

Health, Safety and Welfare Policy

This policy represents the agreed principles for Health, Safety and Welfare throughout the Pre-school. All Pre-school staff, representing Springfields Pre-school have agreed this policy.

Introduction

The health, safety and welfare of all the people who work or learn at Springfields Pre-school are of fundamental importance. We aim to provide a safe, secure and pleasant learning/working environment for everyone. The management take responsibility for protecting the health and safety of all children and members of staff.

The Pre-school school will ensure that:

All children are supervised by adults at all times and will always be in sight and hearing of an adult

Adults do not walk about with hot drinks or place hot drinks in reach of children

A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency

Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.

Children will only leave the group with authorised adults

A correctly stocked and locked first aid box is available at all times

Risk Assessments on premises both inside and outside are made before everyday/session

The outdoor space is securely fenced

Equipment is checked regularly and any dangerous items are repaired or discarded

Activities such as cooking, woodwork, and energetic play receive close and constant supervision

The layout and space ratios allow children and adults to move safely and freely between activities

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

On outings the adult/child ratio will be at least 1:3

Personal, Social, Emotional, Development

We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Staff take every opportunity to educate children in this regard as part of the Statutory Framework for Early Years Foundation Stage (EYFS)

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in during daily play and activities, we also show them how to move and play safely through Physical Development.

Within the Pre-school we try to promote everyone's safety, so we teach children to spot hazards in both the indoor and outdoor environment, and inform a member of staff.

Snack

Children will have the opportunity during the sessions to visit the snack bar where fruit, other nutritional snacks and fresh water and milk are available. Water is available throughout the session for children to access themselves.

Our Pre-school promotes a healthy lifestyle this is reinforced through our snacks and advice over home packed lunches brought into the setting to ensure they are of nutritional value. As sweets can damage children's teeth, we do not allow sweets to be eaten in the setting, and they will be taken out of lunch boxes and placed within their take home bags

We will notify Ofsted of any food poisoning affecting any child from food provided by Springfields.

Child protection

The named persons with responsibility for child protection in the pre-school are Amy Jacobs and Leanda Carter. They will follow the procedures for child protection (see Child Protection Policy).

If any member of staff suspects that a child in their care may be the victim of abuse, they should not try to investigate, but should immediately inform the person responsible in the pre-school for child protection (the managers) about their concerns (see child protection policy)

We require all adults employed in the pre-school to have an up to date Enhanced CRB record, or DBS in order to check that there is no evidence of offences involving children or abuse.

All the adults in our pre-school share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the pre-school acted in the child's best interests.

Pre-school security

While it is difficult to make the pre-school site totally secure, we will do all we can to ensure that the pre-school is a safe environment for the children to play and learn in and staff to work in. We review security measures regularly, and carry out a daily Risk Assessment.

We require all adult visitors who arrive in normal pre-school hours to sign the visitors' book in the office area and adhere to the visitor rule card placed on the front of the signing in book.

Registered providers will inform Ofsted of any significant changes or events relating to the premises on which child care is provided.

Stranger awareness

Staff are constantly alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER release a child to anybody other than the parent/guardian unless a permission form is signed or communication has been made with the pre-school prior to pick up.

Children's names and identity are protected at all times and staff will not disclose information about any child attending the pre-school to any person other than those immediately responsible for the child. If the child was the subject of a child protection issue, information would only be shared with Social Services or other agencies involved in a strictly confidential manner.

Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. If we are unsure at any time, parents will be contacted to confirm the identity of any person.

Safety of children

It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children's safety, they should bring them to the attention of the manager before that particular activity takes place.

We do not take any child off the pre-school site without the prior permission of the parent.

If an accident does happen, and it results in an injury to a child, the staff will do all s/he can to aid the child concerned. We keep a first aid box in the kitchen area. The majority of staff are First Aid trained and certificates are kept on the premises.

Should any incident involving injury to a child take place, one of the members of staff who have been first aid trained will be called to assist. If necessary emergency assistance will be called for.

We record any accident in the accident file involving injury, and in all cases we inform parents and they sign an Accident Form to confirm they have been informed. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change. If we cannot reach the parent/guardian or emergency contact we will refer to the Pupil Information Sheet for other emergency contacts. If no one can be contacted managers will take the appropriate action e.g. contact the emergency services.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil and logged in the behavior file.

Fire and other emergency procedure

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term for different sessions and this is recorded in our Fire Drill book.

The fire bell is rung and children are helped to put down games/activities and walked towards the door and then out to stand safely at the fire assembly point on the field.

Fire doors are never obstructed

Details are recorded in the fire drill book

The fire procedure is displayed in the hall and all staff are familiar with the procedure

Staff check all areas, pick up the register, phone and walk out with the children, where the children,

staff and visitors are counted. If necessary the fire brigade are called. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. There is a no smoking policy at Springfields which is abided to.

Evacuation and place of safety

In the event of a whole pre-school emergency or critical incident, all parents will be contacted the pre-school would evacuate to 'Tudor Primary School'.

Educational visits

The Pre-school takes very seriously its responsibilities for ensuring the safety of children whilst on Pre-school Off-Site Visits (see the policy for Off-Site Visits).

Seat belts

We use coaches and mini-buses only where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

Medicines

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from Pre-school. However, although a child may soon be well enough to be back at pre-school medication may still be required during the pre-school day for a short period. Parents must complete a medicine form giving details of the child's condition and time to be administered. All medication must be clearly labelled with the child's details and will be kept in the kitchen. Records will be kept of all medication received and administered by the Pre-school. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parent/guardian and signed at the end of the session.

Staff involved in administering the medication will receive training.

Internet safety

We regularly use the Internet in the pre-school, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before using photographs of children or their work on the pre-school's website, or in newsletters and other publications. Please also see internet safety policy.

The health and welfare of staff

The pre-school takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the managers without delay.

The pre-school will not tolerate violence, threatening behaviour or abuse directed against members of staff. If such incidents do occur, the pre-school will take the matter very seriously, and take action in line with the LEA's policy.

The pre-school, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the pre-school environment safe.

The managers implement the school's health, safety and welfare policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children.

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Non-Collection of Children

All adults are aware of the system in operation for children's arrivals and departures an adult will be at the door during these periods. If for any reason you are unable to collect your child at the end of the session be assured that there would always be two members of staff on duty. If you are able to phone through to the pre-school to let us know when you hope to collect that would be helpful. If for any reason you are unable, please do not worry as no child would ever be left on the premises alone.

We would phone all the contact numbers held on the contact form. If a child attending a session has not been collected by the end of the day and there has been no contact from the parent or carer, the staff member would reserve their right to phone Children Schools and Families.

Lost Child

See lost child policy

This policy was adopted by the managers and staff in September 2014

Signed on behalf of Springfields