



## **The Play Den**

### **15 Safeguarding and Welfare Requirements**

#### **RISK ASSESSMENTS AND OUTINGS**

##### **RISK ASSESSMENTS**

The Play Den conducts regular risk assessments which are recorded as being completed. These are:

- Fire testing checks (carried out every 6 months by our service provider)
- Indoor risk assessments tick checks
- Outdoor risk assessment tick checks
- Kitchen checks tick checks (including temperature checks)
- Toy cleaning charts
- Sleeping baby/children charts (including ongoing Risk Assessments)
- Cleaning tick checks and charts

In addition, we have risk assessed routine outings such as:

- School runs
- Visits to the local shops
- Visits to the library
- Visits to the local park

##### **ACTIVITIES, RESOURCES and EQUIPMENT**

The staff carry out risk assessments on any planned activities. In the event a risk assessment has already been carried out, the member of staff carrying out

the activity must review this risk assessment to ensure it fully addresses all risk and update according.

Risk assessments are approved by the room managers/Setting Manager before commencement of the activity. This includes NEW and EXISTING risk assessments.

Risk assessments must identify risk, how the staff can manage any risk and how staff can reduce or removing risk. Things to consider are (but this list is not exhaustive):

- How many children can safely participate?
- Are there additional risk factors such as using sharp objects or choking hazards?
- Do you need to move the activity to make it safer?
- Are the items non-toxic?
- Is the activity age appropriate? E.G water beads are age 3+
- Do you need other equipment to reduce the risk such as towels for water play or aprons for gloop play?

Additionally, no equipment, toys or resources will enter the nursery without the specific approval of Kate Adams or Marie Giddings. This includes donated equipment.

Staffs are aware of all routine risk assessments and these have been allocated to staff to complete. **(Safeguarding and Welfare 3)**

## **OUTINGS**

The setting also completes risk assessments of outings and specific trips organised outside of a 'normal' day. We gain your permission for outings on the 'permission document' form upon registration. We ensure we take into account staff: child ratios to ensure we can meet the needs of the children such as conducting toilet duties. The Play Den completes written risk assessment for specific outings. **(Safeguarding and Welfare 3)**

Any vehicle your child will travel in will be suitably insured and your permission to allow your child to travel in a vehicle has been obtained prior to the outing, on the 'permission document' signed upon registration. **(Safeguarding and Welfare 3)**

This policy was produced on 21/11/12 and last updated on 11/4/19