

# Nursery Childcare Policy - Health and Safety

**Relating to:** Nursery

**Document reference:** SHCPoINur09

**Document owner:** Nursery Manager

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**Date of next review:** 25 January 2025

## **Policy Statement**

We believe that the Health and Safety of children is of paramount importance. We make our Nursery a safe and healthy place for children, parents, staff, students, and visitors

## **Aims**

- To ensure and maintain a safe and healthy environment throughout the Nursery, daily risk assessments are carried out
- To ensure and maintain safe working procedures amongst all staff
- Carry out effective procedures in case of a fire or any other emergencies when vacating the Nursery. These will be in line with colleges policies and procedures
- Providing sufficient information, instruction, and supervision to enable all people working in, or using the Nursery to avoid hazards and positively contribute their own health and safety within the setting
- To ensure that all staff have access to health and safety training as and when required, this will be completed online every two years online with college policies.
- To follow the regulations of the Health and Safety at Work Act 1974 (HSWA)
- Full risk assessment to be reviewed on an annual basis or when necessary

## **Risk Assessment**

Our risk assessment process includes:

- Checking for hazards and risks indoors and outdoors, and in our daily activities and procedures
- Develop an action plan that specifies the action required, the time scale for action, the person responsible for the action and the funding required

## **Security**

- Making sure all cameras and iPads that contain children's photographs are locked securely in the office at the end of the day
- Use a secure code system on all iPads. Staff will be required to remove a code on the iPad for them to have access to the internet.
- The Manager/Deputy Manager is responsible for checking the internet history on all iPads.
- Children's registers and personal details are locked securely in the office each night
- Systems are in place for the safe arrival and departure of children
- The arrival and departure times of children, staff, students, and visitors are recorded

- Staff's mobile phones are kept in the staff room in their own drawer. Student's mobile phones are kept in their bag in the student room.
- All playrooms and the office are locked securely at the end of the day
- Parents are made familiar during the induction process regarding the importance of not allowing access to others during their arrival and departure from Nursery

### **Children's Safety**

- We ensure all staff employed have been checked for criminal records by an enhanced Disclosure and Barring Service (DBS)
- Staff suitability declaration is completed by all staff on an annual basis
- All children are always supervised by adults
- Students can be counted in ratio, EYFS statutory framework will be followed
- Whenever children are on the premises two adults must always be present
- We comply with statutory requirements regarding ratios of adults to children

### **Lost Child Procedure**

#### **Staff Procedure**

In the unlikely event of a child going missing within/from the nursery the following procedure will be implemented.

- All staff will be informed, and an immediate thorough search of the nursery will be made.
- If the child is not found, the Police will be contacted immediately, and staff will follow advice given
- The Manager/Deputy will contact the parent/carer of the missing child.
- The Manager/Deputy will then inform Principalship of the situation
- During this period, staff and caretakers will be continuing to search for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The manager/Deputy member of staff will meet the police and parent/carer.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents

## **Fire Safety Procedures**

- All staff, children, parents, students, and visitors to St Helens College Nursery will be made familiar with evacuation procedures.
- All fire extinguishers are inspected regularly.
- Regular recorded fire drills are carried out at least once each term and children will be made aware of procedures in an age-appropriate way.
- During induction, all new staff and students are made aware of the relevant procedures and action to be taken in the event of a fire, or other emergency.
- All staff are aware of the line management responsibility in the event of a faulty fire door, or other safety equipment.
- All equipment and procedures are in place in accordance with the colleges Estate Manager.

## **Evacuation Procedures**

In the event of an evacuation, staff will take charge of ALL children and will contact parents only in an EMERGENCY. It is vital that contact numbers are reviewed regularly and confirmed with nursery staff.

Room Leaders/staff will be responsible for ensuring registers are collected before evacuating.

The Nursery Manager will ensure to take the College radio out on all evacuations.

In the event of not being able to return into the Nursery facility, the College will ensure that all children and staff are allocated a suitable room to stay whilst parents are contacted.

All staff and children will assemble at their designated area which is located:

- A. Through the Nursery automatic doors, assemble outside the entrance if able to do so or move to the area at the top of the ramp on Brook Street/Waterloo Street.

### **In the event that this exit is blocked**

- B. Through the fire doors located from the nursery rooms outdoor play area, exit right through the gate into SLDD outdoor area and exit by the emergency gate onto Waterloo Street, then continue left up to Brook Street.
- C. nursery rooms outdoor play area, exit right through the gate into SLDD outdoor area and exit by the emergency gate onto Waterloo Street, then continue left up to Brook Street.

