Health & Safety Policy

STAY WILD Holiday Club

Policy Date: April 2026

Policy Renewal Due: April 2027

Written By: Leanne Bagott
Approved By: Catherine Smith

Contents

1	Policy Statement	3
2	Aims of the Policy	4
3	Responsibilities	5
4	Risk Assessment and Management	8
5	Activity Safety (Including Specialist and Adventurous Activities)	12
6	Equipment and Environment Safety	15
7	First Aid	18
8	Fire Safety and Emergency Procedures	22
9	Supervision and Ratios	26
10	Group Organisation	29
11	Behaviour Management and Bullying Prevention	32
12	Reporting and reviewing Incidents	36
13	Insurance	39
14	Training and Monitoring	42
15	Monitoring and Review	45

Policy Statement

At STAY WILD Holiday club we are committed to providing a safe, healthy, and secure environment for all children, staff, and visitors.

We comply with:

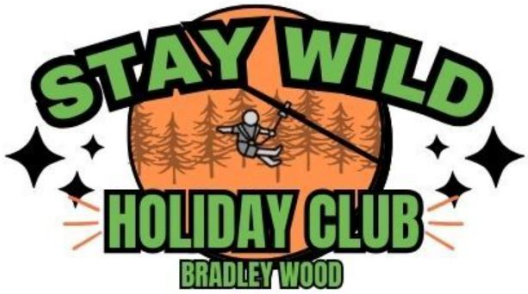
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work regulations 1999
- Guidance from Ofsted
- The Scout Association's Policy, Organisation and Rules (POR), particularly relating to safety, risk management and activity delivery.
- Relevant aspects of Keeping Children Safe in Education, where safety overlaps with safeguarding

The safety of children in our care is our highest priority.

Aims of this policy

The aims of this policy are to:

- Provide a safe, secure, and healthy environment for all children, staff, and visitors in line with requirements set by Ofsted
- Prevent accidents, injuries, and illness through effective planning, supervision, and risk management
- Ensure all staff understand their roles and responsibilities in maintaining health and safety
- Promote a culture of safety where hazards are identified, reported, and addressed promptly
- Ensure all activities, equipment, and premises are safe and suitable for children
- Maintain appropriate supervision and staffing ratios to keep children safe at all times
- Ensure that procedures are in place to respond effectively to accidents, emergencies, and incidents
- Support children in developing an understanding of safe behaviours appropriate to their age
- Comply with all relevant health and safety legislation and guidance
- Ensure that health and safety practice supports overall child welfare, with links to safeguarding guidance such as Keeping Children Safe in Education where appropriate



Responsibilities

1. Club Leadership

Club leadership is responsible for ensuring that effective health and safety systems are in place in line with legislation and guidance from Ofsted. This includes:

- Ensuring the implementation and review of this policy
- Ensuring compliance with all relevant health and safety laws and requirements
- Providing a safe premises, including regular maintenance and safety checks
- Ensuring suitable risk assessments are completed, recorded, and reviewed regularly
- Putting in place clear procedures for emergencies, accidents, and incidents
- Ensuring appropriate staff-to-child ratios are maintained
- Providing adequate training, including first aid and health and safety awareness
- Ensuring all equipment and resources are safe and suitable for use
- Monitoring health and safety practice and addressing any concerns promptly

2. Staff and Volunteers

All staff and volunteers share responsibility for maintaining a safe environment. They must:

- Take reasonable care of their own health and safety and that of others
- Follow all health and safety policies, procedures, and risk assessments
- Provide appropriate supervision of children at all times
- Carry out daily checks of areas and equipment before use
- Report hazards, defects, accidents, or near misses immediately to the manager
- Record accidents and incidents accurately and promptly
- Use equipment safely and for its intended purpose
- Be aware of children's individual needs (e.g. medical, allergies) and act accordingly
- Follow emergency procedures where required

3. Children

At STAY WILD Holiday Club, we recognise that children play an important role in promoting their own health and safety. In line with expectations from Ofsted, we aim to empower children to develop confidence, independence, and a strong understanding of how to keep themselves and others safe.

