Health and Safety Policy

General Statement of Policy

This document is a statement of aims, principles and procedures for ensuring Health and Safety at Paxcroft Mead Baby and Toddler Group. It provides a framework for the creation of a safe environment in which to work and play. It is written for the benefit of all members of the group, to allow each to understand the policy of the group and their own responsibilities within this. The establishment of a healthy and safe environment is an essential prerequisite to the work of the group. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the cooperation of everyone (adults and children)
Health and safety is primarily the responsibility of the Group leader.

Aims:

- To provide adequate control of health and safety risks arising from the group's activities
- To provide and maintain safe equipment
- To ensure safe handling and use of substances
- To prevent accidents to adults and children
- To maintain a safe and healthy group environment.

Responsibilities within the policy

The Leader is responsible for:

- Recognising their responsibility for ensuring H&S policy rules are implemented in the group and written risk assessments are carried out.
- Ensuring that safe working practices and procedures are applied within the group.
- Regular monitoring to ensure that a safe and healthy environment is maintained
- Establishing a system for reporting and recording accidents
- Ensuring all members of the group are aware of their own responsibilities
- Reviewing H&S policy and risk assessments and ensuring that the necessary revisions are undertaken
- Taking active steps to ensure that equipment, buildings and grounds and systems work, are safe, secure and well maintained and that and damage is quickly repaired.
- Ensuring that there are arrangements for the speedy evacuation of the building in the event of a fire or other emergency and that firefighting equipment is available and annually inspected.
- Taking responsibility for the day to day operation of the H&S policy and procedures.

All members of the group (leader, volunteers, carers and parents) are responsible for:

- Being fully aware of their role in maintaining a safe and healthy environment
- Being familiar with all instructions and guidance on safety within the group.
- Taking reasonable care for their own safety and that of others.
- Reporting hazards without delay
- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibility in taking reasonable care for their own safety and that of others
- Being good role models by being vigilant and careful
- Taking quick, firm action to ensure that children are not allowed to jeopardize their own safety or that of others.
- Ensure all attendees are in good health

- Ensure early contact to discuss matters concerning H & S
- Parents will accept responsibility for the conduct of their children at all times
- Ensure the group has an up to date contact address and phone number in the event of an emergency and sign the registration form to acknowledge they have read and are happy to abide by this policy.

Racial Equality Policy

Paxcroft Mead Baby and Toddler Group leadership will establish an ethos which reflects the group's commitment to equality for all members.
The religious beliefs and practices of all members of the group will be respected. The group will comply with all reasonable requests relating to religious observance and practice.
Racist incidents will be dealt with in accordance with LEA Guidelines.
The Art and Craft activities will promote positive attitudes to diversity.
The group has high expectations of all children and aims to ensure that it is inclusive, in which all children have a sense of belonging and security, and feel that their contribution is valued. The group aims to cater for the dietary and dress requirements of religious groups wherever this is possible and reasonable. The leader is responsible for the day to day management of all group policies.

Safe Guarding Policy

We believe that children should feel confident and that if they have concerns someone will listen to them and take them seriously.

Paxcroft Mead Baby and Toddler Group believes that adults play a role by:

- Assessing risks and setting appropriate boundaries, protecting children from harm.

Safeguarding Children Co-ordinator

- Emma Goode will act as the Safeguarding Children Co-ordinator for Paxcroft Mead Baby and Toddler Group
- The Safeguarding Children Co-ordinator will have completed relevant training on Safeguarding offered by the LA

Safeguarding Children - Paxcroft Mead Baby and Toddler Group will safeguard children in terms of:

- The reduction of accidents and illness
- Recruitment and selection of volunteers
- Code of conduct for volunteers

<u>Child Protection</u>
Reduction of accidents and illess:

- A risk assessment is in place for Covid-19 measures
- Appropriate insurance is in place

In order to safeguard children Paxcroft Mead Baby and Toddler Group will ensure that all volunteers are aware of and agree to follow the details of this policy.

