

Monty's Daycare; Manic Monsters Play Policy and Procedure

At Monty's Daycare we are fortunate to have access to the Manic Monsters Play centre, we believe the opportunities the children within our care gain from utilising this facility are invaluable to their development and enhance their learning experiences. The children will have other activities planned for them by the staff, that will be carried out in the nursery throughout the day, but when we do take the children into the play centre we understand that the children all have different abilities as to which area best suits them. Monty's Daycare have the opportunity to use the play centre before it is open to the general public, this has been decided to prevent risks, staff in our setting ensure that there are procedures to keep children safe during this play; all staff and volunteers are aware of and follow the procedures below.

Procedures

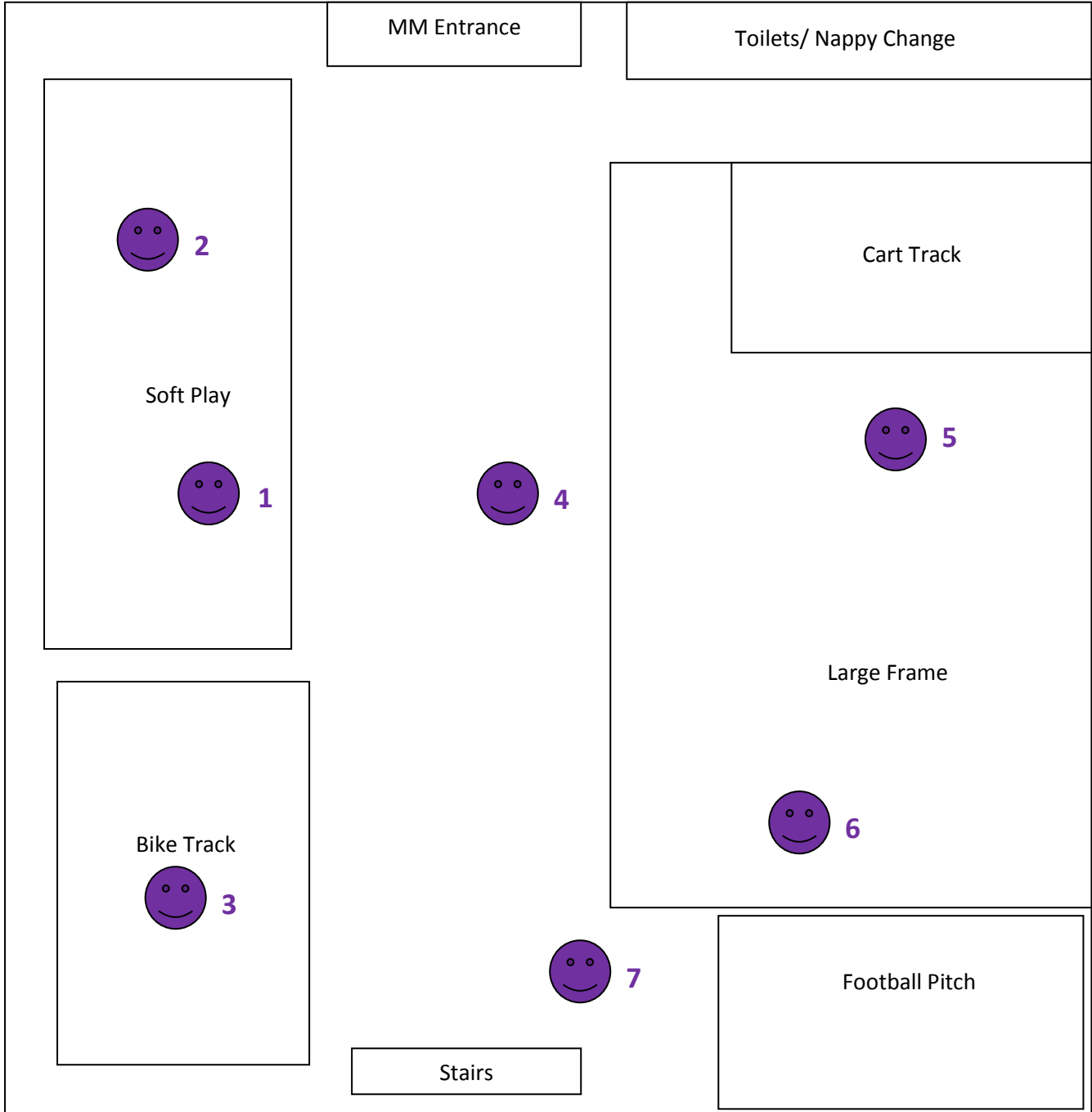
- Parents/guardians sign a general consent on registration for their children to have permission to use the Manic Monsters facility as a part of the daily activities of the setting. Parents/guardians are always asked to sign specific consent forms and these are updated during children's transitions within the nursery.
- Manic Monsters do have age recommendations on the two areas which they have identified as an under five years area and a five years and over area. Parents are asked to give permission for staff to take their child to Manic Monsters and specify the area which is appropriate to their child. All staff must respect the decision of the parent/guardian with regards to Manic Monsters play. Manic Monsters play is a small portion of the children's day at Monty's Daycare.
- Monty's Daycare are responsible for meeting required ratios of staff to children to ensure at all times we are meeting all children's developmental, care and safety needs. Staff are responsible for ensuring all children are supervised and accounted for.
- When utilising the play centre, staff are to be deployed appropriately to ensure the safety of all children are known. Staff are to interact; supervise and stimulate the children during Manic Monsters play.
- Senior staff members are authorised to deploy and oversee staff where they believe ensures the best safety and supervision of the children.
- Named key children are assigned to individual staff to ensure each child is supervised, and to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff are responsible for the whereabouts of their key children and to acknowledge other staff members when a child enters another area of play.
- A minimum of two staff should be deployed on the floor overseeing all areas of the play frame. All other staff on duty must deploy themselves around other prime areas of the play frames, ensuring all areas of play are securely supervised (See *attached map of play centre and staff deployment*). Areas of the play centre are to be blocked off to children if staffing is limited to ensure adequate supervision in all scenarios.
- A risk assessment of the play centre is carried out on a daily basis by the on-duty manager at Manic Monsters.
- All venue risk assessments are made available for parents/guardians to see.
- When entering Manic Monsters the room lead will take account of each child entering and mark them on the register. All staff are responsible for a consistent head count check while children are utilising the play centre. The room lead will then call the children to a central point where the register will be taken again and the children will be marked again on the register. One member of staff will lead the children at the front of the line with a member of staff at the back. The children will then be checked again by the register once everyone has returned to the room.
- A headcount register for each room, contact list with contact numbers of parents/guardians, as well as evacuation bags accompanies staff to the play centre, for precaution of an emergency evacuation. All staff are aware of the fire evacuation procedure when in Manic Monsters.
- Staff in the Nursery room will place the evacuation cot next to the play frame ready in case of an emergency evacuation.

- The first member of staff into Manic Monsters will place the main doors onto lock, this is to keep the children secure inside and prevent people accessing from outside.

This policy was revised at a meeting during the month of January 2019, Kerry Allen (Nursery Manager) and Naomi Washer (Nursery Deputy Manager) were present.

(Policy and Procedure will be revised again during the month of January 2020 spring term)

Manic Monsters Deployment of Minimum Staff on Duty



1 = Soft Play Lower Level



2= Soft Play High Level



3=Toddler track



4= Floor overseeing Cart track, tunnel and Large frame exit



5= Large frame, top of yellow slide



6= Large frame- top of ramp at entrance



7=Floor overseeing Football pitch, stairs, bottom of slide and Large frame entrance/exit

Description