Children are supported and encouraged to:

- Develop awareness of risks and make safe, informed choices appropriate to their age and stage of development
- Understand and follow agreed rules and boundaries, supporting a safe and orderly environment (*rule of law*)
- Take responsibility for their own actions and behaviour (*individual liberty*)
- Use equipment and resources safely and respectfully
- Communicate any worries, hazards, or accidents to a member of staff with confidence
- Show respect, kindness, and consideration towards others, helping to reduce risk and promote wellbeing (*mutual respect*)

At STAY WILD Holiday Club, staff actively promote children's understanding of safety through discussion, modelling, and everyday practice. Children are encouraged to express their views and contribute to creating a safe environment (*democracy*), helping them build lifelong skills that support their wellbeing both within the club and beyond.

Risk Assessment and Management

At STAY WILD Holiday Club, we ensure that all activities are planned and delivered safely through a structured and consistent approach to risk assessment. Our procedures meet the expectations of Ofsted and follow the requirements set out in Policy, Organisation and Rules (POR) 9.4.

Our Approach to Risk

We adopt a planned and proportionate approach to managing risk, ensuring that:

- Risks are identified and assessed in advance of activities taking place
- Appropriate control measures are put in place and clearly communicated to staff
- Activities remain enjoyable and appropriately challenging without exposing children to unnecessary risk
- Safety is prioritised while still supporting children's development and outdoor learning

Written Risk Assessments

We ensure that:

- **Written risk assessments are completed and documented** for:
    - The premises (indoor and outdoor spaces)
    - Equipment and resources
    - All planned activities
    - Trips and off-site visits
- All risk assessments:
    - Clearly identify hazards, who may be harmed, and how
    - Set out control measures to minimise risk
    - Are approved by club leadership where required
    - Are reviewed regularly and updated when necessary

This approach ensures compliance with Policy, Organisation and Rules (POR) 9.4, which requires risks to be properly assessed and managed.

Responding to Changing Conditions

While all activities are risk assessed in advance, staff are expected to:

- Remain vigilant to changes in the environment (e.g. weather, space, equipment condition)
- Follow the agreed control measures set out in risk assessments
- **Pause, adapt, or stop activities** if conditions make them unsafe
- Report any new or unforeseen risks to the manager

Any significant changes or new risks identified are recorded and used to **update future risk assessments**, rather than relying on informal or undocumented processes.

Staff Responsibilities in Risk Management

All staff must:

- Read and understand relevant risk assessments before activities take place
- Implement control measures consistently
- Carry out routine checks of the environment and equipment
- Report hazards, incidents, and near misses immediately
- Contribute to ongoing review and improvement of risk assessments

Monitoring and Review

Risk assessment procedures are:

- Monitored by club leadership
- Reviewed regularly and following any incident or near miss
- Updated in line with guidance from Ofsted and Policy, Organisation and Rules (POR) 9.4

Activity Safety (Including Specialist and Adventurous Activities)

All activities at STAY WILD Holiday Club are planned, risk assessed, and delivered with the safety and wellbeing of children as the highest priority. Our approach is consistent with expectations set by Ofsted and the safety and competence requirements outlined in Policy, Organisation and Rules (POR) 9.4.

