

Health & Safety : Wraparound Care Procedure

Authorship:	People, Policy & Compliance Sub Committee
Reviewing Officer:	Head of Operations
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1. **YMCA Humber Health and Safety Procedure.**

YMCA Humber considers health and safety to be of utmost importance and complies with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. In addition to the organisations Health and Safety Policy, the Wraparound Care provision will implement additional specific safety procedures.

2. **Registered Officer.**

The Head of Operations is the registered officer for YMCA Humber and will ensure that the following processes are implemented prior to and following each Wraparound Session.

- Premises are clean, well-lit and adequately ventilated and maintained at appropriate temperature.
- Premises are secured for sole use of the Wraparound Care Team.
- A working telephone is always available on the premises.
- External pathways and entrances are clear during severe weather.

In addition, will ensure all health and safety policies are reviewed annually and provide relevant support by reviewing reported incidents implementing future preventative measures.

3. **Processes.**

All Wraparound Care staff will ensure that the following processes are implemented in these areas:

a) **Premises and Wraparound Rooms.**

- Children are not allowed to leave the premises during the session unless prior permission has been given by the parents (for example, to attend other extra-curricular activities).
- During sessions all external doors are kept locked, except for fire doors which are alarmed, with staff monitoring the entrances and exits to the premises throughout the session.
- Any visitors must sign the Visitor Log and give the reason for their visit. Visitors must never be left alone with the children.

b) **Toys and Equipment.**

- All the equipment is safely and securely stored in the main storage room.
- All furniture, toys and equipment are kept clean, well maintained and in good repair.
- Broken toys and equipment are disposed of promptly.

4. **Staffing Levels.**

Staff ratios and levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken. A minimum of two members of staff are on duty at any time.

The Out of School Club Manager will have overall responsibility of the staff working within the scheme and ensure that all processes and safety levels are adhered to and met.

Overarching organisational policies and processes will align to the Health and Safety Policy.