



Organisation of play in the preschool and the area around the preschool, walks and excursions outside the preschool grounds.

Classroom

1. Before the start of classes, the teacher is obliged to enter the classroom first and check that the conditions for teaching do not threaten the safety of the children and himself. In particular, he/she should check the condition of the glass panes in the windows, the installations - lamps, contacts, electrical sockets, the condition of the furniture and chairs, as well as the ceiling and walls.
2. If the room does not meet safety conditions, the teacher is obliged to report it to the preschool Director in order to remove the defect. Until the defect is removed, the teacher has the right to refuse to conduct classes in the given room. On the other hand, if the danger appears during the class, the class should be stopped immediately, the children should be taken to a safe place and the fault should be reported to the Director immediately.
3. The room should be ventilated before classes begin.
4. Children should be supervised by a teacher at all times while in the preschool. If the teacher has to leave, he/she is obliged to ensure that the children are looked after by another teacher, a preschool assistant. This situation does not relieve the teacher of responsibility for the children left behind.
5. Children using the bathroom or changing room are under the control of the teacher or preschool helper.
6. Teachers are required to make agreements with the children about staying and playing safely in the room, the area around the preschool, the playground and when going out of the preschool grounds. The teacher should:
7. daily remind children of the rules of safe stay in the preschool
8. every day, before going out to the playground/area around the preschool, remind children of the rules of safe outdoor play, use of outdoor equipment
9. when leaving the room, instruct children to stand in pairs or in a line
10. enforce that children calmly leave the preschool building in pairs or in a line.
11. Teachers and preschool aides are responsible for carrying out childcare tasks. They are responsible for airing the room before and after class and assisting the teacher in preparing the room for class and cleaning up afterwards.
12. None of the preschool staff must pose a danger to children, other staff or visitors to the preschool.
13. Service employees are obliged to store tools and chemicals in places intended for that purpose, inaccessible to children.

14. All employees of the preschool are obliged to have appropriate training in occupational health and safety, fire protection and first aid.

Safety during additional activities:

1. During extra-curricular activities organised by the preschool, the person in charge of these activities together with the group teacher is responsible for the safety of the children.
2. It is unacceptable for children to be left unattended during extra-curricular activities. During the activities, the teacher and the activity leader stay with the children, and if one of them has to leave, the other stays.

Playground in the garden/preschool area:

1. From the first days of September, the teacher teaches the children how to use the playground equipment safely and establishes safe play rules with the children.
2. The number of children on the playground should be adapted to the area of the playground and the equipment installed.
3. The condition of the area and equipment should be checked before going out to the area around the preschool. If the condition of the area or equipment endangers the safety of the children, the teacher shall report this to the Director.
4. Until the defect is rectified, the children shall not use the playground.
5. The teacher is obliged to organise and control children's play according to the purpose of the playground equipment and the preschool grounds.
6. During the entire stay in the playground/area around the preschool, the teacher is obliged to watch over the safety of the children, his entire attention is focused on the children.
7. During the stay on the playground/area around the preschool, the child can use the toilet, which is in the preschool building only under the supervision of the teacher or preschool help.
8. During their stay in the area around the preschool, the children are supervised by 2 adults (teacher, preschool helper, Principal, person in charge of additional activities).
9. During the children's stay in the area around the preschool, the wickets and the gate are locked.
10. During the stay on the same playground of several preschool groups, it is unacceptable for teachers to gather and have private conversations or make private phone calls.
11. During bright sunshine, children should be provided by their parents with headgear (scarves, hats) and stay in the shade if possible.
12. From the playground/ground around the preschool, children return in a line or in pairs. The leading person is always an adult (teacher, preschool helper). Before returning to the preschool, the teacher checks that all the children who are present in the group on the day are there.

In case of organizing excursions and activities outside the preschool:

1. Teachers are obliged to report and coordinate each field trip/excursion with the preschool Director.
2. From among the teachers, the Director appoints a trip leader whose task is to:
 - prepare an excursion card, which includes: the date of the excursion, the place, the purpose, the excursion plan, the number of participants and guardians, and submit it to the Director. The teacher draws up a list of children participating in the excursion.
 - provide chaperones for the children - 1 chaperone per 15 children
 - adjust the excursion program to the age, abilities, needs and interests of the children
 - take with them a complete first aid kit and reflective vests
 - watch over safety during the trip and, if necessary, discipline participants
 - at the time of an accident coordinate the rescue operation
 - in the event of a thunderstorm, snowstorm or other severe adverse weather conditions, cancel the tour
 - not allow children to be transported in conditions that threaten their safety

During the excursion, children should be provided with drink and dry provisions.

1. Group chaperones are also responsible for the organization and conduct of the tour, whose duty is to:
 - know and respect the excursion program and follow the instructions of the tour leader
 - acquaint parents with the framework plan of the excursion and time frames
 - constantly check the size of the group, in particular, before and after the tour, and before getting on and off the means of transportation
 - Ensure order and cleanliness when taking seats
 - ensure the behavior of children during transit and waiting for it
 - secure the exit to the right side of the road, in accordance with the applicable direction of travel and lead to a safe place
 -
 - In case of illness of the child, ill health before the trip, the child can not participate in the trip, the teacher is obliged to notify the parents of the situation. Until the arrival of the parent, the child waits in another group that remained in the preschool.
 - The manager, group teachers and other caregivers are responsible for the children throughout their stay on the excursion and during travel by means of transport, until the child is returned to the care of parents.
 - Activities outside the preschool are all forms of caring, educational or teaching work conducted outside the preschool premises.
 - Before leaving the building, the teacher, together with the preschool aide, shall check that the child's attire is appropriate for the weather and does not raise any objections.
 - The teacher agrees with the preschool Director to go with the group outside the preschool premises. After obtaining permission to go out, the teacher fills in the "Preschool Exit Register".

- During the outings and activities outside the territory of the preschool, care may also be exercised by a parent. Such a guardian should be entered in the trip card.
- Total responsibility for children during an excursion, walk or other outing outside the premises and building of the preschool is borne by the teacher.
- During an excursion, walk, children walk in pairs or in a line. Chaperones walk: one at the beginning holding the child from the first pair by the hand, and the other at the end holding the child from the last pair by the hand.
- Chaperones always walk on the side of the street.
- Crossing the street is done in designated places. Children smoothly cross in pairs, the guardian assures the group by standing in the middle of the road. At this time, one of the caregivers, together with the children, crosses the road, the other caregiver steps down from the crossing with the last pair.
- When going outside the preschool premises, children must wear reflective vests.
- The teacher/guardian takes a first aid kit.
- In case of illness or ill health, the child cannot participate in the trip outside the preschool premises, the teacher is obliged to notify the parents of the situation. Until the arrival of the parent, the child waits in another group that remained in the preschool.