General Activity Safety

- All activities are led and supervised by **competent and suitably experienced staff** who understand the activity, associated risks, and required control measures
- Staff leading activities must demonstrate appropriate **knowledge, skills, and where applicable qualifications or training** relevant to the activity
- Activities are delivered in accordance with **written risk assessments completed in advance**
- Supervision levels are planned and adjusted according to the nature of the activity, environment, and needs of the children
- Children are supervised at all times, with clear and consistently applied safety expectations
- Equipment is checked before use and only used where it is safe, suitable, and in good condition
- Staff are responsible for maintaining safe practice throughout activities and intervening promptly where safety may be compromised

Specialist and Adventurous Activities

For higher-risk or specialist activities, including **water-based activities, climbing, archery, and similar experiences**:

- Activities are **planned in advance and subject to specific, detailed risk assessments**
- Sessions are led by **appropriately qualified, competent, and experienced instructors**, or staff who can evidence relevant training and experience
- Where external providers are used, STAY WILD Holiday Club ensures:
    - Appropriate and valid **public liability insurance is in place**
    - Instructor qualifications, competence, and suitability are verified
    - Providers operate to recognised and appropriate safety standards
- All adventurous activities are delivered in line with the **principles of the Scout Association Activity Permit Scheme**, as set out in Policy, Organisation and Rules (POR) 9.4, or an equivalent recognised framework, even where the club is not formally affiliated
- These principles ensure that:
    - Activities are led by **competent and authorised individuals**
    - Clear operating conditions, limits, and controls are established and followed
    - Risks are properly identified, assessed, and managed in advance
- Emergency procedures specific to each activity are in place, communicated to staff, and understood prior to delivery
- Supervision ratios are increased where necessary to reflect the level of risk involved

Overall Safety Approach

In line with Ofsted expectations and Policy, Organisation and Rules (POR) 9.4 principles, STAY WILD Holiday Club ensures that:

- Safety is embedded into planning, delivery, and review of all activities
- Risk is managed in a **planned, structured, and proportionate way**
- Children are able to access safe, engaging, and appropriately challenging experiences without unnecessary restriction
- Staff maintain a consistent focus on competence, supervision, and safe practice at all times

Equipment and Environment Safety

At STAY WILD Holiday Club, we are committed to maintaining a safe, clean, and well-managed environment for all children, staff, and visitors. Our procedures align with expectations from Ofsted and support safe practice principles consistent with Policy, Organisation and Rules (POR) where applicable.

Safe Environment

- All indoor and outdoor areas are checked daily to ensure they are safe, clean, and suitable for use
- Hazards are identified promptly and removed, isolated, or made safe before children access the area
- Access to unsafe areas is restricted where necessary
- The environment is organised to allow safe movement, supervision, and play
- Adequate lighting, ventilation, and cleanliness are maintained at all times

Equipment Safety

- All equipment is selected to be age-appropriate, safe, and fit for purpose
- Equipment is checked before use by staff and removed immediately if found to be unsafe or damaged
- Regular inspections and maintenance checks are carried out and recorded where appropriate
- Any faulty equipment is clearly marked, taken out of use, and reported to club leadership
- Equipment is stored safely and securely when not in use
- Children are supervised when using equipment and supported to use it safely and responsibly

Outdoor Areas

- Outdoor spaces are checked before use for hazards such as debris, animal fouling, broken equipment, or unsafe surfaces
- Boundaries are secure and clearly defined
- Weather conditions are considered when planning outdoor activities, with adjustments made where necessary
- Shade and shelter are provided where appropriate to support safe play in varying weather conditions

Cleaning and Hygiene

- Regular cleaning schedules are in place for all areas and resources
- High-touch surfaces are cleaned routinely to reduce risk of illness
- Spillages are dealt with immediately to prevent slips or accidents
- Appropriate hygiene practices, including handwashing, are encouraged throughout the day

Reporting and Maintenance

- Staff are responsible for reporting any defects, hazards, or concerns immediately to club leadership
- All reports are recorded and actioned promptly
- Where necessary, external contractors are used for repairs or specialist maintenance
- The environment is continually monitored to ensure it remains safe and suitable for use

Overall Approach

In line with Ofsted expectations and recognised safety principles within Policy, Organisation and Rules (POR), STAY WILD Holiday Club ensures that:

- The environment is actively managed to minimise risk
- Equipment is consistently safe, appropriate, and well maintained
- Children are able to access a secure and well-organised setting that supports safe play, learning, and development

First Aid and Medical Care

At STAY WILD Holiday Club, we ensure that appropriate first aid provision, trained staff, and clear procedures are in place at all times to respond effectively to illness, injury, or medical emergencies. Our arrangements meet expectations set by Ofsted and align with safety requirements set out within Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety.

