

Te Awa Steiner Play Group

Health and Safety Policies and Procedures

It is the responsibility of all parents and staff to report any identified safety issues to the Session facilitator as soon as practical.

1. Equipment, Materials and Premises

Premises, furniture, furnishings, fittings, equipment, and materials will be kept safe, hygienic, and maintained in good condition.

Each month a check will be done on the condition of all buildings, furniture, equipment and outdoor play area to identify and damages.

Items that are considered a danger to health or safety will be removed or isolated from use until repairs can be undertaken.

2. Child Supervision

Parents or caregivers are responsible for providing care and supervision of the children in their care.

All children to be supervised by an adult at all times.

In designated activity areas within the premises a maximum of four children may be under the supervision of one adult.

2.A Positive Guidance Procedure

We will ensure that all children are given appropriate positive guidance which use praise and encouragement and give the child respect and dignity. All parents and staff have the responsibility of practicing Positive behaviour management methods.

Playgroup is a non-hitting environment where children feel safe and valued.

We will not allow inappropriate practices, such as inflicting physical or verbal punishment, isolating children, labelling children with derogatory words or shaming them.

We will ensure that:

- No child hurts themselves or another child.
- No child damages another child's work or property.
- Children speak to each other and to adults with respect.

To achieve this we will try to:

- Explain to children the behaviour you want
- Notice and praise good behaviour when it happens.
- Model good behaviour.

- Be reasonable in what we expect taking into account what is "normal" behaviour for the child's age.
- Ignore small things that don't matter
- Allow children to resolve conflicts themselves where possible.

Unacceptable behaviour should be dealt with immediately by the person(s) who observe it, using some of the positive behaviour management methods listed below:

- If children are in immediate danger (e.g. from being hit on the head with a hammer) then an adult should gently physically restrain the hitter.
- Explain to the child why the behaviour is unacceptable.
- Remind the child of the playgroup "rules" or limits.
- Use positive phrases to explain what behaviour is required.
- Help the child to verbalise what s/he wants (it maybe helpful to give the child a phrase to use)
- Redirect the child to another activity if appropriate
- Encourage sharing and turn taking.

2. Cleaning

All tables used to serve food will be sanitised before and after use with a suitable cleaning agent.

All food preparation areas will be sanitised before and after use with a suitable cleaning agent.

All children and parents will wash their hands before and after consuming food.

Toilets and wash basins will be sanitised before and after each session.

All floors will be swept or vacuumed at the end of each session and washable floors will be washed with a suitable sanitising agent weekly or more frequently as required.

All nappy change areas surfaces will be washed with a suitable sanitiser after use.

A cleaning roster will be organised amongst parents to ensure that all areas required to be cleaned have been attended to.

3. Emergency Evacuation Procedures

Parents on arrival the Play Group premises will enter both their name and the children in their care into the Play Group roll book.

All visitors will be introduced to the session facilitator on arrival at the Play Group premises and will have their name recoded in the visitor's book, a record will be entered to show when they leave the premises.

In case of fire:

- Give 3 long blasts on the whistle or press the fire alarm.
- All persons leave building and assemble on the Castlecliff school carpark next to the road boundary fence to ensure a clear way for the emergency service vehicles.
- The session facilitator or nominee will ensure all occupants leave building (check toilets etc).
- The session facilitator or nominee to collect roll and visitor book, close doors/windows as leaving if possible.
- Telephone the Fire Service on 111 using the school telephone located in the School Office any other phone available for use and provide them with brief details of the emergency and the location; Castlecliff School, Polson Street, Wanganui.
- Check roll, ensure all people are accounted for.

Note: Fire/emergency evacuation practices will be held at least once a term.



