

Safety and Security Guidelines at Kingwood Trust

Every effort has been made to ensure that all visitors are safe during their stay at Kingswood Trust; we have a record of only minor accidents. To maintain this record the following procedures & guidelines are in place.

Insurances

Pupil and staff property is not insured. Staff are advised to check that their car insurance includes cover for the journey to the Centre. Use should include social, domestic, pleasure and personal business use. Parking at the Centre is at your own risk.

Fire Precautions

The fire drill is posted around the Centre on red notices. Please read. All visiting staff should acquaint themselves with this drill and fire exits as soon as possible after arrival.

IF THE FIRE ALARM GOES, EVACUATE THE BUILDING IMMEDIATELY GO VIA THE NEAREST EXIT TO THE CAR PARK, ROLL CALL, AND DIAL 999 (using the mobile phone). Fire doors have audible alarms, sounding when door is opened. To check alarm and to cancel/reset, check appropriate light on control panel in First Aid Room. Check and close door and press red switch.

First Aid/ Medicine/Jewellery

First aid boxes are sited at marked points around the Centre. Look for the green/white crosses. All medication is collected and stored in a secure central place on arrival. Asthma inhalers should be kept in the vicinity of the child and not locked away. Kingswood Trust staff carry first aid equipment when out.

We do insist that children do not wear jewellery, especially hoop earrings.

Supervision and Behaviour Policy

Minimum supervision required for insurance purposes is 1:8 for 5-7 year olds and 1:4 for Nursery and Special School pupils. Please read the section outside visits and especially page 08 in the Health and Safety Manual regarding recommended supervision before your visit. It is advised that staff do not bring their own children due to insurance complications. Schools should also choose their volunteer support carefully. The Lead Teacher/Group Leader is responsible for any volunteers brought by the school on a visit to Kingswood Trust. For their safety, we advise that children travel around Centre in pairs and are never left alone.

Please ensure children know where to go to for help. Kitchen areas are for **Adults only**. Please ensure maximum supervision by the ponds, climbing trees, big hall, car park and drive.

Emergency Phone Numbers

999 calls can be made from the first aid room and lobby but for an outside line you will need to phone from the office where the children's consent forms are kept by the phone. Please dial 9 first. **No child can visit Kingswood Trust without a completed Kingswood Trust Consent Form.** Other relevant Emergency numbers are by each Centre telephone.

Security

Drive gate is unlocked at 7.15am. The gate key is in the bum bag along with the security doors key (triangle key). Be careful that you don't lock yourselves out; please keep the bum bag with you at all times to avoid this. Check all doors and windows before bedtime and computers / video etc are turned off. **ROBINS** and **SKYLARKS** are safe zones, you can lock yourselves in these rooms if felt necessary, keys are above doors inside each room, phone for help on mobile. Please remember visiting staff are responsible for ensuring the centre is secure for the night.

Risk Assessments

All our activities are risk assessed so that all appropriate safety precautions can be taken. Please ensure that all staff understand our health and safety procedures and support the safety guidance given to your children. This is particularly important when off the premises.

Other procedures:

All visitors are required to sign in on arrival even if just popping in.

NB: No Smoking Policy operates at the Kingwood Trust. Smoke detectors are fitted in all rooms.

Child protection:

The designated teacher at Kingwood Trust is Rachel Wells. Any disclosure or concern must be reported to the designated teacher immediately. Visiting school staff are responsible for any adults other than qualified LA staff visiting the Centre. It is important to remember **that no adult should have significant unsupervised access to children** unless the necessary checks have been made.