First Aid Training and Competence

- All staff hold a minimum of **Scout Association First Response (Life Support)** training, which provides competence in:
    - Primary survey and initial assessment of casualties
    - CPR for adults and children (including practical assessment elements)
    - Use of an AED (automated external defibrillator)
    - Choking management
    - Recovery position and airway management
    - Management of bleeding, shock, fractures, burns, and trauma
    - Recognition and response to medical conditions including asthma, anaphylaxis, seizures, stroke, hypoglycaemia, chest pain, and other serious illness
    - Environmental emergencies including heat-related illness, hypothermia, and drowning

- Training is delivered and assessed by a qualified First Response Trainer through **practical demonstration and oral questioning**, as required by the scheme
- It is acknowledged that First Response is a **movement-specific qualification and not externally accredited**, but is considered suitable for the risks associated with the setting

Enhanced First Aid Provision

- Some staff are trained to a **minimum Level 3 Paediatric First Aid standard (non-accredited)**
- This training has been delivered on site by a qualified First Aid Trainer holding a **Postgraduate Diploma in Education**
- A documented training matrix is maintained to evidence compliance and coverage across leadership roles
- Although STAY WILD Holiday Club primarily operates for children aged 6 and over, enhanced paediatric first aid competence has been adopted to strengthen overall safety provision
- In addition:
    - Some staff hold **Outdoor First Aid qualifications**
    - Some staff are trained in **catastrophic bleeding management**

First Aid Equipment and Facilities

- At least one trained first aider is present on site at all times during operational hours
- First aid kits are:
    - Fully stocked and appropriate for the setting
    - Accessible to staff at all times
    - Checked regularly to ensure all items are in date, sterile, and usable
- All staff are aware of the location of three AED units on site

Accident and Incident Procedures

- All accidents and injuries are recorded on a formal accident report form
- Records include clear details of:
    - Incident description
    - Treatment provided
    - Staff involved
- Parents/carers are:
    - Always informed of any accident or injury
    - Required to review and sign accident records where appropriate
- Medical treatment is provided promptly and appropriately within staff competence, with escalation where required

Serious Incidents and Reporting

Where serious injury, illness, or incidents occur, STAY WILD Holiday Club follows appropriate statutory reporting procedures:

- Internal reporting procedures aligned with safety management expectations in Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety (where applicable on site)
- Reporting under **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)** to the Health and Safety Executive (HSE) where legally required
- Notification to Ofsted of serious accidents, injuries, or significant events affecting children in our care, where required

All reporting is completed accurately, promptly, and in accordance with statutory requirements.

Overall Approach

STAY WILD Holiday Club ensures that first aid provision is:

- Compliant with recognised safety expectations under Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety
- Supported by trained and competent staff at all levels
- Backed by clear systems for equipment, recording, escalation, and review
- Regularly reviewed to ensure continued effectiveness and compliance

We are committed to ensuring that all children receive prompt, competent care in the event of illness or injury, with safety and wellbeing always the priority.

