

Autism Explorers: Health & Safety

(Last updated: October 2025)



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Autism Explorers is a community group within Norfolk providing support for SEN families through; Sensory Saturday Stay & Plays with child-led play, inclusive Trips and Events, 1-1 skills development, workshops, etc. and by having a skilled, trained and dedicated team.

By booking and using our services you are agreeing to our terms and conditions.
Last Updated: Sunday 5th October 2025

Health & Safety Statement:

Autism Explorers is committed to ensuring the health, safety & welfare of all children who attend our Sensory Saturday sessions, trips and events, 1-1's, workshops, etc. The Autism Explorers Team is dedicated to creating a safe and supportive environment where children with autism and additional needs can participate in activities and learn, free from harm or injury. This policy sets out the health & safety procedures that all team members and visitors must follow to ensure the safe operation of all activities.

Responsibilities:

Autism Explorers Team Members:

All Autism Explorers Team Members will be aware of and comply with the health & safety policy and procedures that are in place - Being responsible and ensuring that all children are safely supervised and supported at all times.

Regular training and learning opportunities for all Autism Explorers Team Members, ensuring up-to-date knowledge and skills in health and safety, first aid, safeguarding, autism, and SEN-specific needs and behaviours.

Risk Assessments:

Before each session, trip and event, 1-1, workshop, etc. a thorough risk assessment is carried out to identify and address any potential hazards. This includes assessing indoor and outdoor spaces and for the activities planned and the equipment that will be used - Outdoor play and activities are weather dependent, we kindly ask that children are appropriately dressed for the weather and the outdoors.

Should risk assessments need to be revisited during this will be done at the earliest opportunity, particularly when any changes are made to the activities, group dynamics or weather related changes.

When planning and creating sessions, trips and events, 1-1's, workshops, etc. specific health and safety considerations for children with autism and additional needs are taken into account.

Emergency Procedures:

Fire Safety:

Fire exits and evacuation routes are checked before each session at Jubilee Community Centre. They must always be kept clear and free from obstruction. Autism Explorers Team Members are aware of all fire exits and meeting points in case of an evacuation.

Emergency Contacts:

Parents, guardians, and carers must provide up-to-date emergency contact information. In the event of an emergency, an Autism Explorers Team Member will attempt to contact you as soon as possible.

First Aid:

A qualified first aider will be present at every session, trip, event, one-to-one, or workshop. In the event of an injury, first aid will be administered, an incident form completed, and, if necessary, other medical services will be contacted.

Evacuation:

Autism Explorers Team Members will safely guide children, parents/carers, and other visitors to the designated safe meeting point if evacuation is necessary. A headcount will be performed to ensure no one is left behind, and this headcount will be double-checked to confirm everyone is accounted for.

Supervision and Behaviour:

Supervision:

Parents, Carers and Guardians are responsible for their child's wellbeing, actions and behaviours. There will always be a minimum of one Autism Explorers Team Members present in the main area.

Arrival and Departure:

Upon each child's arrival, their name will be checked onto our registration list. When they leave, they will be checked off the list to ensure all children are accounted for at all times.

Behaviours & Ways to Manage:

We use a positive behaviour approach to support children with autism and additional needs. The Autism Explorers Team Members will always aim to use calm and clear communication methods and give children time in the quiet space when needed.

Physical intervention will only be used with a parent, carer or guardians consent or unless absolutely necessary to prevent harm to the child or those around them.

Autism Explorers can help to create and implement behaviour support plans tailored to the specific child's needs. These plans will be explained to the team members and in a secure document file, only accessible to the Autism Explorers Team Members.

Reporting Accidents and Incidents:

All accidents and injuries must be reported immediately, a record will be kept including details of what happened, if first aid was given and any further actions that must be taken. Accident and incident report forms will be reviewed by the health and safety lead. If required the appropriate, relevant services & authorities will be notified

Parents, Carers or Guardians will be informed at the earliest convenience possible in the event of an accident, injury or emergency.

First Aid and Other Medical Care:

First Aid Kits:

During our regular sessions at Jubilee Community Centre, the first aid kit can be located on the inside of the kitchen hatch. For trips, events, workshops and anything outside of our regular venue, the first aid members of staff will have the first aid kit on them at all times.

All of the Autism Explorers first aid kits are checked once a month

Medical Background & Conditions:

Parents, carers, or guardians must inform a first aid trained Autism Explorers Team Member of any medical conditions their child has. This ensures that appropriate first aid can be given and assistance with medication can be provided if necessary.

Emergency Medical Assistance:

In the event of a medical emergency, the relevant services and authorities will be contacted, and the child will be taken to the nearest hospital. Parents, carers and guardians will be contacted.

Hygiene, Sanitation and Cleanliness:

Hygiene:

Children are encouraged to wash their hands before snack time and after outdoor play.

Sanitation:

All areas of the venue will be kept clean, tidy, and free from hazards at all times. Particular attention will be given to maintaining high standards of hygiene in shared spaces (e.g., toilets and the main hall) and activity areas (e.g., tables and tuff trays).

Our regular venue, the Jubilee Community Centre, has a dedicated cleaner who carries out a full clean once per week. In addition, Autism Explorers Team Members are responsible for cleaning before and after each session, ensuring that all surfaces, equipment, and materials are safe and hygienic for use.

Illness & Sickness:

We kindly ask that children showing any signs of illness or sickness (e.g. fever, vomiting, diarrhoea, etc.) do not attend the sessions, trips and events, 1-1's, workshops, etc. they've booked onto, this is to reduce the risk of spreading illness or sickness.