



Together, caring and learning

POLICIES FOR SAFEGUARDING AND PROMOTING CHILDREN'S WELFARE

Health and Safety Policy

Aim: To provide a safe and secure environment for all who come into the setting, which practises and promotes a healthy life style.

Why is it important for us to do this?

- A safe and secure environment will enable all to feel confident and learn or work better.
- It is important in the early stages of children's development to promote a healthy lifestyle that will remain with them for the rest of their lives.
- The promotion of a healthy lifestyle forms an integral part of the curriculum we deliver (EYFS)

At Salway Christian Pre-school a NO SMOKING, NO ALCOHOL and NO DRUGS Policy is therefore in operation.

Health and Safety Officer.

The manager is responsible for all matters concerning Health and Safety issues and will be the first point of reference for any concerns or queries regarding Health and Safety Issues.

The Health and Safety officer (manager) will undertake to attend relevant training to enable them to discharge their role. She will arrange or advise staff members of relevant information regarding health and safety practice, arrange and attend relevant courses e.g. updating First Aid certificates, and carry out the annual Risk Assessment and safety checks for the premises with another member of staff.

The Health and Safety officer will ensure that new staff are familiar with our practice and that existing members of staff regularly update themselves with the Health and Safety policy.

The Health and Safety officer will undertake a regular review of the policy to ensure that it accurately reflects our practice within the setting, that parents are familiar with Health and Safety arrangements within the setting, and that the policy is readily available to all and part of the prospectus.

First Aid Trained Members of Staff

As many members of staff as possible hold a current first aid qualification and all staff are regularly offered the opportunity to undertake training. This ensures that the group always has a number of First Aid trained staff in the event of an emergency and also when taking the children out of pre-school for walks.

The First Aid box is kept in the church study and the contents are checked monthly. A separate box for outings is checked before each trip.

Food handling trained members of Staff

As many staff as possible hold a current food handling qualification and all staff are regularly offered the opportunity to undertake training. All staff and helpers are expected to follow the guidelines for use of the kitchen to ensure that snacks and cooking activities are hygienically prepared and cleared away.

What do we do to ensure Healthy Practice?

Prior to a child's entry to the Setting

- A summary of The Health and Safety Policy is available in the prospectus.
- We talk to parents and answer questions about Health and Safety practice at the pre-entry meetings.
- Parents are required to complete a Registration Form which gives relevant medical information, details of the child's GP, and particular health and dietary needs.
- Parents are encouraged to contribute to the provision of healthy snacks

On entry to the Setting

- Initial Child Profile interview allows parents to share medical concerns with the child's key person.
- Toilet and Changing Procedure. If a child has not established toilet training the key person and parent/carer will establish a protocol detailing how to deal with accidents which may occur and build in practice which will encourage the toilet training to be established. (see separate Intimate Care Policy)
- Administration of Medication Procedure. If the child has a specific medical condition, which requires regular medication or sudden specific treatment, e.g. eczema or asthma a medical consent form needs to be signed. Parents must give clear written permission with information about the condition, instructions about the dosage and instructions on how to administer the medicine as well as agreeing with the manager which members of staff will take responsibility for this. A log will be kept of when medicine has been administered and parents informed. Medicines will be stored away from the children. They must be stored strictly in accordance with the product instruction and in the original container in which they were dispensed. They should include the prescriber's instructions for administration. Non-prescription medicines are not usually administered but exceptions may be made with the prior consent of the parent if there is a health reason to do so. Children must never be given medicines containing aspirin unless it is prescribed by a doctor. The administration of medication forms include checks for these conditions.

- Specific Medical Needs If a child enters the setting with a particular medical need contact will be made by the SENCO with agreement with parents, with other professionals involved in the care of the child to ensure continuity in practice. If the administration of prescription medicines requires technical/medical knowledge then training which is specific to the individual child will be arranged for all staff from a qualified health professional. (e.g. epi pen)

Daily Practice.

- Fresh Water. Fresh water is provided which children can access at any time throughout the morning.
- Snack time. Children are offered a snack time during the course of the morning, at which they are offered milk or fresh water to drink. They are encouraged to pour their own drink from small plastic jugs into small brightly coloured cups. We encourage parents to give a weekly donation to enable us to provide the children with a variety of healthy snacks from a variety of cultures each day (this may include: fresh or dried fruit, vegetables, breadsticks, cheese, toast, popcorn etc.) A menu is displayed daily for children and parents to see. Allergen information is also displayed. We are careful to note specific dietary requirements and information is kept in the kitchen cupboard and can be checked at any time.
- Use of the toilet. There are three toilets available for the children to use. Children are encouraged to use the toilet at the end of the Main Hall independently. However, we realise that initially they will need help, reminders and encouragement to do this. Although the toilets are not specifically child sized steps are available to help them. Soap and towels are provided for washing hands. Parents are asked to provide a change of clothes in case of accidents. Parents are asked to launder and return any clothes borrowed from the setting.
- Hand washing. Children are encouraged to wash their hands after using the toilet, before snack time or cooking activities, and after using messy activities or playing outside. Two portable water containers provide running water and individual towels are available to reduce spread of infection. On outings, staff take an antibacterial gel to clean the children's hands before eating.
- Paper tissues. Boxes of tissues are available around the group and children are helped and encouraged to wipe and blow their noses, and then to dispose of the tissues hygienically into bins around the setting.
- Coughing. Children are encouraged to shield their mouths when coughing.

