

## For Drop In

# LEE OASIS CHILD PROTECTION AND HEALTH AND SAFETY

## Lee Oasis Child Protection Policy and Procedures

**We are committed to practice which protects children from harm. We accept and recognise our responsibilities to keep children safe.**

We do not accept responsibility for unaccompanied children but parents/carers are not always vigilant. Safety is the responsibility of all of us. Hot liquids, sharp objects etc can be dangerous.

- No children are to be allowed in the kitchen or storeroom without permission.
- Care should be taken that no unaccompanied children leave the building.
- If you have any concerns about the treatment of children, e.g. suspicions of neglect or abuse, please contact the designated person – Pauline Connolly, or in her absence Isabel Webb. Child protection guidelines and contact numbers may be found in the storeroom. Do not discuss your concerns with anyone other than them.

## Health and Safety Policy and procedures

**All volunteers should be responsible for working safely and efficiently and with regard for the health and safety of others. Volunteers must not carry out any task that has not been given proper authorisation.**

### Moving and lifting

- Great care should be taken when moving or lifting boxes or furniture – see detailed advice in storeroom.

### General safety

- It is important to keep the floor free from obstacles and spills.
- Please make sure that the stepladder is used carefully, and that it is never used without assistance.
- Any faults or hazardous equipment should be reported to a committee member immediately.

### Accidents

- All accidents must be reported to a member of the committee.
- The first-aid box can be found in the cupboard in the storeroom.

### In case of a fire

- Please familiarise yourself with the location of fire extinguishers and fire exits.

**Please note: copies of both policies in full are displayed in the storeroom.**