**Health and Safety Policy for Inner Child Yoga School**

The Health and Safety key person is: Victoria Tso, Director and First aider

**Aims**

To create, and provide, a safe environment without a risk to the health and safety of children, staff and visitors.

To ensure Health and Safety is taken seriously by all members of staff and other persons who are affected by the club’s activities.

**Duties and responsibilities**

ICYS will always:

* Assess the risks to Health and Safety in and around each setting we work in and create a risk assessment.
* Ensure all accidents, incidents and dangerous occurrences are adequately recorded and reported.
* Ensure all staff, students, volunteers and any other adult who comes into contact with children at the club have appropriate and up to date DBS checks.
* Ensure at all times the Health and Safety and welfare of children, staff and others involved in the club’s activities.

**Procedures**

**Pick-up Policy and Procedures**

* Staff must always arrive at the school before the children are let out of class.
* One staff member should always have a mobile phone with them in case of emergency

**Arriving at Club:**

Children will be brought directly to the club by their parents or a member of staff if coming from school.

**Departure:**

* Children are to be collected from the club by parents/carer as named on intake form.
* Children are not permitted to leave the club with someone other than their parent/carer unless previously arranged by the parent/carer with the club.

**Usages of premises**

Individual risk assessments will be taken for each premises we offer clubs in.

**Accidents and Incidents**

Current First Aiders: Victoria Tso.

* Incidents and accidents should be recorded in the first aid book
* The form should be co-signed by the parent/carer.
* One copy of the form should be given to parent/carer and the original remains in the incident book
* A first aider should be on hand in case first aid needed.

**If an ambulance is required**

* The ambulance should be called first, then the parent should be informed straight after, as the main priority is the welfare of the child in question.
* The first aider should not leave the child unattended.
* A member of staff should accompany the child in the ambulance if the child’s parents/carer has not arrived by the time the ambulance arrives.

**First aid kits location**

* The first aid kits can be found in the yoga mat trolley

**Medical conditions**

* Parents/carers have the duty and responsibility of informing the club about any medical conditions their children have.
* All staff are to be made aware of the medical condition, symptoms etc.

**Allergies**

* Parents/carers are responsible for notifying the club of any allergies their children have.
* Staff are to be informed and, when necessary, trained to deal with these allergies, first aiders know how to use epi-pens.
* All actions necessary are to be taken to minimise and reduce risk.