



Health & Safety Policy

Policy Statement

Your child's Health & Safety is of the upmost importance to us.

We have many procedures in place to ensure that we provide a Safe and Secure environment in which your child can grow and develop their own sense of independence, in how to look after themselves and others.

Procedures

General Safety

- Visual safety checks are completed at the beginning and end of each day and staff remain vigilant in maintaining high safety standards throughout the areas being used.
- Risk Assessments of new events, such as an outing or a visit from the Community Police are carried out by Management.
- The Preschool uses a variety of different areas within the Mill Grove premises. A comprehensive Risk Assessment of these areas is completed annually.
- Equipment is age appropriate and checked regularly. Any dangerous items are either repaired, replaced or discarded.
- Radiators/heaters/electric points/wires and leads are adequately guarded and safety gates/barriers are used as necessary.
- All electrical equipment is annually PAT tested.
- All dangerous materials, including medicines and cleaning materials are stored out of reach of children.
- Hot drinks/beverages are kept away from children.

The setting understands its responsibility to report to Ofsted instances of COSHH (Control of Substances Harmful to Health) that affect two or more children.

Security

- All staff are aware of arrival and departure procedures and the vigilance needed at these times.
- The outside door (Hall) is locked approximately half an hour after the beginning of each session. Our garden gate is secured shut at this time also.
- All outside areas are fenced and any access points are secured by a member of staff as necessary.
- Staff & Volunteers will be in uniform and easily identifiable.
- All Student workers have a visibly displayed identity badge.
- Visitors will have their ID checked and are asked to sign in and out of the Visitors book, which includes car registration, a contact number and the purpose of their visit.

Supervision

- We have made a decision to remain within the 'old' EYFS, ratios requirement - 1:4 for 2yr olds and 1:8 for children over 3 years, as we feel this is safe and responsible; considering the amount of spaces we use on the Mill Grove Premises and especially considering road-safety as we travel around to the garden/playground every day.
- Long-Term Volunteers, Students (over 17yrs) and Apprentices over 16yrs of age may be counted in the ratio as long as they are deemed competent and responsible.
- When trips are arranged, we reduce our staff to child ratio to ensure safety at all times.

- Children do not have unsupervised access to the kitchen, cooker or any area storing hazardous materials or equipment. Where cleaning materials are necessary, they are stored out of reach of children.
- Activities such as cooking or energetic play are closely supervised.
- A member of staff is close by when children are resting and regular checks made.

First Aid

- A correctly stocked first aid box is available at all times; in the hall and outside.
- Staff undertake regular training in First Aid and remain up to date with current practices.
- Bodily fluids are wiped up and disposed of in a separate bin/flushed down the toilet; staff wear latex gloves at these times; affected toys/surfaces are disinfected. Children are supplied with alternative clothes to wear as needed. Soiled clothes will be securely bagged and given to parents at pick-up time.
- Cuts or open sores will be covered with either a plaster or dressing.
- *Minor scrapes will be cleaned and left uncovered.*

Accidents & Illness

- Each child has a profile on the 'Famly' app. with accident/incident reports included. Specific details are included on the form, such as date/time/place and circumstances of the situation. Parents/carers are asked to acknowledge this report.
- Regular Monitoring of the accident and incident records will highlight any patterns and therefore safeguarding concerns. Appropriate action will be taken.
- Any child who is obviously unwell will not be allowed to attend the Pre-school. Should a child become unwell *during* a Pre-school session, the child's parent/carer will be contacted and asked to take them home.
- Every effort will be made to comfort the child whilst they wait to be collected. A quiet, cushioned area will be made available should the child wish to sleep. The sick child will be carefully monitored and a member of staff will stay close to them.
- Should it not be possible to contact the parents/carers, the Pre-school will contact the emergency contact/s on the child's admission form.
- Should a child become so ill or suffer an accident that requires a medical professional, an ambulance will be called and the child's parents/carers will be notified as soon as possible. First Aid protocols will be observed and every effort will be made to comfort the child by the First Aider who will stay with them until the ambulance arrives. Other children will be kept away from the sick/injured child. Any child requiring hospitalisation will in the absence of parents be accompanied by a member of staff.
- For illness or accidents requiring an ambulance, a full report will be written, which the parent/carer will be asked to sign. Copies of all reports is available on request. A risk assessment will then be made.
- Ofsted and MASH (Multi Agency Safeguarding Hub) will be informed of any serious event in this regard including: accident, illness or death.