Fire Safety and Emergency Procedures

At STAY WILD Holiday Club, we are committed to ensuring the safety of all children, staff, and visitors in the event of a fire or other emergency. Our procedures are designed to meet expectations set by Ofsted and align with recognised safety management principles within Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Fire Risk Assessment

- An annual fire risk assessment is completed by a competent person
- The fire risk assessment is reviewed:
    - Annually
    - Following any significant changes to the building layout, use, or activities
    - After any fire-related incident or near miss
- Identified actions are recorded and addressed promptly

Fire Safety Arrangements

- Fire exits are:
    - Clearly marked with appropriate signage
    - Kept unobstructed at all times
    - Checked regularly to ensure safe access and egress
- Fire safety equipment (where applicable) is maintained and inspected in line with requirements
- Staff are familiar with evacuation routes and assembly points

Emergency Evacuation Plan

- A written fire evacuation plan is in place for the premises
- The evacuation plan is:
    - Clearly displayed in key areas of the building
    - Communicated to all staff during induction and training
    - Practised regularly through fire drills
- The plan includes:
    - Clear evacuation routes
    - Designated assembly points
    - Roles and responsibilities for staff during evacuation
    - Procedures for checking that all children and staff are accounted for

Emergency Procedures (Fire, Lockdown, and Evacuation)

STAY WILD Holiday Club maintains written emergency procedures covering:

- Fire evacuation
- Lockdown procedures (e.g. external threat or internal risk)
- Emergency evacuation due to other hazards (e.g. gas leak, structural risk)

These procedures ensure that:

- Staff understand their roles and responsibilities in each scenario
- Children are supported to respond calmly and safely
- Clear communication systems are in place
- The safety of children is prioritised at all times

All emergency procedures are regularly reviewed and updated to ensure they remain effective and in line with current guidance from Ofsted and relevant safety expectations under Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Training and Practice

- Staff receive induction training on all emergency procedures
- Fire drills are carried out regularly and recorded
- Lessons learned from drills or incidents are used to improve procedures where necessary

Overall Approach

STAY WILD Holiday Club ensures that emergency planning is:

- Clear, documented, and regularly reviewed
- Understood by all staff and accessible to all relevant persons
- Designed to ensure a safe and orderly response in any emergency situation

The safety and wellbeing of children remain the highest priority in all emergency planning and response.

Supervision and Staffing Ratios

At STAY WILD Holiday Club, we are committed to maintaining appropriate supervision levels at all times to ensure the safety, wellbeing, and positive experience of all children. Our supervision arrangements meet expectations set by Ofsted and are informed by recognised safe practice principles, including those reflected within Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Staffing Ratios

We operate the following minimum staffing ratios:

- Ages 6–7 years: 1 member of staff to every 8 children (1:8)
- Ages 8 years and over: 1 member of staff to every 10 children (1:10)

These are minimum ratios only. Higher levels of supervision will be provided where required based on:

- The nature of the activity
- The needs and abilities of the children
- Risk assessment requirements
- Environmental conditions (indoor/outdoor/off-site)

Supervision Principles

- Children are supervised at all times while in our care
- Staff deployment is planned to ensure effective visibility, engagement, and control of groups
- Staffing arrangements are adjusted for higher-risk activities, trips, or specialist sessions
- Children are never left unsupervised at any time during club operations
- Staff maintain awareness of group size, transitions, and headcounts throughout the day

Activity and Off-Site Supervision

- Ratios may be increased for activities such as:
    - Water-based activities
    - Climbing, archery, or other specialist sessions
    - Off-site visits or excursions
- Additional supervision is provided where risk assessments identify the need for enhanced oversight
- Clear leadership responsibilities are assigned for each group during activities and trips

Staff Responsibilities

All staff are responsible for:

- Maintaining active and effective supervision of children at all times
- Following planned staffing arrangements and activity risk assessments
- Carrying out regular headcounts, particularly during transitions and movement between activities
- Reporting any supervision concerns immediately to leadership

Overall Approach

STAY WILD Holiday Club ensures that supervision is:

- Consistent, planned, and risk-assessed
- Responsive to the needs of children and activities
- Designed to maintain safety while supporting enjoyment, independence, and engagement

This approach ensures compliance with expectations from Ofsted and reflects safe practice principles consistent with Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Group Organisation

At STAY WILD Holiday Club, children are organised into age-appropriate groups to ensure safe supervision, positive peer interaction, and suitable activity planning. This approach supports effective management in line with expectations from Ofsted and reflects safe practice principles consistent with Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Age Group Structure

Children are generally grouped as follows:

- 6–7 years
- 8–9 years
- 10–12 years

These groupings are used to ensure activities, supervision, and expectations are appropriate to children's age, stage of development, and needs.

