

HEALTH AND SAFETY POLICY

Our Commitment

At West End Wonders, the safety, wellbeing and happiness of every child are at the heart of everything we do. We are dedicated to creating an inspiring, nurturing and secure environment where children can explore their creativity with confidence. Our team is committed to maintaining the highest standards of health and safety across all workshops, holiday camps and venues.

We take a proactive approach, ensuring that every session is supported by thorough risk assessments, clear procedures, trained staff and an unwavering focus on child protection. From first aid provision and allergy management to emergency procedures and safe workshop practices, we work diligently to keep every participant safe, cared for and supported.

Our aim is simple: to ensure that every child at West End Wonders can thrive, express themselves and enjoy the magic of theatre in a space that is safe, well-managed and built on trust.

General

- Children participate in West End Wonders activities at their own risk. Parents and carers are responsible for informing West End Wonders of **any existing injuries, medical conditions, allergies or additional needs** that may affect their child's participation. All registration forms must include accurate medical information, and any updates must be provided **in writing immediately**.
- If a parent or carer is unsure whether their child is fit to take part in any West End Wonders activity, they should seek advice from their **GP or a qualified medical professional** before enrolment or attendance.
- Any medication brought to a West End Wonders venue must be **clearly labelled** with the child's name and dosage instructions. Unless a written agreement has been made with West End Wonders, children are expected to be able to **self-administer** their medication when required.

- Children must wear **appropriate clothing and footwear** for movement-based theatre activities to reduce the risk of injury. This includes any West End Wonders uniform items where applicable and clothing suitable for dance, drama and physical exploration.
- If a child becomes unwell or sustains an injury requiring emergency treatment, parents/carers will be contacted using the **emergency details provided during registration**. It is essential that this contact number is active and reachable at all times while the child is attending a West End Wonders activity.
- Parents and carers are solely responsible for ensuring their child's **emergency contact details remain accurate and up to date** on West End Wonders' records.

Fire Safety & Emergency Evacuation Procedures

West End Wonders is committed to ensuring that all children, staff and visitors are kept safe in the event of a fire or emergency. As our workshops take place in a variety of hired venues, we follow the **specific fire safety procedures set by each location**. This ensures that our response aligns fully with the building's established evacuation plan.

To promote safety and preparedness:

- At the start of every workshop or session, staff and children will be **briefed on the fire evacuation procedure** for that venue.
- All **emergency exits, fire assembly points and evacuation routes** will be clearly pointed out to children and staff.
- Staff will familiarise themselves with the venue's fire safety equipment, alarm points, and designated assembly area before the session begins.
- In the event of a fire alarm or emergency evacuation, staff will calmly and swiftly lead children to the designated assembly point following the venue's established procedures.
- Registers will be taken once the group has reached the assembly point to ensure every child and staff member is accounted for.
- No one will re-enter the building until permission is given by the venue's responsible person or emergency services.

This commitment to fire safety forms an essential part of our wider safeguarding and risk assessment responsibilities.

First Aid and Medication

West End Wonders is committed to ensuring that children's health needs are met safely, promptly and in accordance with best practice.

Paediatric First Aid

- At least **one member of staff with an up to date paediatric first aid qualification** will be present at every workshop venue and during all sessions.
- All staff are informed of who the designated first aider is at the start of each workshop.
- The appointed first aider is responsible for overseeing first aid arrangements, reporting any incidents and ensuring protocols are followed.

First Aid Kits

Our first aid kits:

- **Meet the requirements** of the *Health and Safety (First Aid) Regulations 1981*.
- Are **checked regularly** and restocked as needed to ensure supplies remain complete and in-date.
- Are stored in a location that is **easy for staff to access quickly** in an emergency.
- Are kept **out of reach of children** at all times.

A portable first aid kit will accompany staff if sessions include outdoor movement, transitions between rooms or use of additional spaces within the venue.

Medication & Emergency Response

- West End Wonders will NOT administer medication, unless in the case of an emergency – EpiPens / inhalers
- Emergency medication such as **EpiPens** will only be administered by a trained staff member and **only in a genuine medical emergency**.
- Following the use of an EpiPen or other emergency intervention, **999 will be called immediately**, and parents/carers will be notified without delay.
- All other medication (paracetamol or antibiotics, for example) must be administered by parents. Parents are welcome to drop into the workshop to

administer additional doses of medication if required – this must be arranged prior to the workshop starting.

- Staff will ensure that emergency medication is kept in an accessible but secure location and is returned to parents at the end of the session.

Recording First Aid Incidents

- All first aid treatment or medication administered will be recorded in the West End Wonders incident log.
- Incident records will note: the child's name, date, nature of incident, treatment given, staff involved, and any further actions taken.
- Parents/carers will be informed of any first aid treatment given during the session.

