

### 42. Use of the Crèche Lifts

#### Policy Statement

It is the policy of Links Childcare to provide a safe environment for all children. Where there is a lift installed in a crèche it is viewed as paramount that a particularly vigilant level of supervision is provided as children enter, leave or travel on the lift. This document states the procedures to be followed to maximise the safety of all.

#### Procedures

1. Refer to the 'Recommended Lift Capacity' document before entering the lift.
2. When forming a line to wait for the lift, children will be asked to stand well back from the door
3. The Educarer will tell the children when it is safe to enter or leave the lift.
4. Children will not be allowed to press the buttons to call the lift.
5. The Manager of each crèche (in consultation with Head Office) will determine how many children can travel in the lift at the one time. This will be based on the manufacturer's weight guidelines.
6. All Educarers will be made aware of the number of children allowed to travel in the lift at the one time.
7. One Educarer will travel in the lift with the children and the second Educarer will use the stairs and be available to meet the children on the next floor as they leave the lift.
8. Children, from a very young age, will be taught to respect a lift as a facility in the crèche and not a toy. Children will not be allowed to touch the buttons inside the lift and will be taught to stand still for the duration of the short journey.
9. Parents, who use the lift with their children on arrival or departure from the crèche, are asked to ensure that their child observes the same rules as when he/she is with an Educarer.
10. In the event of the lift malfunctioning, the Emergency Button will be immediately pressed by the Educarer on the lift.

#### Review

Management, in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.