Movement Between Groups

- Children may move down an age group where it is appropriate for their needs, development, or wellbeing
- Children do not move up into older age groups, due to age-related safeguarding, supervision, and activity suitability considerations
- Any movement between groups is decided and overseen by club leadership, ensuring it remains in the child's best interests

Group Stability and Management

- Groups are kept as stable as possible to support children's sense of security and belonging
- Staffing is allocated to each group to maintain appropriate supervision ratios at all times
- Group composition is reviewed regularly and may be adjusted where necessary to support behaviour, safety, or inclusion needs
- Any changes to group placement are communicated clearly to staff to ensure consistent supervision and accountability

Overall Approach

STAY WILD Holiday Club ensures that group organisation is:

- Age-appropriate and consistently applied
- Supportive of safe, effective supervision
- Flexible where needed to meet individual children's needs
- Structured to maintain safety, wellbeing, and positive experiences for all children

This approach supports compliance with expectations from Ofsted and reflects safe practice principles consistent with Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Behaviour Management and Bullying Prevention

At STAY WILD Holiday Club, we are committed to creating a safe, respectful, and positive environment where all children feel valued and can enjoy their time free from fear, discrimination, or disruption. Our approach aligns with expectations set by Ofsted and reflects the values and safe practice principles supported within Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Positive Behaviour Approach

We promote positive behaviour through:

- Clear, consistent expectations shared with all children
- Positive reinforcement and praise for good behaviour
- Age-appropriate explanations of rules and boundaries
- Modelling of respectful and inclusive behaviour by staff
- Encouraging children to take responsibility for their actions

Our aim is to support children in developing **self-regulation, respect for others, and an understanding of acceptable behaviour**.

Managing Behaviour

- Behaviour is managed in a calm, consistent, and fair manner
- Staff use a graduated response appropriate to the situation and the child's age and understanding
- Where behaviour falls below expectations, staff will:
    - Remind children of agreed rules
    - Redirect behaviour positively
    - Use restorative conversations where appropriate
    - Escalate to leadership if required
- Serious or persistent behavioural concerns are recorded and discussed with parents/carers
- Physical intervention is only ever used as a last resort to prevent immediate harm, and always in line with training and legal guidance.

Bullying Prevention

STAY WILD Holiday Club operates a **zero-tolerance approach to bullying**. Bullying is defined as repeated behaviour intended to hurt, harm, or intimidate another person, including:

- Physical bullying
- Verbal bullying
- Emotional or social exclusion
- Online or digital bullying (where applicable)

We aim to prevent bullying through:

- Clear expectations of kindness, respect, and inclusion
- Active supervision and early intervention by staff
- Group work that promotes positive relationships
- Encouraging children to speak up if they feel unsafe or uncomfortable

Responding to Bullying

If bullying is suspected or reported, staff will:

- Act immediately to ensure the safety of all children involved
- Listen to all children involved separately and fairly
- Record the incident clearly and accurately
- Inform club leadership
- Communicate with parents/carers as appropriate
- Implement restorative or behavioural support measures where suitable

Repeated or serious incidents may result in further action, including involvement of external agencies if necessary.

Children's Role and Empowerment

Children are encouraged to:

- Treat others with kindness and respect
- Report concerns about behaviour or bullying to staff
- Understand that everyone has the right to feel safe
- Take responsibility for their actions and repair relationships where appropriate

This supports the development of **mutual respect, personal responsibility, and positive social behaviour**.