Contagious & Infectious conditions

- Parents are asked to keep their children at home if they have an infection and to contact the Pre-school so that we can inform other parents and make careful observations of any other children who seem unwell.
- In accordance with NHS guidance, "Children with diarrhoea or vomiting should stay away from setting for two days after their symptoms have gone."
- Parents are advised to consult the Guidance on Infection Control for other symptoms/conditions.
- If the children of staff are unwell, they will not accompany staff to work at the Pre-school.

- Unfortunately, head lice are a common occurrence and we ask that you inform us if your child has them, whilst keeping them at home in order to treat the condition. *Should we find that a child has live nits in their hair, we shall ask that they be taken home and treated immediately so as to prevent it from spreading.*

Covid-19

- We have a comprehensive covid-19 Risk Assessment that was implemented upon our re-opening in lock-down – June 2020. Over time, we have adapted our working practice in line with government guidelines (e.g. face masks are now optional) but keep certain procedures as good practice (e.g. frequent and thorough hand-washing). The C-19 RA is being kept within the Policies and Procedures for reference as some practices may again need to be adopted in the future. Part of the permanent changes we have made as a result of C-19 is our new 'outdoor' routine; as being in the fresh air is proven to be a healthier environment for all.

Administration of Medicine

The Pre-school will administer medicine prescribed for a child, provided that;

- The parent/carer has provided written permission, which includes dosage and time scales.
- The person administering the medicine is trained in using any specialist equipment that may be needed.
- The child is not infectious and their Doctor is happy for them to attend Pre-school.
- The child and no member of their immediate family have a history of an allergic reaction to the medicine.
- Any medicine to be administered to a child will be clearly identified with the child's name and will be kept in a safe an appropriate location away from the children's play area.
- Note: Non-prescribed medicine *may be* administered at Management discretion and all permissions have been provided.

Fire Safety

- A register of both adults and children is logged as people arrive so that a complete record of all those present is available in any emergency. All visitors are asked to sign in and out of the Visitors book.
- The layout of the hall allows adults and children to move around safely and fire doors are never obstructed.
- Fire drills are held regularly and are logged in Preschool records.
- Fire extinguishers are checked annually and staff are advised how to use them. Fire extinguishers are located in the foyer and main hall. There is a fire blanket and smoke alarm in the kitchen.
- The assembly point for the Pre-school is at the bottom of the steps of the hall and a reminder of our fire procedures is displayed clearly on the staff noticeboard.

Healthy Living

- When cooking as an activity, the staff will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- Parents/carers will have the opportunity to discuss health issues with staff and will have access to helpful information.
- The Pre-school will share health information and advice from the local authority information services and/or other health agencies with families when needed.
- Children will be provided with toys and resources that promote healthy habits.
- Families are encouraged to send their children in with a Healthy Packed Lunch, avoiding sweets/chocolate/ crisps and fizzy drinks.

- Children will have the opportunity to play in the fresh air as much as possible and to have an active lifestyle through fun and energetic activities.

Food Preparation

- Staff will be aware of current regulations and practice in regard to food hygiene; They will;
 - Not be involved in the preparation/serving of food if suffering from any infectious/ contagious illness.
 - Wear protective gloves when necessary.
 - Never cough or sneeze over food.
 - (Will) use different cleaning cloths for kitchen and toilet areas.
 - Keep food covered and refrigerated as appropriate.
 - Wash fresh fruit and vegetables thoroughly before use.
- Ensure waste is disposed of properly and out of reach of the children.
- Remain vigilant with hand-washing.
- Tea towels will be washed regularly.
- Utensils will be kept clean and stored in a dust-free location.

Personal Hygiene & Safety

- Hands are washed properly with soap and water before eating and after using the toilet.
- Paper towels are available and disposed of appropriately.
- Tissues are available in the hall and children are encouraged to blow and wipe their noses when necessary and to dispose of these tissues in the bin.
- Children are encouraged to shield their mouths when coughing.
- Parents are asked not to send their children to Pre-school wearing hooped earrings as these can become caught and might tear the ear. Small studs are preferable. We also discourage the wearing of necklaces/chains for the same reason.

Nappy Changing & Toileting

- Staff wear a new pair of protective gloves each time they change a nappy.
- Changing mats are wiped down with anti-bacterial wipes/cleaner after each use.
- Staff role model the washing of hands and support children in this where needed.
- Intimate care needs to be a positive experience for little people so that they will fully embrace good hygiene practices as they develop; we therefore encourage staff to make eye contact and engage in conversation or a song (as appropriate) when either changing a nappy or supporting a child using the toilet.

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