

Premises and Environment Policy

Purpose of this Policy

The aim of this policy is to ensure that the environments where sessions run will:

- ✦ contribute positively to the learning, well-being, attitudes, behaviour and motivation of our children;
- ✦ provide a safe and stimulating environment whilst on site;
- ✦ raise physical activity levels of those who attend sessions;
- ✦ promote independent play, group activities as well as confidence and having fun
- ✦ provide a safe, comfortable and motivating place of work for all our staff

Indoor Space e.g. Halls or Classrooms

Providing a safe environment is of paramount importance, and all coaches give due regard to the Health and Safety Policy when organising their indoor space in sessions.

All hazards are reported immediately and actioned by the site manager or caretaker on site.

Staff and children are expected to leave indoor spaces in a neat and tidy condition.

No litter should be left on the floor and all equipment and supplies should be put away in the appropriate location before the children leave the site for the day.

Indoor spaces are cleaned each day and we ensure that the children have a clean, safe and welcoming place in which to attend sessions. Each child is given an area(s) to keep their belongings and it is expected that they will take responsibility for looking after it.

All belongings should be kept on the designated hook/peg at all times.

Outdoor Space e.g. Playground, Field, MUGA

At Super Star Sport we recognise the importance of giving children access to the outdoors where possible during sessions.

The outdoor space is all checked for any hazards before use and risk assessed

Children will be always supervised when they are on site during the hours the service is delivered, whether indoors or outdoors. The site manager will ensure particularly that there is adequate supervision of children throughout the duration of the service.

Bathroom Facilities:

- ✦ Bathroom facilities will be checked and cleaned daily by named staff using appropriate disinfectants.
- ✦ Signs in place to encourage adults / children to wash their hands after using the facilities
- ✦ All clinical waste – e.g. wipes, plasters – will be disposed of in an appropriately labelled bin and removed in a properly managed way (see also our Health and Safety policy).

Kitchen Facilities:

- ✦ All areas where food are prepared must be cleaned daily using the cleaning schedule provided with appropriate disinfectants
- ✦ All adults must wash their hands before preparing or entering the kitchen
- ✦ All tables to be wiped prior to children eating at them
- ✦ All staff involved in the preparation of food to be aware of and follow good hygiene practices (e.g. separate chopping boards, covering foods) and clear routines for food storage and waste removal. Staff should hold relevant qualifications where appropriate.
- ✦ Food handling procedures are monitored and reviewed regularly

Policy Responsibility and Review

We are committed to reviewing our policy and good practice annually.

This policy was adopted by Super Star Sport	Date: 12/04/2023
To be reviewed: 12/04/2024	Signed: 