

Jungle Jiggle

Health and Safety Policy

Reviewed September 2016

Statement of intent

Jungle Jiggle believes that the Health and Safety of children is of paramount importance. We strive to ensure our groups are a safe place for both children and their parents/carers.

Aims

We aim to make children, parents/carers and Jungle Jiggle crew aware of health and safety issues in order to minimise any hazards and risks, enabling children to enjoy their time at our sessions.

We at Jungle Jiggle will follow health and safety guidelines specific to the venues where sessions are held.

This health and safety document covers all areas of Jungle Jiggle including Jungle Jiggle sessions, parties, workshops, nursery visits and promotional work.

We hold public liability insurance, a copy of this can be requested.

We carry out risk assessments on all venues.

Our risk assessment process includes:

- ✓ Checking for hazards and risks both indoors and outside, covering both adults and children.
- ✓ Deciding which areas if any need attention; and referring these matters to the venue holder.
- ✓ All our Jungle Jiggle crew have training in carrying out risk assessments and are expected to do so.

We maintain lists of health and safety issues which are checked prior to Jungle Jiggle sessions.

Awareness raising

We induct all Jungle Jiggle crew in health and safety and explain health and safety issues clearly within their first week of delivering sessions so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. We cover matters of employee well-being, including safe lifting and fire safety and evacuation procedures as per specific venues.

We have a no smoking policy.

Children's safety

All Jungle Jiggle crew have been checked for criminal records by DBS (The Disclosure and Barring Service)

Jungle Jiggle crew will not supervise children on their own, parents/carers take full responsibility during sessions. If nursery visits/workshops take place, nursery staff will be

present. At Jungle Jiggle parties a responsible adult will be present at all times

Systems are in place for the safe arrival and departure of children.

All children and their parents or carers will be signed in and out of Jungle Jiggle sessions.

All electrical equipment is checked regularly.

All equipment and resources are cleaned and checked regularly.

If outdoor areas are used they will be checked for safety and cleared of any rubbish or hazards before use.

Hygiene

We have a schedule for cleaning resources and equipment.

Parents/carers are responsible for the disposal of nappies in an appropriate manner in accordance with the specific venues guidelines.

Before purchase or loan, equipment and resources are checked to ensure they are safe for use within Jungle Jiggle sessions.

The layout of resources and equipment during Jungle Jiggle sessions will allow adults and children to move safely and freely. All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded. Any materials that may be used in sessions,

parties, workshops etc. - including paint and glue - will be non-toxic.

Fire safety

Fire safety and evacuation procedures will be followed in accordance to the specific venues guidelines. Jungle Jiggle crew will instruct evacuation procedures and a copy of signing in sheets (with the exclusion of Jungle Jiggle parties) will be at hand to ensure safety of all children and their parents/carers.

First aid

We aim for all Jungle Jiggle Crew to have a first aid certificate.

There will always be a first aid kit on hand to deal with minor incidents.

Jungle Jiggle crew will assist emergency services in the event of any emergency situation arising.

Any incidents or accidents will be referred to and taken note of in specific venues accident book.

Sickness

If children are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease we ask that you do not attend your Jungle Jiggle sessions.

We ask that children are clear of the symptoms of sickness and diarrhoea for 48 hours before returning to Jungle Jiggle.

If children have an infectious disease I.e. chicken pox we ask that you return to Jungle Jiggle after the contagious period to help stop the spread of such diseases.

Children with headlice must be treated to remedy the condition before attending sessions.

Parents are notified if there is a case of headlice in the groups.

Parents are notified if there is an infectious disease, such as chicken pox.

Jungle Jiggle accepts no responsibility for the damage/loss of personal belongings during sessions.

Jungle Jiggle reminds parents/carers that they are responsible for their children at all times.

If a member of the Jungle Jiggle crew is poorly and cannot deliver your session we will endeavour to find another member of the team who can. If this is not possible and we have to cancel your session we will endeavour to contact you and the venue and give you as much notice as possible that your session won't be running. For voucher holders we will reimburse your missed session by adding on the missed session at the end of your voucher period.