



Activity Junction LTD

Health and Safety Policy – For SEN Stay and Play Groups & Supervised Discos

Activity Junction reviews all policies on a regular basis to demonstrate good practice, regulations and legislation changes as required.

1. Policy Statement

Activity Junction Ltd is committed to providing a safe, inclusive, and supportive environment for all participants, including children and young people with special educational needs (SEN), their parents/carers, and any support staff from external agencies. This policy outlines our approach to health and safety in relation to our Stay and Play sessions (with parental supervision) and Discos (where participants may attend with external support workers).

2. Aims of the Policy

- To ensure a safe and welcoming environment for all attendees.
- To clearly define responsibilities for staff, parents, carers, and external support workers.
- To outline procedures to reduce risks and respond effectively to incidents.

3. Responsibilities

- Management: Ensures compliance with this policy, conducts regular reviews, and ensures adequate training and resources.
- Staff: Must complete health and safety training and follow procedures at all sessions.
- Parents/Carers (Stay & Play): Remain responsible for supervising their children at all times.
- Support Workers (Discos): Responsible for the safety and supervision of the individual(s) they are supporting. Must follow venue rules and Activity Junction policies.

4. Venue Safety

- All venues used for Stay and Play or Discos will be risk assessed before use.
- Emergency exits will be clearly marked and kept free from obstruction.
- First aid kits will be on-site and a qualified first aider will be present at each session.
- All equipment (toys, sensory materials, music/disco equipment) will be regularly checked for cleanliness and safety.

5. Stay and Play Groups (with Parental Supervision)

- Children must be supervised at all times by their parent or designated carer.
- A sign-in and sign-out system will be used for all attendees.
- A visual layout of the room and quiet/calm zones will be clearly marked.
- Staff will assist in creating a safe and inclusive environment but do not take over primary care responsibilities.
- Toileting and personal care remain the responsibility of the parent/carer.

6. Discos (with Support Workers from Outside Agencies)

- Each attendee requiring support must be accompanied by a responsible adult, carer, or support worker.
- All support workers must:
 - Sign in with their attendee
 - Be familiar with the individual's care or behavior plan if needed
 - Remain with their attendee throughout the event
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- Music volume and lighting will be appropriate for sensory needs (e.g., reduced strobe lighting, chill-out area provided).
- If emergency medical or behavioral support is needed, staff will assist but responsibility remains with the support worker.

7. Risk Assessments

- General and session-specific risk assessments will be completed before each type of event.
- Individual risk assessments may be required for attendees with known high-risk needs (e.g., seizure disorders, known behavior challenges).
- Parents or agencies are encouraged to share support plans with consent.

8. Accidents and Incidents

- All incidents, accidents, or near-misses must be reported to a staff member immediately.
- Incidents will be logged using the Activity Junction Incident Report Form.
- Serious incidents will be followed up with the appropriate agency or guardian.

9. Infection Control and Hygiene

- All equipment and surfaces are cleaned before and after sessions.
- Hand sanitizer and wipes will be available.
- Parents and carers are asked not to attend if they or their child is unwell.

10. Insurance and Compliance

- Activity Junction Ltd holds Public Liability Insurance that covers group sessions and activities involving vulnerable individuals.
- All staff working directly with children or vulnerable adults are DBS-checked and trained in safeguarding and emergency response.

11. Review

This policy will be reviewed annually or following any major incident or legislative change.

Date of last review: 24th April 2025

Next review due: 24th April 2026

Approved by:
Emma Devine – Director
Activity Junction Ltd

