of the premises.

EQUIPMENT

- Soft play equipment is age appropriate, well maintained and checked regularly and thoroughly for damage.
- We provide a small amount of arts equipment which we aim to be as age appropriate as possible. Supervision must be carried out closely and ensure the area remains clean and tidy after each use.
- Any damaged or unsafe equipment is removed immediately. Should you come across any damaged equipment or it breaks whilst in use please speak to a member of staff immediately who will remove and dispose of safely.

ACCIDENTS

- At least one responsible person present holds basic first aid knowledge.
- A well stocked first aid kit is accessible at all times.
- All accidents are recorded and parents informed of any further advice or instructions (for example a leaflet should be distributed for any head injury).

- Any accidents involving bodily fluids will be dealt with using the appropriate cleaning procedures.
- In the event of an emergency, the relevant emergency services will be called.

ILLNESS

- In the interests of health and safety it is not recommended that adults or children who are feeling unwell are allowed to enter the club and under no circumstances should enter the hall or venue.
- Parents should inform staff if anyone is feeling unwell.

HYGIENE & CLEANLINESS

- We encourage everyone to maintain a high standard of cleanliness when using all facilities.
- All equipment is cleaned thoroughly between each session.
- We encourage everyone to use hand washing facilities (we will not provide hand sanitiser).
- Nappy changing must only take place in the designated changing facility in the venue and please dispose in the appropriate bin provided.
- Dispose your waste in the designated bin(s) provided.
- If there is a drinks spillage, please let us know immediately, and we will clean the area.

FOOD & ALLERGIES

- Parents/ carers and guardians are responsible for informing staff of any severe allergies.
- While we take extreme precautions, parents/carers and guardians remain responsible for supervising their own children and this includes managing their food and drink intake.
- Any food bought into the group must be considerate of those with allergies.
- We are a **nut free zone**. Please avoid from bringing products which also contain nuts such as peanut butter, Nutella, pesto and so on.
- Keep all your food and drink secure.
- Consume food and drink only on the tables provided and encourage children to sit down to eat and drink.
- Refrain from sharing food with other children. Unless this has been planned and parents/carers or guardians are aware and supervising.
- When light refreshments will be sold and a full list of ingredients and allergens will be accessible and displayed always. Parents/carers and guardians are responsible for ensuring any food purchased at the group is age appropriate and suitable for their own child.
- Hands should be washed before and after eating.
- Please pick up all food spillages and ask a member of staff for assistance where possible.
- **In the event of an allergic reaction, emergency services will be contacted immediately.**
- **Any medication (e.g. EpiPens) must be brought and administered by the parent/carer, unless otherwise agreed in advance.**

FIRE SAFETY

- Keep all fire exits and hallways clear.
- Parents/carers or guardians are responsible for ensuring their child evacuates safely with them.
- See our fire evacuation policy for more information.