



Procedure for climbing the stairs

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 there are no accidents take place. Management will monitor the procedure to ensure it is being followed.

Going upstairs

- A staff member to radio management to help support staff to get the children up / down the stairs safely when required.
- When all 4 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 to get ready for going outside.
- 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. When they reach the top, the child has help to get ready for going outside.
- 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 and the help and support is needed at the top to get the children ready.
- 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.
- Older children (3-5's) should be encouraged to hold the banister going up or down stairs and a member of staff at the top and bottom of the stairs.
- Children aged (2-3's) can go upstairs a maximum of 3 children at any one time, but staff must assess their abilities on the stairs and only follow this guidance if they are able and if not, they must follow the one at a time procedure.

Going downstairs

- 1 staff member radios for management to support/help them down the stairs.
- As the children come in from the garden the coats etc, are removed and placed on their pegs. Wellies are to be removed and indoor shoes put on for safety.
- The staff member takes the first child to the bottom 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 stairs for the next child. This procedure is followed until all 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 downstairs 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 one child 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 always followed, 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.