

Health & Safety Policy

The safety of young children entrusted to our care is of paramount importance. This policy is carefully observed to ensure correct practice in relation to such things as fire drills, safe equipment, no smoking and the recording of all accidents.



Health and Hygiene

Our pre-school promotes a healthy lifestyle and a high standard of hygiene in its work with children and adults. Parents are asked to keep their children at home if they have any infection, and to inform the Pre-school as to the nature of the infection so that the Pre-school can alert other parents (maintaining confidentiality) and make careful observation of any child who is unwell. Parents are asked not to bring into Pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack. Cuts or open sores whether on adults or children should be covered with sticking plasters or other dressings. If a child is taking prescribed medication we will not administer unless it is an inhaler device or by special arrangement with the Manager. Parents may be required to return to pre-school to administer other medicines.

Hygiene practice

To prevent the spread of all infection, adults in the group will ensure that the following good practices are observed –

- Hands washed after toilet.
- Tissues available for children to encourage blowing and wiping of noses when necessary
- Children encouraged to cover their mouths when coughing.
- We encouraged all children to learn about personal hygiene throughout the daily e.g. washing hands for snack, washing hands after using the toilet, having tissues available to wipe noses.
- Baby wipes are used to clean children and are disposed of immediately in order to prevent cross infection
- All staff are supplied with aprons and gloves to deal with nappies, snack/lunch.
- Hygiene rules relating to bodily fluids will be followed with particular care and all staff are aware how infection, including HIV can be transmitted.
- No smoking is allowed on the premises.
- Spare laundered pants and other clothing are available in case of accidents, and bags are available for soiled garments.
- All surfaces are cleaned daily with appropriate cleaner and stored in line with COSHH.
- Both settings observe all current legislation regarding food hygiene registration and training.
- The kitchens and toilets are regularly inspected and we are both registered with the Environmental Health Department.
- We do hope parents/carers feel free to discuss their children and any problems they may be having with the Pre-school teachers and to ask any questions that they may wish.

Safety practice

The safety of young children is of paramount importance. In order to ensure the safety of both children and adults, the settings will ensure that:

- A book is available at each session for the reporting of any accident/injury.
- Adults supervise children at all times.
- Regular safety monitoring will include checking of the accident and incident book and reporting all accidents to Management.
- All adults are aware of the system(s) in operation for children's arrivals and departures and an adult will be at the door at these times.
- Children will leave the group only with an authorised adult.
- On outings, the adult/child ratio will be at least one to two.
- Equipment is checked before use and any dangerous items repaired or discarded immediately.
- The layout and space ratios allow children and adults to move freely between activities.
- Fires/heaters/fans/electrical points/wires and leads are adequately guarded.
- No dangerous materials will be placed near children. Inhalers will be stored securely.
- Children are not allowed in the kitchen.
- Adults do not walk about with hot drinks or place hot drinks within reach of children.
- Fire drills are held half-termly and fire exits are kept clear at all times.
- A register of both adults and children is completed.
- No smoking is allowed on the premises.
- A correctly stocked first aid box is available at all times.
- Whenever children are on the premises two adults are always present.
- Large equipment is erected with care and checked regularly.
- Adequate supervision is provided at all times.
- Equipment is appropriate for the child's level of development.

Safeguarding the welfare of children

A copy of this policy is available. This policy provides specific instructions concerning supervision, and correct behaviour towards children. Clear procedure is also established for the reporting of any information relating to the possible abuse of children by any person. Every member of staff is obliged to report any suspicion of abuse immediately to their line manager.

Fire Safety

- Our building is fitted with a fire alarm system which is maintained, tested and inspected in accordance to Fire Safety Regulations.
- Fire doors are never obstructed
- All Fire extinguishers are regularly checked and are located by the kitchen and outside exit.

Insurance

- We carry public liability insurance when we are open
(OT 8-6 Mon-Fri) (GT Mon & Weds 9-12.30 Tues, Thurs & Fri 9-3)

