

Health and Safety Policy

MY ARTY PARTY believes that the health and safety of the children is of paramount importance. We aim to make our events, parties and workshops a safe and healthy place for children, parents, staff and volunteers and to minimise the hazards and risks

MY ARTY PARTY provides arts and crafts entertainment at parties, events and workshops at the host/host organisations chosen venues. Where the host organisation (school, museum, library etc) has a Health and Safety policy that policy will be adhered to.

MY ARTY PARTY carry out Risk Assessments at the chosen venues prior to delivering our services.

Our risk assessment process includes:

- checking for hazards and risks indoors and outside.
- ensuring activities delivered are safe and age appropriate
- developing an action plan that specifies any action required, the timescales for action, the person responsible for the action

Insurance cover

MY ARTY PARTY have public liability insurance. The certificate for public liability insurance may be requested from Zoe Bell.

Staffing:

- all staff who have close and/or unsupervised contact with children or young people are subject to DBS checks (criminal records checks) via a Registered Body.
- at least one staff member at any party, event or workshop is First Aid Trained.
- wherever possible there is more than one staff member/responsible adult with a group of children or young people. When this is not possible there is always at least one other adult who can be reached easily in case of emergency. Other than under exceptional circumstances, an adult is never alone with a child or young person.
- appropriate staff to child ratios are maintained

Activities

- all activities have been tested beforehand and are deemed safe
- all glues and paints are non toxic.
- aprons are provided.
- children and young people are closely supervised throughout the party, event or workshops.
- children are advised how to handle and store tools safely

Security

- systems are in place for the safe arrival and departure of children at the workshops. The times of the children's arrivals and departures are recorded.
- regular headcounts are carried out throughout sessions to avoid a child going missing.
- photography will only be used if consent has been received. See our **Safeguarding Policy**
- we will ensure that parents or carers sign children out before they leave. Children can only be collected by an adult who has been authorised to collect them on their registration form.

Policy adopted by MY ARTY PARTY

Date: March 2018

Review: March 2019

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