



Safety and Emergency Procedures for Unity Support Network Youth Club

1. Purpose

This document outlines the necessary procedures for maintaining a safe environment for all participants and staff and responding effectively in emergencies.

2. Scope

These procedures apply to all staff, volunteers, and participants involved in the Youth Club activities, on-site and during off-site events.

3. General Safety Guidelines

- **Facility Safety:** Ensure all areas are clean, well-lit, hazards-free, and adequately equipped with safety gear as needed.
- **Equipment Safety:** Regularly inspect and maintain all equipment used in club activities to ensure safety and functionality.
- **Supervision:** Maintain appropriate adult-to-child ratios at all times to ensure adequate supervision.

4. Emergency Contact Information

- Maintain an up-to-date list of emergency contact numbers for all children, including parents/guardians, local emergency services, and available medical facilities.

5. Accident Procedures



- **First Aid:** Ensure a qualified first aider is always present during club activities. Keep a well-stocked first aid kit accessible at all times.
- **Reporting Accidents:** Document any accidents or injuries in the club's accident report book. Notify parents/guardians immediately in the event of an injury.

6. Fire Safety Procedures

- **Evacuation Plan:** Mark all exit routes and keep them unobstructed. Regularly conduct fire drills to ensure all children and staff know the evacuation procedures.
- **Fire Equipment:** Maintain fire extinguishers and smoke alarms, ensuring they are in working order and that staff know how to use them.

7. Lockdown Procedures

- In the event of a security threat, follow the lockdown procedure that involves securing all participants inside the building away from windows and doors until it is safe or until emergency services arrive.

8. Weather Emergencies

- Develop a plan for severe weather conditions, including heatwaves, storms, and snow. Ensure all staff and children know the procedures for seeking shelter or altering outdoor plans.

9. Reporting and Response

- **Emergency Response Team:** Establish a small team responsible for initiating and managing emergency procedures.



- **Communication:** Use practical and straightforward communication tools to inform all involved in an emergency.

10. Training

- Conduct regular training sessions with staff and volunteers to ensure they understand and can effectively execute safety and emergency procedures.

11. Review and Update

- Review these procedures annually or after any significant incident to ensure they remain relevant and practical.

Approval:

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Unity Support Network (USN)

Adopted on:	April 2024
Review on:	April 2025