



## **Policies and procedures**

### **Health and safety**

#### **Statement of intent**

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, and volunteers.

- We aim to make children, parents, team members and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.
- The member of staff responsible for health and safety is Sarah Thompson.

Sarah is responsible for:

- Undertaken health and safety training and regularly updating her knowledge and understanding.
- Completing the health and safety daily checklist and highlighting any hazards and are completed every day before the session.
- Completing a risk assessment on all equipment.
- The risk assessments are reviewed at least twice yearly and updated accordingly

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on our noticed board in the hall alongside our health and safety poster.

#### **Awareness raising**

- Our induction training for team members and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand and share responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances/
- We keep records of these induction training sessions and new team members and volunteers are asked to sign the records to confirm they have taken part.
- We explain health and safety issues to the parents of new children, so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety are included in the annual training plans of staff, and health and safety are discussed regularly at our team members meeting.
- We operate a no-smoking policy

- We make children aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff who are employed have an enhanced DBS check before working with children.
- Whenever children are on the premises at least two adults must be present.

### **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals/departures are recorded by a member of staff in the register.
- The presence of all adults/staff/volunteers and visitors are recorded.
- Our systems prevent unauthorised accesses to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff/visitors and volunteers are securely stored during sessions in the back room.

### **Doors**

- We take precautions to prevent children's fingers from being trapped in doors, we do this by fixing finger safety door guards and always using finger foam door guards to the outer edge of doors during session.

### **Floors and walkways**

- All our floor surfaces are checked daily to ensure they are clean and not uneven, wet, or damaged. Any wet spills are mopped up immediately.
- Walkways are left clear and uncluttered.

### **Electrical/gas equipment**

- We ensure that all electrical/gas equipment conforms to safety requirements and is checked regularly.
- Fires, heaters, electrical sockets, wires, and leads are properly guarded and we teach children not to touch them.
- There are sufficient sockets in our setting to prevent overloading.
- We switch electrical devices off from the plug after use,
- Lighting and ventilation are adequate in all areas of our setting, including storage areas.

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## **storage**

- All our resources and materials, which are used by the children, are stored safely.
- All our equipment and resources are stored or stacked safely to prevent them falling or collapsing.

## **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and free from germs.
- There are separate facilities for hand washing.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- A risk assessment is in place for when children participate in cooking activities.
- All items used in preparation of snacks and drinks are reserved for this use only and are not used to clean equipment and resources.
- Cleaning items used for cleaning equipment are kept for this purpose only.

## **Outdoor area**

- Our outdoor area is securely fenced. All gates and fences are childproof and safe.
- Our outdoor area is checked for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
- We check that children are suitably attired for the weather conditions and type of outdoor activities; ensuring that sun cream is applied, and hats are worn during the summer months. We also supply waterproofs for all children to play outside with the water play and in the rain.
- All buckets and equipment that collects water are emptied before children use them and fresh/clean water is provided.
- We check our mud area every day to ensure there are no dangerous plants or any animal droppings in it and it is safe and clean for the children to play in it.
- All outdoor activities are always supervised by a member of staff.
- Staff carry a walkie-talkie with them in case of an emergency.

## **Hygiene**

- We seek information from the Public Health England to ensure that we keep up to date with the latest recommendations
- Our daily routines encourage the children to learn about person hygiene. For example: Washing hands before snack, before lunch, after activities, after they sneeze or cough and after they have been to the toilet.
- We have a daily cleaning routine for the setting which includes the playroom(s), kitchen, rest area, toilets, and nappy changing areas. Children do not have unsupervised access to the kitchen.
- We have a cleaning rota for all equipment, dressing up and furnishings which all staff have responsibility to follow.
- The toilet area has a high standard of hygiene, including hand washing and disposable paper towels for hand drying.

We implement good hygiene practices by:

- Cleaning tables between activities
- Cleaning and checking toilets regularly
- Wearing protective clothing – such as aprons and disposable gloves – as appropriate
- Providing sets of clean clothes
- Providing tissues and gloves
- Using clean clothes everyday
- using antibacterial wipes, steam cleaning and antibacterial spray for cleaning

### **Jewellery and accessories**

- Our team members do not wear jewellery or fashion accessories, such as belts or high heels that may pose a danger to themselves or children.
- Parents must ensure that any jewellery worn by children poses no danger; particularly earrings which may get pulled, bracelets that may get caught when climbing or necklaces that may pose a risk of strangulation.
- All staff must remove any jewellery which can cause injury to themselves or the children before they start work.
- All staff must tie their hair back and remove any rings or jewellery with diamonds or jewels before preparing and serving snack.

## **Activities**

- Before we purchase or loan, we check equipment and resources to ensure they are safe for the age and stages of the children currently attending the setting.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make a safe and separate from general use areas that are unsafe because of repair is needed.
- All our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- We teach children to handle and store tools safely.
- We provide a lovely calm and quiet rest area if children choose to sleep.
- Children learn about health, safety and personal hygiene through activities we provide and the routines we follow.