Overall Approach

STAY WILD Holiday Club ensures that behaviour management is:

- Consistent, fair, and age-appropriate
- Focused on positive reinforcement and guidance
- Supportive of inclusion, wellbeing, and emotional development
- Actively monitored by staff to maintain a safe environment for all children

This approach supports compliance with expectations from Ofsted and reflects safe, values-led practice consistent with Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Reporting and Reviewing Incidents

At STAY WILD Holiday Club, we have clear systems in place for recording, reporting, and reviewing all incidents to ensure the safety and wellbeing of children, staff, and visitors. Our procedures meet expectations set by Ofsted and align with recognised safety management principles within Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Definition of an Incident

An incident includes, but is not limited to:

- Accidents or injuries
- Near misses
- Behavioural incidents
- Medical emergencies
- Safeguarding or welfare concerns (recorded and escalated separately where required)
- Property damage or environmental hazards

Reporting Procedures

- All incidents must be reported to a member of leadership as soon as possible
- A written record is completed using the appropriate **incident or accident report form**
- Records include:
    - Date, time, and location
    - Details of what happened
    - Individuals involved or affected
    - Action taken at the time
    - Staff signatures where required
- Parents/carers are:
    - Always informed of accidents or injuries involving their child
    - Asked to acknowledge and sign records where appropriate
- Confidentiality is maintained, and information is shared only on a need-to-know basis

Serious Incidents and Escalation

Where incidents are serious or meet reporting thresholds, STAY WILD Holiday Club will:

- Inform senior leadership immediately
- Take appropriate action to ensure safety and prevent further harm
- Follow statutory reporting requirements, including:
    - RIDDOR reporting to the Health and Safety Executive (HSE) where applicable
    - Notification to Ofsted where required for serious accidents, injuries, or significant events affecting children
- Where operating on Scout-affiliated premises or under Scout activity principles, incidents are also recorded in line with reporting expectations within Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable

Review and Learning from Incidents

All incidents are regularly reviewed by club leadership to ensure continuous improvement. This includes:

- Identifying causes and contributing factors
- Reviewing whether risk assessments or procedures need updating
- Identifying training needs for staff
- Implementing changes to reduce the likelihood of recurrence

Record Keeping

- All incident records are stored securely and retained in line with data protection requirements
- Records are available for inspection by regulatory bodies including Ofsted where required
- Incident trends are monitored to support ongoing safety improvements

Overall Approach

STAY WILD Holiday Club ensures that incident reporting and review is:

- Prompt, accurate, and consistent
- Focused on child safety and wellbeing
- Used as a tool for learning and continuous improvement
- Embedded into wider safety and risk management systems

This ensures a safe, responsive environment that meets both regulatory expectations and good practice standards.

Insurance

At STAY WILD Holiday Club, we maintain appropriate insurance cover to ensure that children, staff, and visitors are protected while attending or taking part in activities. Our insurance arrangements support compliance with expectations set by Ofsted and reflect good practice in managing risk and liability.

Public Liability Insurance

- The club holds **valid Public Liability Insurance** appropriate to the nature of its activities
- This covers injury to persons and/or damage to property arising from the operations of the setting
- Insurance is reviewed and renewed annually to ensure it remains current and adequate

Employer's Liability Insurance

- Where applicable, the club maintains **Employer's Liability Insurance** in line with legal requirements
- This covers staff, employees, and volunteers whilst undertaking approved duties for the setting

Activity and Specialist Cover

- Insurance cover is extended to include all planned activities delivered by the club, including:
    - Outdoor play
    - Off-site visits
    - Specialist or adventurous activities where applicable
- Where external providers are used (e.g. for climbing, archery, or water-based activities), the club ensures:
    - Providers hold **appropriate and valid insurance cover**
    - Evidence of insurance is checked and recorded prior to engagement

External Providers and Third Parties

- Any third-party providers must demonstrate:
    - Appropriate insurance specific to the activity delivered
    - Compliance with relevant safety standards and risk management procedures
- The club will not engage providers who cannot evidence adequate insurance cover

