



## Treetops Risk Assessment October 2023



What are the hazards	Who might be harmed and how?	What are you already doing?	What further action is necessary	Who/ when
<b>Staffing</b>				
Adult to child ration is maintained	Children unsupervised posing a safeguarding risk/behaviour.	Two staff members are employed . Breakfast – x2 leaders Teatime - One manager and one play worker.	Bank staff for TTT	SBM Nov 2023
Staff absence	Children and staff if ratio cannot be maintained	Two staff members are employed to run the provision – both in for the morning and afternoon. There are staff members who start their contracted hours to be able to cover for Breakfast Treetops in case of sickness absence.	Bank staff	SBM Nov 2023
<b>Access to school Building</b>				
Access to the front of the main building by strangers or exit from the front of the building by children.	Children or adults may be harmed either physically or verbally; Children may abscond	The main gates are locked until 8.4am and locked again from 3.20pm. Main gate is not unlocked in the morning until children are all in the building with staff. Treetops are alerted when the gates are opened/closed – no children to use outside area until the gates are locked. Access to the school building is only accessible using a security fob. Visitors must sign in, and are allowed entry to the building by one of the office staff.	None planned	N/A
Access to the building by parents	Children in and around the school after main school hours.	Access only permitted through the main office door. Entry using a security fob only. Bell provided to call Treetops staff. Main door to be kept closed at all times.	None planned	N/A

<b>Attendance from classrooms and clubs</b>				
Children getting to class on time in the morning are breakfast Treetops.	Children missing register in the morning.	All children are registered upon arrival to Breakfast Treetops EYFS children taken to class by 8.40am. KS1 children and KS2 children sent to class – they are able to walk down the corridor independently.	None planned	N/A
Teachers knowing if children are going to Treetops	Children leaving school with no adult supervision or parents knowing where they are.	Parents are able to register their children up to 2pm every day. Treetops manager has access to Studybugs to check last minute messages from parents. Tree tops manager to print off register at 2.30pm and deliver to all classes – names highlighted. Tree tops play worker to collect children from KS1 class.	None planned	N/A
Children knowing if they are attending Treetops after clubs	Children not knowing where they should be. Club providers unsure of arrangements.	Policy indicates that parents are expected to talk to their children about when they are going to Treetops. Manager to deliver registers at 2.30pm to teachers and giving list of children to club providers.	None planned	N/A
Children in KS2 leaving school - walking home – instead of going to Treetops	Children at risk of harm/safeguarding	Policy indicates that parents are expected to talk to their children about when they are going to Treetops. Manager to deliver registers at 2.30pm. Teachers held to account for ensuring children who are registered at treetops are sent there. Teachers to have list of children attending Treetops on classroom door as a reminder.	Communicate expectations in briefing.	Head By 30 <sup>th</sup> Nov
Pick up procedure for Teatime Treetops	Children going missing from school	Parents have to deliver children to Breakfast club staff. Children are registered on arrival Parents are expected to pick their child up from teatime treetops and sign them out. No child is permitted to walk home from Teatime treetops	None planned	N/A
<b>Playground equipment</b>				
Slips, trips, bumps and grazes	Children risk of injury	Play surface is inspected on a regular basic to ensure that the surface does not have any trip hazards present. Pupils are instructed not to participate in rough play. Premises Supervisor checks playing fields daily for any obvious hazards e.g. glass, syringes, cans and potholes. Football/ball games are restricted to grassed areas or away from areas where they could break glass/run into walls First aid kit kept in Treetops	None planned	N/A

Injury	Children risk of injury	Staffing levels are such that all areas where pupils can access can be seen by a member of staff. Children are given strict guidelines as to where they can play. Staff is of sufficient number to be able to deal with emergency situation that could occur (e.g. Fire, pupils requiring first aid). Premises Supervisor checks playing fields and playgrounds daily. First aid kit kept in Treetops	None planned	N/A
Faulty equipment	Children and staff at risk of injury	Equipment is checked daily for condition and taken out of use if damaged (responsible staff member signs to say this has been done.) The equipment used is suitable for the age and ability of the intended user. Ensure all pupils are closely supervised when using play equipment. Play equipment is subject to an independent annual inspection e.g. climbing frames.	None planned	N/A
<b>Food allergies</b>				
Children eat items that they are allergic to	Children eating something that they are allergic to.	A full list of allergies is given to the Treetops staff using the information held at school. Epi pens are kept in treetops when required. Food mats for each child with allergies etc	None planned	N/A
<b>Safeguarding</b>				
Drop off and pick up by parents to Breakfast and from teatime.	Children collected by someone other than named person.	Children signed in and signed out. Adults on pick up lists only to collect.	None planned	N/A
Safeguarding incident or disclosure	Children are not safeguarded	All staff are trained in safeguarding. Breakfast Treetops staff x1 is DSL trained. Leaders and managers have access to CPOMs to record concerns Regular meetings with SLT to discuss concerns. Leader and Manager receive weekly briefings to ensure they are kept up to date with concerns. Head to inform Leader/Manager of children for concern.	Manger to go on DSL training.	Head Nov 2023

<b>First aid</b>				
Children fall ill during Treetops.	Children falling ill	All staff have first aid and paediatric first aid. Staff have access to sick room and medications. Contact numbers are in treetops folder for quick referral. Manager has access to studybugs to message parents. Treetops follows school policies and procedures.	None planned	N/A
Medical conditions	Children falling ill during Treetops	All relevant staff know which pupils have any medical conditions / special educational needs. Clear procedures are implemented for dealing with any pupils who have specific medical conditions or special educational needs. Systems are in place to ensure all relevant staff are updated of any changes regarding these procedures. Medication/inhalers is stored in the school office.	None planned	N/A
<b>Behaviour</b>				
Children being rude/aggressive to others	Children and adults being insulted	Children are expected to adhere to Behaviour policy as in school. All staff have behaviour policy. Children are given warnings for inappropriate behaviour Parents are informed of any behaviour concerns Repeated inappropriate behaviour could result in place at Treetops being withdrawn	None planned	N/A
Peer on peer abuse	Children at risk of safeguarding	Children are expected to adhere to Behaviour policy as in school. All staff have behaviour policy. SLT alerted about peer-on-peer abuse. Parents informed of all behaviour concerns	None planned	N/A