Delivery of the Curriculum.

As part of the EYFS Framework we encourage the children to become independent when managing personal tasks, giving instruction and help where necessary.

We encourage the children to develop their large and small muscles and provide activities indoors and outdoors in which they will be encouraged to develop their control of these.

We talk about the need to exercise, rest, and sleep to keep our bodies healthy. We look at how our bodies change and how we feel after exercise.

At snack times, we talk about what food we need to keep healthy, and what foods are not so good for us to eat. We also look at the diversity of healthy foods around the world.

Where possible we arrange for visits from people who help to keep us healthy e.g. the dentist.

Illness

Parents are required to keep their children at home if they are unwell, or have any infection, and to inform Pre-school as to the nature of the illness. This helps staff to be able to make careful observations of other children who may appear to be off colour and where necessary inform other parents to prevent spread of infection.

Parents are asked not to bring into Pre-school any child who has been vomiting or had diarrhoea until at least forty-eight hours has elapsed since the last attack.

If a child has an open cut, wound or sore, parents are asked to cover these, to prevent infection.

What happens if a child becomes ill during the course of the morning?

If a child becomes unwell during the course of the morning, parents/carers will be telephoned and asked to collect the child as soon as possible. The child will then be kept as comfortable as possible (away from the other children if necessary) until the parent/ carer arrives. If the parent cannot be contacted staff will contact one of the emergency contacts.

Notifiable Diseases.

We are required to notify the Local Authority and OFSTED if we have an outbreak of certain illnesses. We hold a current list of these in the Church office. Should a case arise where notification is necessary, parents will immediately be informed.

Clearing up Bodily Fluids

- Anyone helping to clear any bodily fluids is required to wear protective gloves and a plastic apron
- Staff members only are responsible for helping the child. The child will be cleaned discreetly, away from the main body of the group, but where other staff members are readily available should more help be required. Wet clothes should be placed in a carrier bag to be returned to the parent/carer. Clean clothes should be provided by parents in the pre-school bag, but some spares are available. Another member of staff or volunteer should clear the affected area. The area should be protected to prevent other children from coming into contact with the fluid. Disinfectant should be used. Any cloths used should be thrown away after use. The area should be protected until the floor is properly dry e.g. with a chair.

What do we do to ensure Safety within the Setting?

Building and Equipment.

- Locking and unlocking of premises.
- Documentation locked away in Church study.
- Accident Reports checked termly against Risk Assessment.
- Risk Assessments written when a new activity is introduced
- Daily Safety Checks.
- Children not allowed in kitchen area.
- Hot drinks to be kept away from children, and not carried around.
- Fire Drills to be carried out each term. (separate fire procedure)
- Fire Extinguishers maintained by the Church Administration team and are tested annually.
- Fire Doors are kept clear at all times.
- First Aid Box regularly checked
- Layout allows safe movement and is thoughtfully arranged
- Dangerous materials stored away from children.
- Building cleaned daily and is arranged by the Church Administration Team.

Children.

- Registration Procedures for adults and children, which are available in an emergency.
- Arrival and departures procedure
- Children suitably dressed, no jewellery, sensible footwear, these are clearly detailed in the Prospectus
- Supervision of children at all times indoors and outdoors
- Accident Procedures. - See accident folder
- Missing child Procedure
- Uncollected child procedure
- Password Procedure - Safe collection of children if a parent carer is unavoidably delayed.

Staff and other adults.

- Recruitment Procedure. Adult/Child ratio correct at all times.
- Safeguarding Children (Child Protection Policy)
- Visitors Book to be signed on arrival and departure
- Instructions for volunteer helpers available on laminated sheet in kitchen.
- Where possible staff work in pairs and only those who have undergone a probationary period and all relevant checks are left unsupervised with the children.

Curriculum.

- Equipment offered to children is developmentally appropriate; recognising that materials suitable for an older child may pose a risk to a younger/less mature child.

- Activities such as cooking, woodwork and energetic play receive close attention and constant supervision.
- Large equipment is erected with care and checked regularly.
- Parents are always informed about trips out; a full risk assessment is carried out and an appropriate ratio of adults to children is maintained

Other Policies or Documentation, which can be, cross-referenced

- **Safeguarding Children Policy (child protection)**
- **Prospectus**
- **Insurance Certificates and Policy**
- **Full Risk Assessment**
- **Accident File**
- **Pandemic Flu plan**
- **Missing Child Procedure**
- **Uncollected Child Procedure**
- **Staff Recruitment Procedure**
- **Policy for dealing with Intruders**
- **Extreme Incident Procedure**

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