

# Cheddington Baby & Toddler Group

## Health and Safety Policy - June 2011

Please take the time to read this document. It includes some important reminders and information to help keep everyone attending the baby and toddler group safe.

Please feel free to raise any concerns you may have. We have tried to be thorough but there may have been things we have over looked. Concerns can be written in the suggestion book on the front desk at each session or relayed to any member of the committee. We also need your help in bringing our attention to any toys that are damaged/broken. Our **accident book** can be found at the entrance desk (in the green box) and the **first aid kit** is in the kitchen.

To ensure a safe and happy environment for our children:

- **PLEASE KEEP AN EYE ON YOUR CHILDREN.** This is an unsupervised group and it is down to all parents and carers to watch children. Please also remember your child's behaviour is your responsibility.
- **PLEASE ENSURE THE GATE AND FRONT DOORS ARE CLOSED AT ALL TIMES.** Please don't let anyone else's children through without their parent/carer. The main entrance door should be kept closed at all times.
- **KEEP HOT DRINKS OUT OF REACH OF THE CHILDREN.** Do not leave any hot drinks on the floor and ensure the flasks of hot water and any hot drinks are well away from the edge of the counter. Please also help us to prevent any spills or accidents at snack time by encouraging your children to sit on the mats.
- **KEEP ALL ADULT POSSESSIONS OUT OF REACH OF THE CHILDREN.** Please ensure your bags are zipped up and left either on the stage or on the stacked chairs.
- **PLEASE REPORT ANY INCIDENTS OR EMERGENCIES** to a member of the committee and be vigilant to any child in distress and needing assistance.

**SICKNESS/DIARRHOEA** - We would ask that in the event of a child being sick or having diarrhoea, they are not brought to the group until 48 hours after the last episode has elapsed.

**ALLERGIES** - Please notify a committee member if your child has any life-threatening allergies to ensure the snacks offered are suitable.