



## Health, Safety and Welfare Policy

### AI Madina International Kindergarten

#### Objective

The health, safety and welfare of all the people who work or learn at our kindergarten are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. In order to ensure the safety of both children and adults, the Kindergarten will ensure safety in the following areas:

#### The Kindergarten Environment

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the day to day areas of learning. For example the children look at 'People who help us' with the help of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents.

- Safety checks on premises, both indoors and outdoors will be made before every session via daily risk assessments.
- Outdoor space will be securely fenced.
- Public space used for outdoor play will be checked for litter and other dangers, daily.
- Equipment will be checked regularly and any dangerous items repaired / discarded.
- The layout and space ratios will allow children and adults to move safely and freely between activities.
- There will be adequate systems and equipment for the detection and control of fire.
- Fire doors will never be obstructed and fire exits will be easily identifiable.
- Fires/heaters/electronic points/wires and leads will be adequately guarded.

- A record will be kept of any checks by the Fires Safety Officer and also of fire drills and servicing of fire safety equipment. Any recommendations by the Fire Safety Officer will be carried out.
- All dangerous materials, including medicines and cleaning materials will be stored out of reach of children.
- Large equipment will be erected with care and checked regularly.
- Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger / less mature children.
- Stair gates / barriers / internal gates will be used as necessary.

### **Safeguarding Children**

- All children will be supervised by adults at all times and will always be within sight of an adult.
- Children will leave the group only with authorised adults. Parents must inform the Kindergarten if children are to be collected by an adult other than the parents and known family members. If an unknown adult arrives to collect a child, staff must ask for their name, then telephone the parents to ensure that this person is authorised by them to collect their child.
- Children will not have access to the kitchen or the first floor of the building unless supervised.
- If a small group is taken out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.
- Whenever children are on the premises at least two qualified adults will be present and at least one of the two a First Aider.
- Children who are sleeping will be checked regularly, every 10 minutes or less.
- Room temperature will be monitored daily

### **Adult Safety**

All adults in the group, both staff and visitors will be aware of and respect the groups' safety policies.

If adults need to reach up for stored equipment, they will be provided with a step/small ladder to stand on. Heavy materials will not be stored above head height.

## **A Safe and Healthy Environment**

We will provide an environment including premises, furniture, furnishings, fittings, equipment and materials that are safe, hygienic, fit for purpose and appropriate to the age of the children, arranged/installed to reduce the risk of serious injury or damage and maintained in good condition.

## **Emergencies**

In the event of fire, we need to be ready to respond. We have an approved fire evacuation scheme. Drills and evacuations will be organised and regularly practiced.

## **Communicable Diseases**

Our responsibility with regard to providing a healthy and safe work and learning environment includes protection from those carrying communicable diseases.

This includes providing timely and appropriate information to parents, staff and students while safeguarding the privacy of members of the school community. The Kindergarten manager will exclude from the kindergarten any person employed or involved in the kindergarten, including parents and visitors, who they have reasonable grounds to believe are in a state of physical or mental health that presents any risk of danger to children or has an infectious or contagious disease or condition.

Children who become unwell or carrying headlice while attending the kindergarten will be kept at a safe distance from other children and sent home without delay. No child experiencing vomiting or diarrhea will be admitted to the Kindergarten until 48 hours after all symptoms have stopped.

Immunisation records will be collected at enrolment and updated at parent evenings.

Handwashing procedures will be promoted and children will be washed when they are soiled or pose a risk to themselves or others.

## **Management**

A book will be available at each session for the reporting of any accidents / incidents.

All adults, including parents and other carers will be aware of the systems in operations for children's arrivals and departures and an adult will be at the door during these periods.

Adults will not walk about with hot drinks or place hot drinks with reach of children

A register of both adults and children will be completed as people arrive and leave so that a complete record of all those present is available in an emergency.

A correctly stocked first aid box will be available at all times.

### **Safety of Children**

- It is the responsibility of each teacher to ensure that all activities are safe. If a teacher does have any concerns about a Childs safety, they should draw them to the attention of the supervisor before the activity takes place.
- We do not take any child off the kindergarten site without the prior permission of the parent.
- If an accident does occur, resulting in an injury to a child, the practitioner will do all s/he can to aid the child concerned. We keep a first aid box in the clinic.
- Should any incident involving injury to a child take place, the school nurse will be called to assist. If necessary, the kindergarten office manager will telephone for emergency assistance.
- We record all incidents involving injury in the accident logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the kindergarten files.

### **Special Considerations**

Some areas and activities pose particular risks. All staff will be made aware of these:

- Children playing with or near water will be continuously supervised.
- Water spillage will be mopped up immediately.
- There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriate supervised.
- Access to dangerous areas such as stairways will be physically restricted and closely supervised.
- A Systems is in place to ensure that no child can leave the premises unattended

### **Kindergarten Security**

We require all adult visitors to the kindergarten who arrive in normal kindergarten hours to sign the visitors' book.

If any adult working in the kindergarten has suspicions that a person may be trespassing on the kindergarten site, they must inform the Administrator or Manager immediately. They will warn any intruder that they must leave the kindergarten site straight away. If they has any concerns that an intruder may cause harm to anyone on the kindergarten site, s/he will contact the police.

### **Theft or other Criminal Acts**

- The teacher or supervisor will investigate any incidents of theft involving children.
- If there are serious incidents of theft from the kindergarten site, the supervisor will inform the police and record the incident in the incident book

#### **Our Vision**

**To become the leading school of choice within Qatar, producing responsible and productive citizens for the betterment of society as a whole.**

أن نصبح

رؤيتنا

مدرسة رائدة مختارة في قطر، تنتج أفراداً مسؤولين ومنتجين من أجل صالح المجتمع ككل.