Earth Quakes

Indoor procedure

- All large items of equipment and furniture including books are secured against falling.
- Earth quake drill practices will be held at least once a term.
- All people will be directed to a safe area:
 1. Assembled inside the classroom in the centre of the room away from windows and take up the turtle position on the floor. In this position each person has their body tucked up with their knees and forehead on the floor, and their hands covering the back of their neck, or
 2. Under a sturdy table, or
 3. Stand within an open internal doorway.
- Once the earthquake has subsided the Session facilitator will escort all people to the emergency assembly area and check the roll and visitor book to ensure that all people are accounted for.
- If outside assistance is required due to fire or injury telephone 111 for the appropriate emergency service. The telephone is located in the school office or a cell phone may be used.

Outdoor procedure

- Everyone should and take up the turtle position on the ground. In this position each person has their body tucked up with their knees and forehead on the floor, and their hands covering the back of their neck.
- Reassure children and adults and ensure they remain in that position.
- Once the earthquake has subsided the Session facilitator will escort all people to the emergency assembly area and check the roll and visitor book to ensure that all people are accounted for.
- If outside assistance is required due to fire or injury telephone 111 for the appropriate emergency service. The telephone is located in the school office or a cell phone may be used.

4. Food Preparation and Storing.

No children to be in the kitchen unless supervised.

All hands to be washed before preparing or consuming food.

All cooking utensils, plates and storage containers will be kept clean and secure from contamination.

Any food to be stored is kept at the correct temperature.

All food rubbish is to be deposited in a secure rubbish container which is emptied regularly. It is preferable that parents take their rubbish home.

Any sharp or hot implements to be kept away from children's reach.

5. Climatic Temperatures

The premises are kept at a comfortable temperature while children are attending. Ventilation to reduce the temperature during hot days and safe and secure heating to increase the temperature during cold days.

Children are to be dressed in the appropriate clothing for the weather conditions. When outside temperatures are hot sun block lotion will be applied and additional sun shading will be provided as required.

6. Smoking

No person on the premises smokes in any area which is available for use by children or for food preparation while children are present.

There will be no smoking of any substance allowed within any buildings at any time.

All areas of the premises accessible to children, both indoors and outdoors, will be 100% smoke-free.

7. Alcohol and Drugs.

No person on the premises may use or be under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour during the playgroups' hours of operation.

Any person that does not comply with this policy may be asked to leave the premises and if failing to do so the police will be called to remove that person.

8. Offensive Materials and Behaviours

The play group premises including buildings and outdoor play areas will not contain any materials or person of or acting in a sexually explicit, violent or offensive nature.

Any of these materials found on the premises will be immediately removed.

Any person found acting in an offensive manner and including sexually explicit, violent or racist will be asked to discontinue that behaviour and may be asked to leave the premises.

Any person who fails to comply with this request may be removed by the police.

10. Outdoor Excursions and Fieldtrips

No field trips or excursions will be taken to places where the children will be in at risk of danger to themselves.

A roll of attendance will be taken before the activity commences and at the conclusion.

All children will be accompanied by a parent or adult caregiver.

All children to have clothing suitable for the weather conditions.

In trips involving motor vehicles, all vehicles are too registered and licensed as roadworthy. All children to be held in a New Zealand Government approved child safety restraint.

All vehicle drivers to hold a current New Zealand or International vehicle licence suited to the vehicle they are driving.

11. Risk Analysis

Every term risk analysis will be undertaken to ensure that and risks or hazards to health relating to the Buildings and equipment, peoples health and behaviours, and the environment are identified so that they may be minimised, removed or isolated.

Consideration of hazards and risks will include but is not limited to:

- cleaning agents, medicines, poisons, and other hazardous materials
- electrical sockets
- heating appliances
- hazards present in kitchen or laundry facilities
- foreign materials (e.g. glass, animal droppings), equipment faults, vandalism, and dangerous objects
- poisonous plants
- Bodies of water (such as pools or water troughs).
- Peoples behaviour and health

12. Parents Responsibilities

None of the above policies and procedures absolves the parent's responsibilities of providing due care and responsibility to the protection of their child as defined by New Zealand law.