Code of Conduct for Volunteers

Staff and/or volunteers will:

- Speak to children in a calm, respectful and appropriate manner, which is non-discriminatory or involves the use of foul or abusive language.
- Not physically engage with any child in a negative, or potentially harmful, way.
- Avoid being left alone with a child who is not related to them.
- Be good role models for children and for attending parents/carers.
- Follow appropriate health and safety procedures during setting up and packing down each session
- Not post on social media containing images of children without parental/carer consent

Paxcroft Mead Baby and Toddler Group will:

- Provide sessions in an environment when bullying, smacking, shouting, racism, sexism and the use of foul and abusive language are not permitted.
- Create a healthy environment for play and enjoyment
- Adopt the code of conduct for themselves and members of their group.

Child Protection

Paxcroft Mead Baby and Toddler Group will provide an environment where children are safe from physical, sexual and emotional abuse and will not be neglected. The Leader will have a current DBS check.

Child Protection Procedure

Paxcroft Mead Baby and Toddler Group acknowledge that there may be occasions during which incidents of, or suspected incidents of child abuse are brought to light. These incidents may be reported by: the parent or carer of the child, other adults attending the parent and toddler group, the child.

Any complaint or report of suspected or actual abuse or of children being put at risk will be taken seriously and acted upon immediately. The Safeguarding Children Co-ordinator (Emma Goode) will record the incident appropriately, whilst being aware of confidentiality issues.

Privacy Notice (GDPR)

Introduction

This document sets out our approach to ensuring that the data we process is done so in accordance with the law. This privacy notice applies to the data we collect from individuals registering as a member of the group or enquiries via our website or social media sites and explains why we process data, and how we ensure your privacy is respected in accordance with the law.

Who we are?

Paxcroft Mead Baby and Toddler Group is a volunteer-run community group operating at Paxcroft Mead Community Centre. It is managed by a committee, led by Emma Goode.

What information do we collect?

We collect contact details for people who want to become members of the group for health and safety reasons (needed in case of an accident or emergency during a session) The personal data we collect and process is usually a name and standard contact details (email address, mobile phone number, address). We collect this data via a registration form. We do not collect sensitive personal data, or financial information, and we do not share information with third parties.

How do we use personal information?
We use contact details to inform members about special activities we may be running or essential information about the group. (for example last minute closures) This is usually a single contact, usually by email.
We also may use the information to contact a family member should there be an emergency.

What legal basis do we have for processing your personal data?
All of our data processing is carried out on the grounds of legitimate interest. Where our legal basis is legitimate interest, we rely on this because we need to be able to contact people in order to advise them about essential and useful information. Where our legal basis is consent, individuals can contact us at any time to request that their details are removed, or to provide us with alternative contact details.

When do we share personal data?
We treat your personal data confidentially, and information is not shared outside our organisation.

How do we store and secure personal data?

- All data processing is carried out using personal laptops, mobile phones and devices.
- Files and devices are password protected, and our main databases are stored on a secure, password protected Google account which has limited access (namely members of the committee)
- We rely on Google's security to ensure good practice in respect of the security of this data.

How long do we keep your personal data for?

- Our database recording member's names is kept indefinitely.

Your rights in relation to personal data.

- You can exercise your rights in accordance with the GDPR at any time.
- Individuals who have given their consent to register as a member may request that their details be removed at any time.
- You may raise any concerns or complaints concerning your data with us at any time, and you also have the right to complain to the Information Commissioner.

How to contact us?

- Due to the limited amount of data we process, and the scale of our organisation, we have not appointed a dedicated data processing officer, however Emma Goode will be happy to deal with enquiries relating to data.
- We can be contacted via our Facebook page https://www.facebook.com/paxcroftmeadtoddlergroup/

or by emailing paxcroftmeadtoddlergroup@gmail.com