



Harvard Park Policies and Procedures:

**Harvard Park's Generation Football Policies and
Procedures – for Day Nursery, Feltham, TW13
Only**

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Policy Statement

All children will have the opportunity to experience and access the Generation Football offsite facility before they leave to attend primary school. They will have the opportunity to engage in open ended, practical experiences set in a purposeful environment. We will ensure the children have the space and time to develop their confidence as well as their love of sport, exercise and learning.

The Early years educators will document all generation football experiences on the children's personal EyLog journals. Parents/carers are asked for a written statement if they do not want their child taking part, explaining this decision. Where structured a structured 6-week learning plan is in place, parents/carers are informed of the dates the sessions will be running for via email and will be informed of any cancelled sessions. The lead Early years educator for the group is available to speak with via email, phone call or face to face should Parents/carers have any questions during their child's 6-week programme. Where ad hoc sessions are undertaken, parents/carers prior informed consent is gained upon registration. Before any visits are undertaken, we assess the child's listening and attention skills, mobility and stamina as well as their physical development levels. We also refer to this offsite facility as 'the gym'.

Lead Early Years Educator Responsibilities

- To ensure this policy is reviewed annually or before if there are changes in circumstances.
- Ensure all supporting early years educators and/or adults have read their handbook as well as the relevant policies.
- Undertake risk assessments, record any significant findings and review these annually or before if there is a change in circumstance. This includes the use of a visual risk assessment before each gym session.
- Ensure there are evacuation procedures in place and tested.
- To report any health and safety issues to a manager or director on a regular basis,
- Ensure there is adequate first aid provision available and kept up to date.

Accident and Emergency / Serious Incident Reporting.

Before each session, all adults and/or early years educators will be given a full and comprehensive safety briefing. This will include, but is not limited to, areas where there is no access, boundary points, first aid, emergency procedures, any vegetation that maybe toxic and specific experiences being offered relating to equipment.

Procedure for accident and Emergency response

In the rare event of a serious incident or the need to alert the emergency services this procedure will be followed:

- The lead early years educator will signal to all participants that they need to gather in a specific place which is determined at the beginning of the session. This will usually be where they leave their coats.
- If a participant or supporting adult is injured the lead early years educator will phone the emergency services whilst staying with the casualties, if required. Where there is another member of staff present, they will phone the main office and request additional adults on site.
- The lead early years educator will wait with the casualties while the emergency services arrive and accompany them to hospital if necessary.
- Any supporting adults will secure the site and return to the premises. Parents and carers will be contacted.
- The lead early years educator will complete a full and comprehensive account of the incident or injury.
- A full meeting with the lead early years educator, other members of the setting team, senior leadership team will be called to review and amend policies and procedures if appropriate.
- In minor cases, the lead early years educator will arrange to contact the injured party's emergency contact so they can be collected and taken to hospital, doctor or home as appropriate.

Emergency contact numbers

Emergency Services: **999**

Day Nursery: **0208 890 3715**

Requesting Attendance by Emergency Service

Dial **999** and ask for the relevant service/s: be ready with the following information:

- Phone number
- Post Code and address
- What 3 words reference – atom.defeat.levels

First Aid

Newly qualified staff who achieved an early years qualification in Level 2 or 3 on or after 30th June 2016 must also have a paediatric First Aid certificate to be counted in adult: child ratios. In our

setting, staff can take action to apply first aid treatment in the event of an accident involving a child or adult. All staff with current first aid training are on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

We have evidence of due diligence when choosing first aid training and ensure that it is relevant to adults caring for young children.

Procedures The First Aid Kit Our first aid kit complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items only:

- Triangular bandages (ideally at least one should be sterile) - x 4.
- Sterile dressings: - Small x 3. - Medium x 3. - Large x 3.
- Composite pack containing 20 assorted (individually-wrapped) plasters x 1.
- Sterile eye pads (with bandage or attachment) e.g. No 16-dressing x 2.
- Container or 6 safety pins x1.
- Guidance card as recommended by HSE x1.
- Any lifesaving medication such as inhalers or EpiPens are taken with and returned to the correct place after each session.

In addition to the first aid equipment, each box should be supplied with:

- 2 pairs of disposable plastic (PVC or vinyl) gloves.
- 1 plastic disposable apron.
- a children's forehead 'strip' thermometer.
- A supply of cool packs is available.

The first aid box is easily accessible to adults and is kept out of the reach of children. The Forest school leaders responsible for replenishing and checking the contents of the first aid boxes before and after each session.

- Medication is only administered in line with our Administering Medicines policy
- In case of minor injury or accident, first aid treatment is given by a qualified first aider.
- In case of minor injury or accidents we normally inform parents/carers when they collect their child, unless the child is unduly upset or we have concerns about the injury. In which case we will contact the child's parents/carers for clarification of what they would like to do i.e., Collect the child and/or take them to their own GP.

Extreme Weather: Generation Football is accessible to all children aged over 2.5 years and throughout all seasons and weather. In the event of extreme weather, at the discretion of the setting manager, the session can be cancelled. In the event of a cancellation, children will remain in the setting and continue with learning. The cancelled session will be re-arranged for the same week or will be extended for a week.