## **Food and drink**

- All food and drink are properly stored.
- Serving of snacks and drink is closely supervised and children are required to sit at the table, so they do not walk around with any food or drink.
- Fresh drinking water is always available.
- Milk, fruit, and vegetable snacks are served every day, these are stored correctly and safely to ensure there is no risk to children's health.
- Children are always closely supervised whilst eating and drinking to minimise the risk of any child choking. Also, when purchasing and preparing snacks for the children, the choking hazard is always considered so that the risk is minimised.
- We have a form on our notice board in the kitchen showing a picture of all children who have an allergy to food/drink and what their allergy is to ensure every child's safety.

## **Outings and visits**

- We have procedures in place detailing the safe conduct of outings.
- Parents sign a general consent on registration for their children to be taken out as part of the daily activities of the setting.

- Parents always sign consent forms before major outings.
- A risk assessment is carried out before an outing is taken place.
- Our adult to child ratio is one adult to two children. We request that children are accompanied by an adult with parental responsibility for the child. If this is not possible the parents must discuss another arrangement with the Pre School manager and/or deputy manager prior to the outing.
- Where necessary named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and there is no unauthorised access to children. (They are normally under the care of their own parent/carer)
- Staff take the Pre-School mobile telephone on outings, as well as the first aid pack, and the register. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

### **Missing child**

If a child goes missing from the setting:

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge speaks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the staff member in charge ensures the following procedure is in place:

- As soon as it is noticed that a child is missing, staff ask children to stand with their designated person and carry out a headcount to ensure no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The person in charge informed, to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to the setting.
- The person in charge of the outing contacts the child's parent/carer who makes their way to the setting, or the outing venue as agreed with the person in charge.
- The staff contact the police using the mobile telephone and report the child as missing.
- At an indoor/outdoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

- The person in charge contacts the chairperson of the management committee who comes down to the setting as soon as possible.

### **The investigation**

- The management committee chairperson carries out a full investigation taking written statements from all the staff members present at the time, or who were on the outing.
- The member of staff in charge on the outing writes an incident report detailing:

The date and time of the report

What staff/children were in the group/outing

When the child was last seen in the group/outing

What has taken place in the group/outing since then; and- The estimated time that the child went missing.

- A conclusion is drawn up as to how the breach of security happened.
- If the incident warrants a police investigation as staff co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff. Social services may be involved if it appears there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the Local Authority Health and Safety Officer may want to investigate, and we decide if there is a case for prosecution
- OFSTED is informed.

### **Animals**

- Animals visiting the setting are free from disease and safe to be with children and do not pose a health risk.
- Children wash their hands after contact with animals.
- Parent/carers are informed prior to an animal being brought into the setting so they may voice any concerns to the supervisor or a staff member. These concerns will be dealt with in a considered manner so that the child may still be included with the experience as much as possible, or so that alternative arrangements can be made (such as in the case of a severe allergy)

### **Fire safety**

- Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

Clearly displayed in the premises

Explained to new members of staff, volunteers, and parents; and – practiced at least once each term

- Records are kept of the fire drills and the servicing of fire safety equipment in the fire drill log.

-Staff are supplied with high visibility clothing to use in the event of an emergency evacuation. These are kept all together with the fire drill log, and these are all kept together in a bag beside the fire drill whistle.

### **Fire aid**

- All members of staff have paediatric first aid training and at least one supervisory member of staff is always on the premises

- The supervisor or deputy will attend all visits to ensure a high level of first aid assistance is there if needed.

- Our first aid kit:

Complies with the Health and Safety (First Aid) Regulations 1981

Is checked every half term by our designated health and safety coordinator and restocked as necessary, with a date of the last checked date made

Is easily accessible to adults- is kept out of reach of children.

### **Accident book**

- Is stored safely and accessibly but in a way parents can only view records appropriate to their child upon request.

- All staff and volunteers know where it is kept and how to complete it

- is reviewed at least each term to identify and potential or actual hazards and is recorded on an accident/incident tally chart.

The accident/incident book records information about:

- Name of the child
- Date of birth
- Time and date of accident/incident
- Where the accident/incident happened
- What injuries occurred
- Treatment given



- What medical assistance is needed
- Witness and person who dealt with the accident/incident

This is then shared with the parent/carer at the end of the session and is signed by them and their signature must be dated. Parents/carers are then given a copy for their records.

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease, Dangerous Occurrences Regulations). We report to the Health and Safety Executive

- Any accident to a member of staff requiring treatment by a general practitioner or hospital
- Any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak; and any dangerous occurrence is recorded in the incident book.

### **Incident book**

- We keep an incident book for recording incidents those that are reportable to the Health and Safety Executive as above.

