



# Safety and Emergency Procedures for Unity Support Network Youth Club

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## 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, both on-site and during off-site events.

## 3. General Safety Guidelines

- Facility Safety: Ensure all areas are clean, well-lit, hazard-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.

All emergency contact and medical information will be stored securely in compliance with the UK GDPR and Data Protection Act 2018. Access to this information will be restricted to authorised staff only and shared only when necessary for safety or safeguarding reasons.



## 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, including the club coordinator, senior staff, and Designated Safeguarding Lead (DSL).
- Communication: Use practical and straightforward communication tools to inform all involved in an emergency.



- Safeguarding: In the case of safeguarding-related incidents (e.g. suspected abuse or disclosures), procedures outlined in USN's Safeguarding Policies for Children and Adults must be followed immediately. This may involve contacting the DSL and/or appropriate external agencies.

## 10. Training

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

## 11. Mental Health and Emotional Crisis Response

Staff should be prepared to respond to emotional or mental health emergencies, including panic attacks, anxiety episodes, or signs of distress. Immediate support should be offered, and safeguarding procedures followed where appropriate.

## 12. Review and Update

These procedures will be reviewed annually or after any significant incident to ensure they remain relevant and practical.

Approval:

Miranda Josiah

Founder/Director

Unity Support Network (USN)

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