## **Awareness Raising**

- Staff are requested to complete online training provided by the College annually, Human Resources hold records of achievement
- The College holds a no smoking policy
- Health and safety are discussed daily via conversations amongst staff
- Children are made aware of health and safety through discussions, planned activities and daily routines

## **Insurance Cover**

- We have public liability & employee's insurance. The Public Liability certificate is displayed in the reception area

## **Kitchen**

- Children do not have unsupervised access to the kitchen
- All staff are responsible for maintaining cleanliness
- Cleaning materials and other dangerous materials are stored out of reach of children
- There is a separate hand wash basin
- Fridge temperature is recorded twice daily and acted upon accordingly
- A sign is displayed to warn people of the temperature of the hot water
- Only staff who holds a food safety certificate will be responsible for serving food.

## **Outdoor Area**

- Our outdoor area is checked and recorded for safety and cleared of rubbish prior to each time it is used, this is documented on an outdoor checklist.
- Where water can form a pool on equipment it is emptied prior to children playing outside
- Our outdoor sandpit is covered when not in use and it is cleaned out regularly
- All equipment is tidied and refreshed on a weekly basis and deep cleaned on a half termly basis
- All major equipment is stored inside the Nursery during College holidays

## **Hygiene**

- We regularly receive information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations
- Our daily routines encourage the children to learn about personal hygiene
- Staff regularly record when equipment/resources are cleaned

- The Nursery has a cleaner who keeps on top of things daily
- Explorer's steriliser is changed daily and recorded
- Staff who work in the Explorer room are responsible for keeping the milk room clean and tidy and for recording the fridge temperature
- Staff refresh children's water bottles at lunchtime and record it
- We implement good hygiene practices by:
  - Cleaning tables in between activities and before snack/mealtimes
  - Checking toilets regularly
  - Wearing protective clothing and disposable gloves as and when appropriate
  - Changing children's clothes accordingly
  - Providing tissues and hand gel
  - Using antibacterial spray to clean nappy changing areas and potties in between each use
  - Staff wearing false nails/nail varnish wear gloves when serving/preparing food

### **Activities**

- The layout of play equipment allows adults and children to move freely between activities
- All equipment is checked regularly for cleanliness and safety, and any dangerous items are either repaired or discarded
- All materials are non-toxic
- Sand is kept clean and replenished when necessary
- Physical play is constantly supervised
- Children are taught to handle and store tools safely
- Children learn about health, safety, and personal hygiene through the activities we provide and daily routines

### **Food and Drink**

- Staff who prepare and handle food receive appropriate food safety and hygiene training
- All food and drink are stored appropriately and discarded when necessary
- Snacks and mealtimes are appropriately supervised, and children do not walk about with food
- Fresh drinking water is always available
- Individual food allergies are discussed with the Nursery Cook who provides suitable alternatives
- The Nursery does not serve fruit cordials to the children, milk is provided at snack time
- The Nursery menu and snacks are regularly reviewed by the Manager and Nursery Cook to provide a variety, and ensure they are healthy and nutritious

- For children who are not yet old enough to access food provided on the menu, parents are requested to bring suitable food for their child
- If children arrive in Nursery eating/ drinking unhealthy products parents are required to take them off the child before they enter the playroom

## **Animals**

- Animals visiting the setting are free from disease and safe to be with children
- A risk assessment is carried out before any animal/pet is brought into the setting
- Children wash their hands after contact with the animal
- Parents are informed and required to provide any information regarding allergies and phobias their child may have

## **First Aid and Medical Treatment**

- All staff hold a current Paediatric First Aid qualification
- First Aid kits are provided in all rooms. Items are reviewed and replenished when necessary
- During the induction process staff seek written permission from parents for their child receiving emergency medical advice or treatment if it is required
- Should staff require first aid treatment, the College has a nominated First Aider

## **Scope of The Policy**

This policy applies to all staff, parents, and children of the Childcare Facility.

## **Associated Policies and Procedures**

### **Access to the Policy**

- Medications
- Safeguarding & Child Protection
- Dummies
- Equality & Inclusion
- Record Keeping & Confidentiality
- Code Of Conduct for Parents, Guardians, Visitors & Contractors
- Managing Children's Behaviour
- Special Educational Needs
- Visits & Outings
- Communication
- Parental Participation

- Confidentiality & Record Keeping
- Maintaining Children’s Safety & Security on The Premises
- Induction Of Staff & Students
- Intimate Care
- Data Protection & Information Sharing
- Nappy Changing
- Transition
- Emergency Lock Down
- Working In Partnership with Other Agencies
- Admissions & Registration
- Food & Snacks
- Safe Activity & Energetic Play

This policy will also be given to all Childcare Facility staff and made available to users of the Childcare Facility. A copy of all policies will also be held centrally in the Childcare Facility Manager’s office.

**Post-Holder to Contact**

Director of Student Services.