- The red Critical Incident and Trauma Management book should be referred to for the relevant procedures and contact numbers.

- The incidents include:

Break in, burglary, theft of person or the settings property

Fire, flood, gas leak or electrical failure

Attack on a member of staff or parent on the premises or nearby

Any racist incident involving staff or family on the premises

Death of a child or member of staff

A terrorist attack or a threat of one

- In the incident book we record the date and time of the incident, nature of the event, who it affected, what was done about it or if it was reported to the police and if so, a crime number. Any follow up, or insurance claim was made should also be recorded.

- In an unlikely event of a terrorist attack we follow the advice from the emergency services about evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of their key children. The incident is recorded when the threat is averted.

- In the unlikely event of a child dying on the premises the emergency services will be called and the advice of these services are followed.

## **Administration of medication**

- Only prescribed emergency medication may be administered. It must be in-date and prescribed for the child's current condition and taken home with the parents daily.
- For long term medical conditions, such as serious allergies, febrile convulsions, asthma, eczema etc, parents are asked to keep a supply of the medication at the setting and to review this each term for date and quantity.
- The pre-school will not administer paracetamol or ibuprofen.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed medication is stored in their original container, are clearly labelled and are inaccessible to the children.
- Parents give prior permission for the administration of each medication. This states the name of the child, name/s of parent(s), date the medication starts, name of illness/complaint, the name of the medication and prescribing doctor, the dose and the times, or how and when the emergency medication is to be administered. These are stored in the medications record folder.
- The administration is recorded accurately each time it is given out and is signed by staff. This recording is then shown to and signed by the parent/carer on collection to avoid any accidental overdose.
- If the administration of prescribed medication requires medical/technical knowledge e.g., EpiPens, insulin injections etc, individual training must be provided by a qualified health professional which is to be arranged by the parents prior to the child attending the setting. Training must be specific to the individual child concerned.

## **Sun protection**

- We provide throughout the year opportunities for outside play and activities. We are aware of the need to protect the children from the harmful effects of the sun's rays.
- We ask parents/carers to apply sun cream to all areas including the face before the children start the session. If the parent/carer should forget, pre-school have a spare bottle of sun cream for the parent/carer to apply and if the parent gives written permission the pre-school staff can apply the cream.

## **Sickness**

- Our policy for the exclusion of ill or infectious children follows guidance for schools; a copy of the school's guidance is available by request at the pre-school. This includes procedures for contacting parents, or other authorised adults, if a child becomes ill whilst in the setting.
- Children with headlice are not excluded but must be treated to remedy the condition. A notice goes up to all parents asking if they could check their children's hair when a case of headlice is reported.

- Parents are notified in a discreet and general manner if there is a case of headlice in the setting. Infected children are never referred to and their identities remain confidential.
- If there has been a report of chicken pox or any other infectious diseases a note will go up to inform all parents.
- Good hygiene practicing concerning the cleaning of any spilled bodily fluid is always carried out.
- Staff and children suffering from sickness and diarrhoea remain away from the pre-school for a period of 48 hours.
- OFSTED are notified of any infectious diseases that a qualified medical person considers notifiable

### **Safety of adults**

- Adults are provided with guidance about safe storage, movement and lifting of large pieces of equipment within their induction.
- Risk assessments are carried out for adult duties such as moving, handling storage etc.
- When adults need to reach up to store equipment, they are provided with safe equipment to do so.
- All warning signs are clear and in appropriate languages.
- The sickness of staff and their involvements in accidents is recorded. The records are reviewed each term to identify any issues that need to be addressed.

### **Bad weather closure**

- The Pre-school will follow the lead of St Faith's Primary School regarding closure.
- Parents will be advised to follow the Radio Norfolk school closures and if St Faiths Primary School is closed it is to assume that the Pre-school will also be closed but this will be confirmed by the committee who will ring all parents to let them know if the Pre-School is closed.
- Where very cold weather is present but with no school closure the staff will monitor the internal temperature of the setting to ensure a minimum temperature of 16°is maintained to ensure the welfare and comfort of the staff and children.
- In the event the weather has caused dangerous driving conditions for staff/parents/children to attend the pre-school the committee will make the decision whether the pre-school will close.

## **Records**

In accordance with the welfare requirements, we keep records of:

### Adults

Names and addresses of all staff on the premises, including temporary staff who work with the children who have substantial access to them.

Names and addresses of the owners or all members of the management committee.

All records relating to the staff's employment within the setting, including application forms, references and results of DBS checks undertaken, training, health declaration and emergency contacts.

### Children

Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting.

The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.

The allergies, dietary requirements, and illnesses of individual children.

The times and attendance of children, staff, volunteers, and visitors.

Accidents and medication administration records

Consent for outings, administration of medication, emergency treatment and incidents.

This policy was adopted on:

Date to be reviewed:

Supervisor signature:

Chairperson signature: