

HEALTH AND SAFETY POLICY

Our Commitment

At Knowledge Tree, the safety and wellbeing of our students, staff, and families come first. We believe that a healthy and secure environment is the foundation for meaningful learning, curiosity, and emotional growth. This policy outlines how we keep our space safe, calm, and welcoming—day by day and in the long run.

Daily Practice

- Supervision: Students are always supervised by teachers, mentors, or staff—indoors and outdoors. We maintain clear adult-to-child ratios to ensure every child is seen and supported.
- Secure Entry: The main entrance remains closed during school hours. All visitors must be announced and signed in.
- Clean Spaces: Classrooms, bathrooms, and shared areas are cleaned daily. Hygiene routines are part of the daily schedule for children, too.
- Safe Play: Outdoor spaces are regularly checked for safety. Children play in shaded, supervised areas with age-appropriate rules.
- Medical Needs: Minor injuries are managed on-site by trained staff. We keep updated records of allergies and health conditions, and we request medical consent forms from parents.

Emergency Procedures

- Fire Safety: We have applied for and are currently undergoing evaluation for our fire safety certification. Evacuation routes are posted, and drills are held regularly.
- First Aid: Staff members are trained in basic first aid and CPR. A stocked first aid kit is always available.
- Accidents: Any incident is documented and reported to parents the same day. We reflect on incidents to prevent future risks.

Emotional Safety

- Zero Tolerance for Bullying: We act quickly and clearly in response to any form of bullying—verbal, emotional, or physical.
- Staff Awareness: We keep emotional safety at the center of our teaching. Staff are trained to notice changes in behaviour or mood and take time to check in.
- Safe Spaces: Children know they can ask for breaks, talk to a trusted adult, or take a pause when needed.

Ongoing Improvements

- We're currently upgrading safety features
- We communicate openly with families about safety concerns and encourage them to share feedback or suggestions.
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- Regular staff meetings include time to review safety routines, new needs, or concerns from the team.

Summary

Health and safety at Knowledge Tree isn't just about rules—it's about care. We want every child to feel safe, every family to feel welcome, and every staff member to feel prepared. We take this seriously because children thrive when they feel protected and free to explore.