

IBPC KIDDICCINO PLAYGROUP HEALTH, SAFETY AND PROTECTION POLICIES, CHECKLISTS AND FORMS

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**ISLAND BAY PRESBYTERIAN CHURCH KIDDICCINO PLAYGROUP
HEALTH, SAFETY AND PROTECTION POLICY**

This policy exists to ensure the safety and well being of all the children in our playgroup. It is also designed to protect leaders of activities and programmes involving children.

IBPC Kiddiccino Playgroup Safety and Protection Mission Statement

“We will seek to ensure that children in our playgroup are nurtured and cared for in a safe environment and are protected from any potential harm.”

Island Bay Presbyterian Church Kiddiccino Playgroup is committed to keeping the law and will therefore operate in accordance with Occupational Safety and Health requirements, the Human Rights Act and the Privacy Act, and other relevant legislation.

Island Bay Presbyterian Church Kiddiccino Playgroup is also committed to being an agent of healing and justice and to prevention of abuse: spiritual, emotional (psychological), physical and sexual abuse.

IBPC Kiddiccino Playgroup Health and Safety Policy Statement

Island Bay Presbyterian Church Kiddiccino Playgroup is committed to maintaining a safe and healthy working environment. Health and safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents and incidents that may cause personal injury, property damage, or loss of any kind.

PHYSICAL SAFETY POLICY

Definition: Anything that causes physical pain or injury, whether accidental or intentional, by people or the environment.

NB: "Equipment" refers to all office, garden, maintenance, sports and play equipment, kitchenware and appliances, other electrical appliances (including TV, vacuum cleaner, small heaters)

To prevent physical injury on our premises the following policy is in place.

1. Keeping our buildings/environment/equipment safe

- Appropriate equipment for maintaining a satisfactory level of health and safety is provided. This includes cleaning gear and a First Aid Kit
- Health and safety issues are regularly monitored. Every effort is made to ensure users are not exposed to unmanaged or uncontrolled hazards and that they are informed of any hazards and how to deal with them
- Hazards are recorded on the *Accident, Incident and Hazard Forms*, which are kept in the Office
- The *Equipment Log* records when/where/by whom equipment was bought. It is kept in the Office
- All equipment is securely stored to prevent misuse
- User groups are properly trained and supervised in using equipment on the property
- All equipment is regularly cleaned and/or disinfected or bleached
- All equipment is regularly inspected and repairs/replacements are made as necessary
- Cleaning agents, medicine, and any other poisonous substances are kept in cupboards that are inaccessible to children
- All surfaces and table tops are cleaned before and after food is served
- Rubbish and discarded food is put in the appropriate rubbish bins in the kitchen and disposed of weekly
- Gates and fences are child-proof
- An *Emergency Response and Evacuation Plan* is in place and given to all user groups
- Fire and smoke alarms, and fire extinguishers are installed and regularly tested
- Emergency Exits are checked at regular intervals to ensure that:
 - They are kept clear of obstacles at all times
 - Emergency exit doors are not locked, barred, or blocked at any time
 - Smoke control and fire stop doors are kept closed. (Use of "hold-open devices" that comply with the Building Code are permitted).
 - Stairways and passageways which are designed specifically for means of escape from fire are not used as places of storage or places where refuse is allowed to accumulate.
 - Flammable liquids or materials are not stored near or within any part of the building used as a means of escape from fire
- There is adequate interior and exterior lighting
- Lights, heaters and other electrical appliances are well secured
- There are safety plugs in all accessible power points
- Smoking is not permitted in the building or anywhere on the Church premises. Smoke free

- zone signs are displayed prominently
- Alcohol and drugs are not permitted on the property
- All accidents and incidents on our premises are recorded by the person in charge of the programme on *Accident, Incident and Hazard Forms* kept in the Office. This should be done and the Minister informed within 12 hours. Practicable steps are taken to prevent these events from happening again
- An *Accident, Incident and Hazard Form* is filled out in any event involving the following:
 - accident with moderate or serious injuries
 - moderate or significant damage to property or equipment
 - **‘near misses’ which may have caused any of the above**
 - complaints
 - unresolved disputes
 - allegations of misconduct or abuse by IBPC staff and leaders

2. Keep our activities safe and healthy

- An evacuation drill is practised once a term
- A First Aid Kit is available and checked/replenished regularly
- Leaders are trained in First Aid and risk management
- To minimise the spread of illness and infection, children and adults with obvious symptoms (in particular symptoms of contagious illnesses) are encouraged to stay home
- *Enrolment forms* (with pertinent information) and rolls are kept for all attendees
- Attendance records are kept for each session.
- IBPC comprises an indoor and outdoor area. Parents must supervise their children at all times in either area.
- Children may only play in fenced areas away from roads
- Procedures are in place for responding to incidents and accidents (see above section)
- A *Child Behaviour Management Policy* is in place

EMERGENCY RESPONSE AND EVACUATION PLAN

Island Bay Presbyterian Church Kiddiccino Playgroup aims to have at least one earthquake and fire drill each term.

In the event of a fire:

- The Playgroup Coordinator becomes the Fire Warden
- The Fire Warden is identified by wearing the jacket found in the hose reel cabinet in the Hall/Lounge foyer.