Clothing Policy: All children, early years educators and supporting adults must be wearing the correct clothing and footwear before attending the gym sessions. The lead early years educator leader can refuse to take a child if they are dressed inappropriately. We have a bank of spare clothing which we will use to help the child dress appropriately before refusing their attendance. This is to ensure that all children have access to this activity in accordance with our equality policy.

Examples for suitable clothing for a session:

- Long trousers, long sleeved tops and jumpers (for colder weather)
- Long light trousers, long or short sleeved light tops (for warm weather)
- Fleece and waterproof coat
- Suitable trainers or sturdy Velcro shoes which adequately fit
- Thin socks
- Cycle shorts or tights underneath dresses or skirts to maintain privacy and dignity.

Examples for non-suitable clothing for a session:

- Shorts are discouraged due to the flooring causing friction burn if a child was to fall.
- Crocs, sandals or flipflops
- Dresses or skirts
- Sleeves tops (shoulder uncovered).

Toileting: During our generation football session, there is a toilet facility onsite with an adult sized toilet and sink. All children and adults are encouraged to use the toilet before we leave the setting. Children are supported whilst using the toilet, ensuring their dignity and privacy is maintained at all times. The toilet is disinfected prior to use and disinfected prior to leaving the site. The owner of the site is responsible for keeping the toilet roll and handwash stocked.

The lead early years educator and Supporting adult must:

- Make sure all children go to the toilet before they leave the building
- Make sure you have spare clothes in your emergency bags for accidents
- Make sure you have nappies, additional toilet roll and child-friendly anti-bacterial gel available.

Insurance cover: We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the wall at both settings.

Conservation Policy for children and adults

We must: -

- Look after the surroundings and respect all the equipment
- Look after resources

- Tidy up after ourselves, taking all rubbish and debris with us.

Manual Handling: There are experiences which will involve moving or lifting heavier objects. We recognise how easy it is to injure oneself when moving objects of a natural nature.

PPE Requirements for collecting and moving objects:

- trousers to protect limbs from cuts
- Closed shoes to protect feet in case of dropping objects

Parents/carers are informed of the clothing requirements required for children to participate safely.

Procedures

- The early years educators will demonstrate and use appropriate and safe techniques. This includes bending of the knees and keeping a straight back when lifting objects.
- All participants will be encouraged to think about special awareness when moving or carrying objects.
- Any female adults who may be pregnant will be advised not to lift heavy items at any time including children.
- Any adults who have risk assessments in place for injury or illness will be advised on the nature of their risk assessment as what they will be able to or not able to do. In some cases, another suitable member of staff will be asked to step in as a replacement.

Risk Management

All aspects of a generation football experience carry risks. At Harvard Park all experiences will have been assessed through risk assessment to ensure the children are kept safe during every session.

In addition, early years educators will complete:

- A full and comprehensive visual risk assessment will be conducted before every session.
- Risk Assessments for all experiences will be completed.

All risk assessments will be reviewed annually or before an incident arises.

All participants, parents/carers and staff must understand that risks can be minimized by cannot be eliminated altogether, and health and safety concerns need to be balanced against the potential benefits of any activity.

Children, young people and adults will suffer occasional bumps, bruises and cuts which are a part of everyday life. The application of exposure to simple risks with the appropriate training of will ensure everyone is as safe as they can be whilst enjoying Generation football sessions and learning.

Tools and Equipment

There may be some equipment belonging to Generation Football such as interactive touch pass equipment, cones, footballs, bibs etc. All early years educators are briefed by the owner about what they can and cannot use with the understanding that everything is replaced where it is found. Large objects which require training and support from trained professionals are not used. Where needed, Harvard Park will provide it's own equipment and transfer this to and from the setting – it is not to be left there.

Procedure for walking to the Generation Football site:

All children, early years educators and/or supporting adults will be walking to Generation Football site from Harvard Park. The site is located on Victoria Road, Feltham. The full address is: Unit 12, St Lawrence Business Centre, Victoria Rd, Feltham TW13 7LT.

All participants will:

- Leave the setting via the front door.
- Walk in pairs with high visibility vests with a qualified adult at the front and a qualified adult at the back of the line.
- Walk along the high street using the Green Cross Code at appropriate crossings.

The Lead Early Years Educator will:

- Head count all children and adults before leaving the premises.
- Fill in the appropriate outing form with the relevant information including current contact number.
- Inform the office when we are leaving.
- Head count all children and adults on entering the site
- Head count all children and adults on during the session
- Head count all children and adults on re-entering the premises.

This policy and procedure should be referenced against the following policies:

- Valuing diversity and promoting inclusion and equality.
- Child Protection and Safeguarding young people and vulnerable adults
- Missing Child
- Health and Safety General Standards
- Manual Handling for those employed by Harvard Park
- Risk Assessment
- Supervision of Children on outings and visits
- Medication Administration and First Aid

These additional policies and procedures will be worked with while conducting forest school sessions and will be referenced and adhered to throughout.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead