



Setting's Name:

Morning Star Nursery & Morning Star Educational Centre

Designated
Child Protection Officer:

Beverleigh Bossman
Signature:

Deputies Designated
Child Protection Officer:

Georgina Bossman and Beverleigh Bossman
Signatures:

Date Last Reviewed:

08th February 2024

Date of Next Review:

08th February 2025

Introduction

Morning Star Educational Centre recognizes and acknowledges our statutory responsibilities towards children in our care and we are committed to providing a safe, happy and secure environment for them.

This procedure is to be followed every time the children are climbing up and down the stairs, the procedure is to be verbally communicated to the staff member that is helping to ensure no accidents take place.

Management will monitor the procedure to ensure it is being followed.

Going upstairs

- A staff member to call down to ask for help support staff to get the children up / down the stairs safely
- When all 3 staff members are present, the children will come out of the room and sit in the corridor with 2 members of staff.
- 1 staff member goes to the top of the stairs with 1 child. The child is on the side with the banister and the staff member will be behind the child. The staff member has a firm hold of the child's two hands and is walking behind the child going up the stairs, when they reach the top they support the child.
- As they reach the top another member of the team takes 1 child up following the same procedure where the child holds the banister and the staff member is behind the child holding onto both hands until they reach the top.
- The staff member should always be behind the child to ensure they are there to stop any falls.
- The staff member returns downstairs to help the next child. This continues with the children as they climb the stairs one by one.
- The extra staff member moves from the bottom of the stairs to the top as the children climb to help them.
- The children climb at their own pace.
- When there is only 1 child left to climb the stairs the remaining staff member helps that child up following the same procedure as all the other children.
- Under NO CIRCUMSTANCE should there be more than two children on the stairs at any one time.

Going downstairs

- A staff member to call down to ask for help support staff to get the children up / down the stairs safely
- The staff member takes the first child to the top of the stairs, firmly holding both of the child's hands and coming down the steps in front, facing the child to ensure they are there to support any trips / slips.
- When they reach the bottom the staff member and the child sit and wait for the others.
- As the child reaches the bottom of the stairs another team member helps a child down the stairs, following the same procedure of firmly holding both hands, going down in front of child, facing the child to prevent any falls.
- The staff member should always be in front of the child to ensure they are there to stop any falls.

- When the child is safely down and sitting the staff member returns to the top of the Climbing the Stairs Policy 8 February 2023 stairs for the next child. This procedure is followed until all of the children are safely to the bottom of the stairs.
- The extra staff member moves from the bottom of the stairs to the top as the children climb and the help and support is needed at the top to get the children ready.
- The children go down stairs at their own pace.
- When there is only 1 child left to climb the stairs the remaining staff member helps that child up following the same procedure as all the other children.
- Under NO CIRCUMSTANCE should there be more than two children on the stairs at any one time. The team are responsible for the safety of the children and the children's own pace is to be followed at all times, there is to be no rush or hurry when going up and down the stairs. All coats, wellies and outdoor clothing is to be put on and taken off in the cloak room at the top of the stairs so the children are safe as they travel the stairs.