

Xplorer Safety Notes

A summary for Teenage Leaders of Under 5s

Supervision safety

- Make sure there are at least two people aged 14+ in the room actively supervising. Ask for a lovely parent to help if needed.
- Keep all three doors closed during the session – office corridor, Art Space and storage space.
- At the end, don't let children leave the room until a parent or caregiver comes to take over responsibility for them. If no one comes to collect them, take them downstairs and reconnect them with their parents.

First Aid

- First Aid Kit is in the end cupboard. Please let parents know as soon as possible of any incidents, and record in the book in the First Aid Kit.

Food

- Xplorers is food-free in order to keep children with allergies safe, apart from the plain rice crackers. If there is to be food as part of the activity, parents need to be notified beforehand. Children are welcome to snack in the service before coming to Xplorers.

Toileting

- Unless it's an emergency, only people related to them should be helping children with toileting. If a child needs to go to the toilet, take them to their parent or care-giver.
- If the moment arrives without much notice and you don't have time to get their adult, stay calm and positive, and take the child to the toilet by the chapel. Help the child to get started: encourage them to do as much as they can independently while you stand in the toilet doorway. Once they're sitting on the toilet, go and get their adult if you can do it without leaving the child more than a few moments – you could ask someone sitting near the door in the service to get the parent while you stay near the toilet doorway to reassure the child. If you can't get the parent then, let them know afterwards that you needed to help their child to go to the toilet.
- If the child needs a clean-up, someone related to them needs to do that unless there are exceptional circumstances.

In an emergency evacuation:

- Stay calm – the children will take their cue from your reactions. If you are calm, they won't be so scared.
- Gather the children and the roll and go down the stairs. Aim to have a leader at the front and the back of the group while you are walking. Go out the front door by the chapel, around the corner and across Burleigh Street to the carpark over the road.
- Alternative exit: go through the Art Space door, turn left and down the stairs by the air hockey table and out the Mt Eden Road ramp door.
- Wait at the carpark across Burleigh Street with the children until their parents come to you. Check the roll.

Candles

- As a general rule, we only use LED candles with Xplorer children.