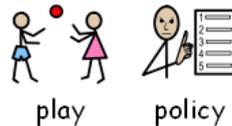
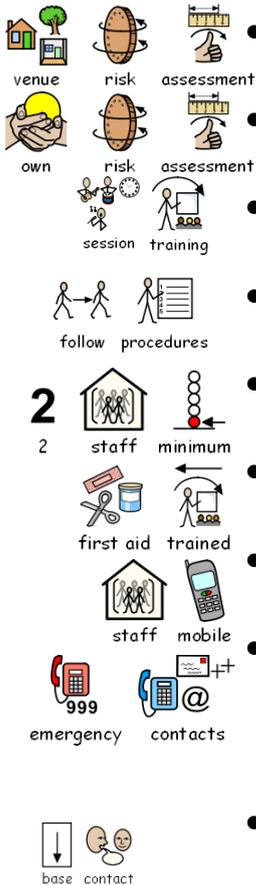


# Play ranging policy



Dudley Play Service provides occasional play ranging programmes, such as Dudley Play Week. All out and about play ranging sessions offer a free to come, free to go and free of charge policy. As such, children and young people in attendance **are not** in the play ranger's care during these sessions. Children and young people attending who are over 8 years of age will need to be responsible for themselves and children under 8 years of age require parental supervision. Play rangers are present to support the play process and provide a varied play menu.

Play rangers will take ample steps to ensure the safety of those present during out and about sessions, as follows.

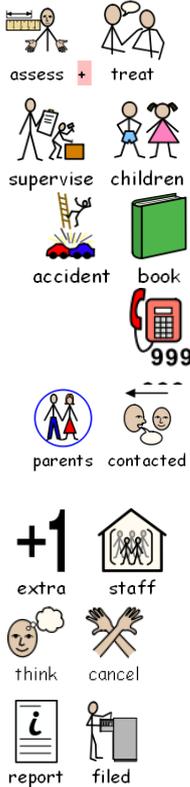


- A risk benefit assessment on the proposed environment will be carried out before play ranging takes place.
- Where play rangers are using a specific venue, they will obtain and adhere to the centre's own risk assessment.
- All play rangers will be briefed prior to delivering out and about sessions.
- All play rangers will adhere to the play ranging policy and procedures.
- A minimum of two uniform staff will always be present during play ranging.
- One of the play rangers will be first aid qualified and will take appropriate first aid kits with them.
- Play rangers will always take a charged mobile phone when out and about in the case of any emergencies.
- Play rangers will record basic emergency contact details of children in case any accidents or incidents take place. At Play Week Events, a registration tent will be used to obtain information on official play week registration forms.
- Play rangers will have a base contact who is aware of their whereabouts and who has a copy of the relevant risk assessments. This will usually be the Play Service Manager.

If medical assistance is required during play ranging sessions:



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- The designated first aider will assess the situation and treat injury if appropriate.
- The other member of staff will reassure and supervise other children present.
- Accident record forms will always be available at the site and will be completed when appropriate.
- If the incident is too serious to be treated by a first aider, emergency services will be contacted.
- The play ranger will then contact the person whose emergency contact details had been recorded.
- The base contact will also be contacted and informed about the incident.
- An additional member of staff may be required to attend the scene or meet at the hospital if necessary, (usually the base contact).
- It may be necessary to cancel the play ranging session. This will be a judgement call for the play rangers.
- All necessary reports will be written and kept securely on file.

### Parents leaving the group



- Play rangers target work with 8 – 13 year olds, although this is only a guideline. Under 8 year olds should be accompanied by a responsible adult over the age of 18.
- Play ranging adheres to a free to come, free to go, free of charge policy. Children **are not** in our care during play ranging sessions. Should parents wish to leave children with play rangers, we will not be able to keep the child with us should they choose to leave. Parents must be informed of this.
- If parent / guardians are still happy to leave the child / young person, then play rangers will take a contact number in case of any emergencies.

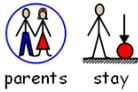


### Child goes missing

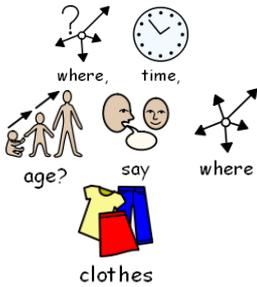


- If a parent reports their child as missing at a play ranging session / event, the play ranging pair will offer support. One ranger will continue to support children present and the other will offer assistance.
- Play rangers should stay calm and raise the alarm. One member of staff will inform the management, reception, if at a venue.





- The parent will be asked to stay where they are in case the child returns to the location. The parent will then be asked the following questions:



1. When did you see them last, what time and where?
2. How old is the child?
3. Did they indicate in any way where they might be or wanted to go?
4. Have they disappeared before?
5. What they were wearing / what do they look like?



- One member of staff will search for the child in the last place seen and any other possible areas the child could be.
- If child is not found within 20 minutes then the police must be called. Play ranger mobile phones can be used.
- Staff will co-operate fully with all police 'missing child' procedures.
- All written reports of the incident will be recorded and submitted to relevant bodies.
- The base contact should be kept informed throughout.
- Following the event, follow up calls will be carried out with the family.

