

Candle Policy



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| Policy owner | Facilities Manager | September 2019 |
| Agreed by | College | March 2019 |
| Formally approved by | Trustees | March 2019 |
| Review date | | October 2020 |

CANDLE POLICY

Candles are used in the school for pedagogical purposes.

Candles should be used in a way that ensures:

- If a candle is lit, it will be supervised at all times.
- If a candle falls over it will not fall onto flammable material.

Candles must be tea lights and always be placed in candle holders. The holders must be non-flammable, heat resistant and weighted; as such only ceramic holders should be used.

In special circumstances for example birthday celebrations and festivals, longer candles and angel candle holders can be used under strict supervision.

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 and call point.