Certification and Review

- Insurance certificates are:
    - Held securely on site or electronically
    - Available for inspection by regulatory bodies, including Ofsted where required
- Insurance arrangements are reviewed annually or when operational changes occur to ensure continued suitability

Overall Approach

STAY WILD Holiday Club ensures that insurance arrangements are:

- Comprehensive and appropriate to all activities delivered
- Regularly reviewed and kept up to date
- Aligned with safe operational practice and risk management expectations

This ensures that children can participate safely in a wide range of activities, with appropriate financial and legal protections in place for all stakeholders.

Training and Monitoring

At STAY WILD Holiday Club, we are committed to ensuring that all staff are suitably trained, competent, and confident in their roles, and that standards of practice are consistently maintained. This supports compliance with expectations set by Ofsted and reflects safe practice principles aligned with Policy, Organisation and Rules (POR) Chapter 7 – Safeguarding and Safety where applicable.

Staff Induction Training

All new staff and volunteers receive a comprehensive induction prior to working with children, which includes:

- Safeguarding and child protection procedures
- Health and safety policies and emergency procedures
- Behaviour management and positive engagement approaches
- First aid awareness and emergency response procedures
- Role-specific responsibilities and supervision expectations
- Understanding of risk assessments and safe practice procedures

No staff member works unsupervised with children until induction training has been completed.

Ongoing Training and Development

- Staff receive regular refresher training in key areas including safeguarding, first aid, and health and safety
- First Response (Life Support) training is maintained and updated every 3 years as a minimum.
- Additional training is provided where new activities, risks, or responsibilities are introduced
- Where required, specialist training (e.g. outdoor first aid or catastrophic bleeding management) is provided to relevant staff this is maintained and updated every 3 years as a minimum.

Competency and Supervision of Staff

- Staff are deployed only in roles appropriate to their skills, experience, and training
- New or less experienced staff are supported through mentoring and supervised practice
- Competence is assessed through observation, feedback, and ongoing review
- Leadership ensures staff are confident in implementing policies and procedures

Monitoring of Practice

- Staff practice is regularly monitored by club leadership to ensure high standards are maintained
- Monitoring includes:
    - Observation of activity delivery and supervision
    - Review of adherence to policies and risk assessments
    - Assessment of behaviour management and safeguarding practice
- Feedback is provided constructively to support continuous improvement

Performance and Review

- Staff performance is reviewed informally throughout the season and formally where required
- Any concerns about practice are addressed promptly through support, training, or escalation where necessary
- Training needs are identified through monitoring, incident review, and staff feedback

Record Keeping

- Training records are maintained for all staff and volunteers
- Records include qualifications, refresher training dates, and competency updates
- Documentation is available for inspection by regulatory bodies, including Ofsted

Overall Approach

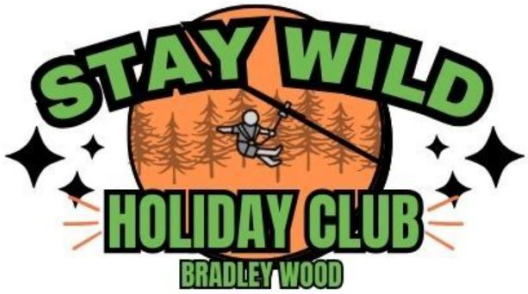
STAY WILD Holiday Club ensures that training and monitoring is:

- Structured, consistent, and ongoing
- Focused on maintaining safe, high-quality practice
- Responsive to changing needs, activities, and risks
- Central to maintaining a safe environment for all children

Monitoring and Review

This policy will be:

- Reviewed annually
- Updated in line with changes to legislation or guidance
- Reviewed following any safeguarding incident



Policy Last Reviewed: April 2026
Next Review Due: April 2027
Approved by: Catherine Smith