Food and Drink

West End Wonders is committed to promoting a safe, healthy and allergy aware environment for all children attending our workshops and holiday sessions. To ensure children's wellbeing around food and drink, we follow the procedures below:

Supervision and Safe Eating Practices

- Snack and mealtimes will always be **closely supervised** by staff.
- Children will **remain seated while eating or drinking** to minimise choking risks and maintain calm, safe routines.
- Staff will encourage good hygiene practices such as handwashing before and after eating.

Allergy Awareness and Food Safety

- West End Wonders operates systems to ensure **children do not have access to any food or drink that may trigger their allergies.**
- Children are instructed **not to share food** under any circumstances.
- Staff will carefully check all snacks brought from home to ensure they are appropriate and safe for the child who has brought them—and for their peers.

Nut-Free Policy

- West End Wonders maintains a strict **no-nuts policy** across all workshops and holiday camps.
- Parents and carers are asked **not to send any food containing nuts**, including items that “may contain traces of nuts.”
- Staff will check all food items upon arrival or at snack time.
- If staff are unsure whether an item contains nuts or nut traces, **the item will be removed** until clarification is sought from the parent or carer.

This approach ensures a safe and inclusive environment for all children, particularly those with severe allergies.

Missing Child Procedure

The safety and supervision of all children in our care is paramount. In the unlikely event that a child goes missing during a West End Wonders workshop or holiday session, staff will follow the steps outlined below **immediately and calmly** to ensure the child is located as quickly as possible.

If a Child Cannot Be Found:

- The **Workshop Leader or person in charge** will organise and conduct a **thorough search of the venue**, including all rooms, toilets, backstage areas, outdoor spaces and any unlocked adjoining areas.
- The **register will be checked** to confirm whether any other children are unaccounted for and to verify exactly who is present on site at that time.
- Staff will check **doors, gates and any possible exit points** to determine whether there has been a breach of security or an opportunity for a child to wander off.
- The person in charge will speak to the staff team to establish **when and where the child was last seen** and gather any relevant information to support the search.
- If the child is not located promptly, the **school/venue (if applicable)** and the **parent or carer** will be contacted without delay.
- The incident will then be **reported to the police**, following the advice of emergency services regarding next steps.

Once the child has been found or the police have taken over, a full written record of the incident will be completed, and West End Wonders will review its procedures to prevent future occurrences.

Outdoor Areas

West End Wonders is committed to ensuring that any outdoor space used during our workshops, holiday programmes or weekend sessions is safe, secure and appropriate for children.

Use of Outdoor Spaces

- Our outdoor areas at school-based venues are **securely fenced** and checked prior to use.
- Children will **always be accompanied by staff** and will never be left outdoors without appropriate supervision.
- At weekend club venues where parents/guardians remain onsite, outdoor areas are also **securely enclosed**, and parents are expected to supervise their own children alongside West End Wonders team oversight.
- Before any outdoor space is used, staff will carry out a **safety sweep**, removing rubbish, hazards or unsafe objects.
- All outdoor activities are **fully supervised** at all times, with staffing levels that reflect both the type of activity and the number of children involved.

Outdoor time is used purposefully and creatively, while ensuring children remain safe and accounted for.

Hygiene

High standards of hygiene are essential to keeping children healthy and protecting them from illness or infection, especially in busy workshop environments.

General Hygiene Practices

- Children attending after-school sessions, curriculum workshops and holiday camps must bring their **own clearly labelled drink containers**.
- Weekend participants must also bring their own water bottles. All communal water containers used for refilling will be **cleaned thoroughly** before classes begin.

- Toilets and washroom facilities will be **checked before each session** to ensure cleanliness, working locks, and adequate supplies of soap, toilet paper and hand drying materials.
- Staff maintain good hygiene throughout the day by:
 - Cleaning tables and surfaces between activities
 - Checking washrooms regularly
 - Requesting parents send spare clothing for camps
 - Ensuring children have access to tissues, hand sanitiser and wipes when needed

Good hygiene forms a core part of our health and safety culture at West End Wonders.

Equipment and Activities

All props, costumes, creative materials and activity equipment used in West End Wonders sessions must be safe, appropriate and well-maintained.

Equipment Safety & Suitability

- Before purchasing or introducing new equipment, staff will ensure items are **suitable for the ages and developmental stages** of the children taking part.
- The layout of activity spaces will be arranged to allow **safe, unobstructed movement** around the room, particularly important during dance, drama and movement based activities.
- All equipment is **regularly checked** for safety, cleanliness and wear. Anything damaged or hazardous will be repaired or removed immediately.
- All art and creative materials used (e.g. paints, glue, makeup) will be **non-toxic, hypoallergenic and washable**.
- For any activities involving scooters or movement equipment at holiday camps:
 - **Safety helmets must be worn at all times**
 - Parents who do not provide their own helmets must complete a **Scooter Disclaimer Form**
- Consent from parents/guardians is required prior to any **face-painting activities**, and only approved, child-safe products are used.

These measures ensure West End Wonders sessions remain creative, engaging and safe for every child.

This policy was last reviewed on: 13th February 2026

Signed

Director of West End Wonders