

SKAPW7 - SQA Unit Code FT4P 04

Develop and maintain a healthy, safe and secure environment for children



Overview

This unit is about the provision of an environment for children that promotes their health, safety and protection. It also covers outings that form part of work activities.

The unit is divided into three parts. The first part describes the three things you have to do. These are:

1. establish a healthy, safe and secure environment for children
2. maintain a healthy, safe and secure environment for children
3. implement procedures for accidents, injuries, illnesses and other emergencies

The second part describes the knowledge and understanding you must have.

The third part gives some examples and explanations of some words we use in this unit.

This unit is for experienced staff working directly with children and young people in a setting whose main purpose is to provide children and young people with opportunities for freely chosen self-directed play.

This unit is underpinned by the Playwork Principles and staff must be familiar with these and committed to them in their practice.

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Performance criteria

You must be able to:

Establish a healthy, safe and secure environment for children

- P1 have up-to-date and accurate information about the health, safety and security requirements for your setting
- P2 check all areas of your setting and identify and record hazards
- P3 identify and remove those hazards that can be eliminated
- P4 assess and record the levels of risk for all other hazards and establish procedures for managing these risks to an acceptable level
- P5 make sure that all children and adults using the setting have information about the health, safety and security procedures relevant to them
- P6 review and revise your health, safety and security procedures in line with changing circumstances and requirements, and to make improvements

You must be able to:

Maintain a health, safe and secure environment for children

- P7 assess the health, safety and security of the setting before starting, during and at the end of work activities
- P8 make sure children and adults in the setting are following health, safety and security procedures, providing them with help and support when necessary
- P9 maintain supervision of children appropriate to the levels of risk and the child's stage of development
- P10 encourage children to help manage risk for themselves
- P11 encourage children's awareness of their own and others safety and their personal responsibility

You must be able to:

Implement procedures for accidents, injuries, illnesses and other emergencies

- P12 make sure that accidents, injuries, signs of illness and other emergencies are promptly identified
- P13 follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely
- P14 make sure that yourself and others are not put at unnecessary risk
- P15 provide comfort and reassurance to those involved
- P16 make sure that first aid and medication are provided according to the correct procedures
- P17 follow the correct procedures for recording and reporting accidents, injuries, signs of illness and other emergencies

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Knowledge and understanding

You need to know and understand:

- K1 how the Playwork Principles specifically relate to this unit
- K2 statutory and regulatory arrangements covering health and safety for the children, workers, families and visitors in your setting
- K3 the basic stages of child development and the implications these have for health, safety and security arrangements
- K4 regulations covering manual handling and the risks associated with lifting and carrying children
- K5 safety checking of the children's indoor and outdoor environment before and during work activities to include:-
 - K5.1 facilities and equipment
 - K5.2 toilet and washing areas
 - K5.3 movement and activity of children
- K6 security arrangements to include:-
 - K6.1 children's arrival at the setting
 - K6.2 children's departure from the setting
- K7 regulations and procedures for the storage and administration of medicines
- K8 theories and models of risk assessment that are applied in your setting to cover the environment for children and workers both indoors, outdoors and on outings
- K9 differences between formal and informal risk assessments
- K10 why it is important to allow children to assess and manage risk according to their stage of development and how this can be done
- K11 how to record accidents and incidents
- K12 the appropriate contents of a first aid kit
- K13 the correct responses to situations involving accidents and injuries taking into account the age of the children and the procedures of the setting
- K14 signs and symptoms of common childhood illness and allergies and appropriate responses according to established procedures
- K15 good hygiene practice including:
 - K15.1 the facts of cross infection
 - K15.2 appropriate systems to dispose of different types of waste, food handling,
 - K15.3 handling body fluids
 - K15.4 issues concerning spread of hiv and aids virus and hepatitis
- K16 emergency procedures in your setting covering fire, missing children, evacuation

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Additional Information

Glossary

Children and young people

All children and young people with respect for any impairment, their gender, race, culture, language, sexuality, health, economic or social status and any other individual characteristics

Hazard

Something that may cause harm to the health, safety and welfare of users of the play setting

Health and safety policies and procedures

These will be written policies and procedures developed by your organisation in line with relevant legislation, such as the Health and Safety at Work Act, the Children Act and Control of Substances Hazardous to Health regulations

Risk

The likelihood of a hazard actually causing harm; this will often be influenced by the age or stage of development of the children and young people involved

Security hazards

For example strangers, unattended items, opportunities for younger children to leave a supervised setting

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