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CANDLE POLICY

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Rationale

Candles are used in Hollywood Steiner School for pedagogical purposes as we wish to allow children to experience a rich, warm and calm environment whilst ensuring that the children remain safe at all times.

Principles

There is a special beauty and tranquillity to candles, but a lighted candle is also an open flame, and a potential fire hazard if not carefully monitored.

Candles must be tea lights and always be placed in candle holders. The holders must be non-flammable, heat resistant and weighted.

In special circumstances, for example, birthday celebrations and festivals, longer candles may be used under strict supervision.

A site-specific risk assessment must be carried out by the teacher using the candle and this must be agreed and signed off by the Fire Marshall and the Headteacher.

Points to consider:

Special attention should be paid to the positioning of the children and their distance from the lit candle, especially any child wearing clothes made of an obviously flammable material. Teachers should ensure that children understand the importance of not reaching over a lit candle and the potential danger of any child with long hair reaching or leaning over a candle.



Should any danger arise whilst using candles, this should be reported to the Headteacher and the Fire Marshall so that any additions or changes to this policy can be considered.

The location must be carefully considered, including factors such as:

- Away from potential contact with people moving about in the room.
- Away from any flammable materials for example curtains and table cloths
- Candles and all wax products shall be stored away from sources of heat.
- The supervising adult must be in the room whilst the candle is alight.
- If the room is vacated, the candle must be extinguished.
- The supervising adult shall routinely make the pupils aware of the danger of fire and instruct them not to interfere with the candle, the holder, or the matches/lighter.
- The supervising adult shall ensure that only safety matches or a lighter are used and that they are kept on their person or in a place not accessible to pupils, preferably a locked container.
- Spent matches should not be returned to the box but disposed of safely.
- The supervising adult should ensure that they know the location of the nearest fire extinguisher, fire blanket and call point.
- A fire blanket should be near the supervising adult, so they do not need to leave the area.

Kindergarten will use matches and candles at specific planned times of the day and minimise the risk of potential fire.

Roles and responsibilities

Matches are stored in the cupboard in the kitchen or held by the adult, out of children's reach.

The candle is housed in a candle holder to prevent risk of its ignition to anything flammable.

Times when candles are used include.

- ✚ birthday celebrations
- ✚ morning verse
- ✚ story time
- ✚ main snack or lunch when everyone is sitting at the table. A verse signals the lighting of the candle and the beginning of the meal.

The candle must be positioned near the adult and a snuffer is at hand.

Children are made aware of the need to be safe around candles through social stories and discussion in the Early Years setting.

In both Lower School and Upper School children are directly warned of the dangers of naked flames.



The mood when the candle is lit is calm, modelled by the adults.

The adult extinguishes the candle in the Early Years setting and ensures the flame is completely out before putting the candle away in the kitchen.

In the Lower School and Upper School, a child may be asked to extinguish the candle, closely supervised by the attending adult.

Related documents

- Fire Policy
- Risk assessment Policy
- Fire risk assessment - internal
- Fire risk assessment external

Candle Policy Review History			
Version	Revision Author	Summary of Changes	Date Approved