

Health and Safety Policy

The Julie Wylie Institute of Musical Play is committed to doing everything in its power to ensure the complete safety of children and their parents/caregivers attending its classes.

1. Physical Safety

- Prior to the beginning of classes, the venue is cleared of any possible hazards, e.g. large vases which could be knocked over, wheelchairs or unsteady furniture.
- Access to any obstacles or hazardous objects which cannot be removed is blocked, e.g. by placing chairs in front of them.
- Power points which are accessible to young children are covered.
- Electrical equipment such as keyboards are set up as close as possible to a power point, and electrical cords are placed where they will not be a trip hazard, such as under a chair. The keyboard player gets up from the keyboard on the side opposite the cord.
- Lifting of any heavy equipment is managed safely and done by two people together where necessary.
- Doors to any adjacent areas, such as toilets or kitchens, are kept closed.
- Parents are responsible for the care of their children when arriving or leaving.

2. Hygiene and Wellness

- While the cleanliness of the facility is ultimately the responsibility of the venue, checks are made for any obvious issues that need to be attended to.
- Hand sanitiser is provided and parents/caregivers are encouraged to sanitise their own and their children's hands on arrival.
- Instruments used by children are disinfected after each class.
- The keyboard is disinfected so that the keys are clean for children to explore and play.
- Fabric resources are washed at least once per term, or more frequently if required. Anything that a child has mouthed is put aside for cleaning.
- Parents and caregivers are asked not to attend class if they or their children are unwell.
- Classes are food-free; families are requested to restrict children's snacks to before and after class, outside the class environment, in order to minimise the possibility of allergic reactions or choking hazards from dropped food.
- Families with babies are asked to bring a mat for their baby to lie on.
- Nappy changing is carried out well away from the class area, on a suitable changing mat and using baby changing facilities if available. Soiled nappies and wipes are taken away from the venue by parents.

3. First Aid

- A First Aid kit is always available.
- The aim is to have an experienced First Aider at every session.

4. Child Protection

- There are always at least two team members present.
- Parents/caregivers attend and take part in classes with their children.
- Signs are placed on the door during classes to discourage entry by anyone not involved in the classes.

5. Emotional Safety

- Class numbers are limited so that participants and their families can be personally known and so that children will not feel overwhelmed.
- Families are personally welcomed, and the team make an effort to learn the names of the children and adults as quickly as possible.
- Parents/caregivers and their children are encouraged to interact together through music and movement activities designed to enhance healthy attachments and relationship.
- Children are free to participate to the extent that they feel comfortable, without pressure from teachers or parents/caregivers.
- Rather than having a set lesson plan, the teachers follow the children so that the children's ideas and creativity are acknowledged, valued and developed.
- The philosophy of musical play includes nurturing the whole family and developing a sense of community; rather than children graduating through different levels, lesson content develops and grows with the children so that class membership is kept as stable as possible.

6. Cultural Safety and Inclusion

- Classes regularly make use of both te reo Māori and New Zealand Sign Language, and simple songs in other languages may also be used from time to time.
- A multitude of cultures and ethnicities are included and welcomed in musical play classes.
- Children with individual learning, behavioural or physical challenges are included in the classes. Their placement is carefully managed, with consideration for the class group as a whole as well as the individual child.
- Members of the Julie Wylie Musical Play team have skills, experience and qualifications not only in the field of music itself, but also in musical play therapy, early childhood education and occupational therapy, and so are well equipped to meet the varying needs of the children in their classes.

7. Emergency Procedures

- The emergency procedures of the venue are known and adhered to.
- There are always two marked exits unlocked and kept clear.
- An assembly point is identified outside the building.
- In the event of a fire, earthquake or other incident requiring evacuation, one team member will take the roll sheet to the assembly point and mark people off; the other will check toilets, waiting areas, etc before leaving the building.
- The evacuation procedure is notified to parents/caregivers at the beginning of each term.
- In the event of a police lockdown, outer doors will be locked, and families will be moved quickly and quietly as far from windows as possible and encouraged to keep low. Windows will be covered by blinds or curtains if these are fitted. One team member will be appointed to keep informed of the progress of the incident, and no one will leave until given the all-clear.