On hearing the alarm or on being informed there is a fire the Fire Warden must:

- 1 Ensure all groups in the Centre **begin evacuation** via nearest safe exit and wait in the car park. Walk, DO NOT RUN. Activate alarm if not already going
- 2 **Ensure Fire Service notified**
 - Use a safe phone
 - Ring 111
 - Ask for Fire Service and tell them there is a fire
 - Give address: 88 the Parade, Island Bay, Wellington
- 3 **Fight the fire** only if safe to do so or life is threatened
- 4 **Check that building is vacated.**
 - especially toilets, attic room, walk in cupboards, vestry
 - ensure assistance given to all who need it eg old, young, disabled, delegate this if necessary
 - account for all group members where possible
- 5 **Close all doors** to minimise smoke and fire spread
- 6 **Liaise with Fire Service**
 - the location of fire, building assistance register and location of any persons still caught in building
- 7 **Notify Church authorities** from a safe phone.
Property Task Group:
Jim Bruce 04 383 5114 hm
Graeme Mahoney 04 973 6279 hm 04 358 8999 x 6752 wk.

In the event of an earthquake:

- Users are encouraged to follow the 'turtle' protocol - move away from windows, drop to the floor, cover head and neck with arms and wait for shaking to stop
- Do not go outside

Once the shaking has stopped the Playgroup Coordinator:

- 1 Ensures the group **begins evacuation** via nearest safe exit and wait in the car park. Walk, DO NOT RUN.
- 2 **Checks that building is vacated.**
 - especially toilets, attic room, walk-in cupboards, vestry
 - ensure assistance given to all who need it eg old, young, disabled, delegate this if necessary
 - account for all group members where possible
- 3 If the earthquake is particularly strong (ie standing is not possible), there is the possibility of a tsunami occurring. In this case, the group is to walk up The Parade to Wakefield Park.

FIRST AID POLICY AND PROCEDURES

A copy of this document is in all First Aid Kits.

- Wash hands and lower arms thoroughly before and after treating patient.
- Surgical gloves must be worn before dealing with any wound involving blood.
- Gloves and other materials that have come into contact with blood should be placed in a plastic bag, sealed and placed in the green wheelie bin.
- Wash wounds with Dettol diluted with five parts warm water in metal bowl provided.
- Cover wound as necessary.
- Record all first aid administered in the *First Aid Notebook* which is kept in the First Aid Kit

FIRST AID CHECKLIST

The permanent first aid kit is kept in the kitchen cupboard beside the microwave.
A portable first aid kit is kept in the office.

Items in the first aid kit:

Savlon antiseptic cream
cotton wool
plasters (50)
plaster strip (fabric)
gauze pads
tape for sticking gauze pads
Antihistamine cream
thermometer
scissors
stainless steel bowl
crepe bandages (3)
Betadine antiseptic ointment
Panadol tablets
Panadol liquid
sterile water
sling
disposable gloves
pins
matches
needles
tweezers
sanitary pads

CHILD BEHAVIOUR MANAGEMENT POLICY

At Island Bay Presbyterian Church Kiddiccino Playgroup we share and care for everything and everyone.

Children's behaviour and acceptable responses to this behaviour is guided by this "rule" or motto.

- praise good behaviour
- supervise children and be ready to step in before problems arise
- help children to resolve conflict positively
- redirect to a more acceptable activity if necessary
- help children to express their feelings verbally.
- *No smacking is allowed.*

Examples of Unacceptable Behaviour

- Physically and verbally hurting another person.
- Damaging or defacing property or equipment.
- Inappropriate language
- Not listening to caregivers

Preferred Handling of Unacceptable Behaviour

- Explain to the child why their behaviour is unacceptable (cite the rule to remind them of the behaviour guideline).
- Show them the proper way to behave.
- Praise the proper behaviour when it occurs.
- If necessary remove the child from activities for "time out" for as many minutes as his/her age. The "time out" position is to be within sight and sound of the activities but uninteresting in itself, ie. the child is isolated from activities and other children but not banished.
 - Explain what is happening and why.
 - Reinforce what is acceptable behaviour when "time out" is finished.

Disciplining Principles

- Always focus on the behaviour not the person.
- Maintain the child's self esteem at all times.
- Never smack.
- Do not shout.
- Maintain confidentiality.

FOOD POLICY

Morning tea for the children will be provided separately to that for the adults.

This will include 2 or 3 items from the following list:

- Fresh Fruit – Mandarin, pear, apple, banana
- Dried fruit – Raisins, apple, apricots
- Plain biscuits
- Crackers
- Plain pretzels

Children may bring their own lunchboxes if you would prefer.

Water is provided for children.

The last session of each term is a shared morning tea with parents contributing food, there are usually treat foods available to children on this day.

If your child has a food allergy please ensure you note this on their enrolment form and speak to a coordinator, we will do our best to accommodate your child.

Kiddiccino aims to be a nut free zone – food containing nuts is discouraged at shared morning teas, however it is the parent's responsibility to ensure that their child does not eat food which they are allergic to.

ACCIDENT, INCIDENT AND HAZARD REPORT FORM

Name of person reporting incident: _____

Date reported _____

Person receiving report: _____ Date: _____

Type of incident (*circle*)

Accident Personal Injury Safety Concerns Complaint Hazard Other

Date/s of incident:

Incident/issue description:

Who was involved?

Where did it happen?

What happened?

Names of witnesses?

How did you respond to/deal with those involved?

Give details of follow-up with parents/caregivers if relevant

Analysis (*circle*)

Is this type of incident? New or Old? One-off or Ongoing?

Has this type of incident been increasing? Yes No

Have appropriate steps been taken to address this incident? Yes No

If "no", what needs to be done?
