

10 - SAFETY POLICY Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No 1072059

Name of Unit/Premises/School	Let Us Play Scheme / Heathfield School
Date of Policy Issued/Review	15 May 2020
Name of Chairperson	Juliet Cheriton-Gerrard
Signature of Chairperson	
Management Committee Name	Matthew Lewis
Management Committee Signature	

POLICY STATEMENT

The Safety of young people is of paramount importance to LUPS and this policy aims to ensure the safety of LUPS staff and children.

RISK ASSESSMENTS

The Chairperson will ensure risk assessments are carried out and regularly reviewed to ensure all hazards are minimised to the lowest possible risk to everyone. Although risk assessments are carried out and reviewed, all staff should ensure the carryout dynamic risk assessments prior to carrying out any activity to ensure both staff and children are not at any risk of harm. Senior Play Assistants are to ensure they are constantly assessing risks within their areas and ensuring safe practices are adhered to.

CHILDREN & STAFF

We will ensure that:

- All Children will receive one to one support as a minimum.

- That there will be two Senior Play Assistants in charge of each area, setting up and supervising the children and staff.
- Support Staff can only hand their child to a Senior or member of the Committee if they need to leave the area for any reason – under No circumstances do they hand their child to another support worker. Children are to have one to one support at all times.
- In the event of an accident one Senior will assume care of the child and send the support worker for the First Aider. The remaining Senior Staff will assess the situation and clear the area if necessary.
- A register of children, staff and visitors is taken on entrance into the play scheme. This will provide a complete record of persons present in the event of an emergency.
- All parents and staff are to be aware of the systems in operation for the admission to the play scheme.
- Adults do not walk around with hot drinks or place hot drinks within reach of the children.
- Activities such as cooking, woodwork and energetic play are to receive close and constant supervision.
- Mobile phones and cameras are not permitted on the play scheme and will be locked in the staff room for the duration. Only one camera will be approved for official use and will be approved by the Senior Management.
- On outings the staff ratio must be a minimum of one to one with at least two Senior Play Assistants extra in supervisory roles.
- If a small group does go out there will be sufficient Seniors and staff to maintain the full staffing ratios for those children still on site.
- Children who are sleepy or sleeping are to be checked regularly.
- There is no smoking in any area of the play scheme accessed by the children and smoking should only take place in the designated area.

PLAYSCHEME ACCESS

- A Senior member of staff or committee member will be on door duty for arrivals and departure times.
- All Visitors are to report the front desk and sign in.
- All Staff to query unaccompanied strangers they meet on site.

- Children will leave only with an authorised adult. Any variation will be checked with the parent using emergency numbers on registration forms.
- If the main entrance is to be locked there is a key close by at adult level.
- The premises are checked before locking up at the end of each day.

FACILITY/EQUIPMENT SAFETY

- Safety checks on the premises both inside and outside will be made before each session.
- Outdoor play areas appropriately fenced and secure.
- Equipment to be checked regularly and any dangerous or broken toys/equipment discarded immediately.
- The provision and layout of the play scheme allows free movement of the children and staff between each activity.
- Children do not have unsupervised access to kitchens, cookers or any cupboards that may contain dangerous or hazardous materials.
- Fires/Heaters/Electric points/wires and leads are adequately guarded.
- Large pieces of equipment are to be erected with care and checked regularly.
- All dangerous materials including medicines and cleaning materials are stored out of reach of the children.

FIRE & EMERGENCY

- Refer to Fire & Emergency Policy for greater detail.
- Fire Drill to be carried out at each Play scheme
- Fire Doors never obstructed.
- A book is situated in the First Aid room to record each and every accident or incident. This is in recognition of legal requirements but also an awareness that our children cannot communicate. All marks, bruising or incidents must be explained to parents.
- Regular safety monitoring will include examination of the accident/incident book.

- A correctly stocked First Aid box is available at all times.

SUMMARY

Safety is everyone's responsibility and it is imperative that all staff remain alert and observant at all times to ensure the safe running of the play scheme. It is essential that any safety issues are brought to the Senior Management Committees attention at the earliest opportunity. If the safety of any person on the play scheme or a dangerous practice is being observed then intervene and stop, re-assess, report if necessary then continue if/when safe to do so.

ASSOCIATED POLICY'S

- LUPS COSHH Policy
- LUPS Health & Hygiene Policy
- LUPS Working at Height Policy • LUPS Security Policy
- LUPS Fire & Emergency Policy
- LUPS Moving & Handling Policy
- Risk Assessment Register