

<p style="margin: 0;">National Occupational Standards in Children's Care, Learning and Development</p> <h1 style="margin: 0;">CCLD 302</h1> <p style="margin: 0;">Develop and maintain a healthy, safe and secure environment for children</p>
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Introduction

What is this unit about?

This unit is about the provision of an environment for children that promotes their health, safety and protection. The unit is appropriate for all (children's care, learning and development, childcare and playwork) settings and services where children and young people are present.

Who is this unit for?

This unit is suitable if you have supervisory responsibilities or work unsupervised in a setting or service whose main aim is children's care, learning and development.

Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Content of unit

The elements are:

1. Establish a healthy, safe and secure environment for children
2. Maintain a healthy, safe and secure environment for children
3. Supervise procedures for accidents, injuries, illnesses and other emergencies

Place in the NVQ/SVQ framework

This is a mandatory unit in the level 3 Children's Care, Learning and Development NVQ/SVQ. It also occurs as a mandatory unit in the level 3 Playwork NVQ/SVQ PW7.

Links to Key and Core Skills

This unit will provide some evidence for the following:

Key Skills	Core Skills
Communication: 3.1a, 3.2, 3.3	Communication: Intermediate 2
Working with Others: 3.1, 3.2, 3.3	Working with Others: Intermediate 2
Problem Solving: 3.1, 3.2, 3.3	Problem Solving: Intermediate 2
Application of Number: 2.1, 2.2, 2.3	Numeracy: Intermediate 1

What we mean by some of the words used in this unit

Children	Children with whom you are working, except where otherwise stated
Correct procedures	Those required by law, inspection agencies and the organisation
Environment	All aspects of the indoor and outdoor environment for which the candidate is responsible
Hazard	Something likely to cause harm
Other emergencies	For example, fires or other threats to the safety of children and colleagues in the environment, missing children
Risk	The seriousness of a hazard and its likelihood to actually cause harm

The National Standard

Element CCLD 302.1 Establish a healthy, safe and secure environment for children

Performance criteria

This is the national standard which you must meet:

1. Have up-to-date and accurate information about the health, safety and security requirements for your setting
2. Check all areas of your setting and identify and record hazards
3. Identify and remove those hazards that can be eliminated
4. Assess the levels of risk for all other hazards and establish procedures for managing these risks to an acceptable level
5. Make sure that all children and adults using the setting have information about the health, safety and security procedures relevant to them
6. Review and revise your health, safety and security procedures in line with changing circumstances and requirements, and to make improvements

The National Standard

Element CCLD 302.2 Maintain a healthy, safe and secure environment for children

Performance criteria

This is the national standard which you must meet:

1. Assess the health, safety and security of the setting before starting, during and at the end of work activities
2. Follow health, safety and security procedures yourself
3. Make sure children and adults in the setting are following health, safety and security procedures, providing them with help and support when necessary
4. Maintain supervision of children appropriate to the levels of risk and the child's age, needs and abilities
5. Encourage children to help manage risk for themselves
6. Encourage children's awareness of their own and others' safety and their personal responsibility
7. Contribute to safety on outings, according to your role and responsibility

The National Standard**Element CCLD 302.3 Supervise procedures for accidents, injuries, illnesses and other emergencies****Performance criteria**

This is the national standard which you must meet:

1. Make sure that accidents, injuries, signs of illness and other emergencies are promptly identified
2. Follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely
3. Make sure that yourself and others are not put at unnecessary risk
4. Provide comfort and reassurance to those involved
5. Make sure that first aid and medication are provided, according to the correct procedures
6. Follow the correct procedures for recording and reporting accidents, injuries, signs of illness and other emergencies

What you must know and understand

To be competent in this unit, you must know and understand the following:

K3P189	Regulations covering manual handling and the risks associated with lifting and carrying children
K3H190	The basic stages of child development and the implications these have for health, safety and security arrangements.
K3H191	Safety checking of the children's indoor and outdoor environment before and during work activities, to include: <ul style="list-style-type: none"> • Facilities and equipment • Toilet and washing areas • Movement and activity of children
K3H192	Security arrangements to include: <ul style="list-style-type: none"> • Children's arrival at the setting • Children's departure from the setting • Outings
K3H193	Regulations and procedures for the storage and administration of medicines
K3H194	Principles and models of risk assessment that are applied in your setting to cover the environment for children and colleagues, both indoors, outdoors and on outings
K3D195	Why it is importance to allow children to assess and manage risk according to their stage of development and how this can be done
K3H196	How to record accidents and incidents
K3H197	The appropriate contents of a first aid kit

K3S198	The correct responses to situations involving accidents and injuries, taking into account the age of the children and the procedures of the setting ¹
K3H199	Signs and symptoms of common childhood illness and allergies and appropriate responses according to established procedures
K3H200	Good hygiene practice Including: <ul style="list-style-type: none"> a. Principles of cross infection b. Appropriate systems to dispose of different types of waste, food handling, c. Handling body fluids. d. Issues concerning spread of HIV and AIDS virus and hepatitis.
K3H201	Emergency procedures in your setting, covering fire, missing children, evacuation
K3H246	Statutory and regulatory arrangements covering health and safety for the children, colleagues, families and visitors in your setting or service.

¹ This listing is advisory and does not form part of the standard. It is not equivalent to or a replacement for a recognised or accredited first aid certificate.

The types of circumstances for which correct responses might be required are:-

- a. Resuscitation – why, how and in what circumstances
- b. Anaphylactic shock
- c. Electric shock
- d. Bleeding
- e. Burns and scalds
- f. Suspected fractures
- g. Head, neck and back injuries
- h. Poisoning
- i. Bites and stings
- j. Effects of extreme heat and cold
- k. Emergency needs of children with chronic medical conditions including: - epilepsy, asthma, sickle cell, and diabetes
- l. Recognising and responding appropriately to meningitis and other serious sudden illness
- m. Unconsciousness
- n. Foreign bodies in eyes, ears and noses of babies and children.
- o. Choking
- p. Febrile convulsions