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Calthwaite Nursery (trading as First Class Kids)

***Health & Safety and Hygiene policies and procedures: -***

* Sickness & Illness
* Medication
* Accidents & First Aid
* Allergies & Allergic Reactions
* Sun Care
* Health & Safety – General Policy
* Overall Approach to Risk Assessment
* Health & Safety in the Office
* Fire Safety
* Safety Checks
* Manual Handling
* Healthy Workplace
* Animals Health & Safety
* Environmental Sustainability
* Visits & Outings
* School Delivery & Collection
* No Smoking/Vaping
* Critical Incident
* Adverse Weather
* Nutrition & Mealtimes
* Food Play
* Mental Health & Well-being
* Conflicting Aggression with Parents in the Setting
* Lockdown

Sickness and Illness

At First Class Kids Nursery we promote the good health of all children attending by:

* Asking parents/carers to keep children at home if they are unwell. If a child is unwell, it is in their best interest to be in a home environment rather than at nursery with their peers.
* Asking staff and other visitors not to attend the setting if they are unwell
* Helping children to keep healthy by providing balanced and nutritious snacks, meals and drinks
* Minimising infection through our rigorous cleaning and hand washing processes. Ensuring children have regular access to the outdoors and having good ventilation inside
* Having areas for rest and sleep, where required and sharing information about the importance of sleep.

**Our procedures**

In order to take appropriate action of children who become ill and to minimise the spread of infection we implement the following procedures:

* If a child becomes ill during the nursery day, we contact their parent/carer(s) and ask them to pick up their child as soon as possible. During this time we care for the child in a quiet, calm area with their key person (wearing PPE), wherever possible
* We follow the guidance published by Public Health England (Health Protection in Schools and other childcare facilities) and advice from our local health protection unit on exclusion times for specific illnesses, e.g. sickness and diarrhoea, measles and chicken pox, to protect other children in the nursery**[[1]](#footnote-1)**
* Should a child have an infectious disease, such as sickness and diarrhoea, they must not return to nursery until they have been clear for at least 48 hours
* We inform all parents/carers if there is a contagious infection identified in the nursery, to enable them to spot the early signs of this illness.
* We notify Ofsted as soon as is reasonably practical, but in any event within 14 days of the incident of any food poisoning affecting two or more children cared for on the premises.
* We ask parents to keep children on antibiotics at home for the first 48 hours of the course (unless this is part of an ongoing care plan to treat individual medical conditions e.g. asthma and the child is not unwell) This is because it is important that children are not subjected to the rigours of the nursery day, which requires socialising with other children and being part of a group setting, when they have first become ill and require a course of antibiotics
* We have the right to refuse admission to a child who is unwell. This decision will be taken by the manager on duty and is non-negotiable

Meningitis procedure

If a parent/carer informs the nursery that their child has meningitis, the nursery manager will contact the Local Area Infection Control (IC) Nurse. The IC Nurse will give guidance and support in each individual case. If parents do not inform the nursery, we may be contacted directly by the IC Nurse and the appropriate support given. We will follow all guidance given and notify any of the appropriate authorities including Ofsted where necessary.

If a child requires hospital treatment we will follow the procedure below:

The nursery manager/staff member must:

• Inform a member of the management team immediately

* Call 999 for an ambulance immediately if the illness is severe. DO NOT attempt to transport the unwell child in your own vehicle
* Follow the instructions from the 999 call handler
* Whilst waiting for the ambulance, a member of staff must contact the parent/carer(s) and arrange to meet them at the hospital
* Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
* Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child’s comforter
* Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

**Infection Control**

Viruses and infections can be easily passed from person to person by breathing in air containing the virus, which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

We follow the guidance below to prevent a virus or infection from spreading around the nursery.

Our staff:

* Encourage all children to use tissues when coughing and sneezing to catch germs
* Ensure all tissues are disposed of in a hygienic way and all children and staff wash their hands once the tissue is disposed of
* Develop children’s understanding of the above and the need for good hygiene procedures in helping them to stay healthy
* Wear the appropriate Personal Protective Equipment (PPE) when changing nappies, toileting children and dealing with any other bodily fluids. Staff are requested to dispose of these in the appropriate manner and wash hands immediately
* Clean and sterilise all potties and changing mats before and after each use
* Clean toilets at least daily and check them throughout the day
* Remind children to wash their hands before eating, after visiting the toilet, playing outside or being in contact with any animal and explain the reasons for this
* Clean all toys, equipment and resources on a regular basis and antibacterial cleanser, or through washing in the washing machine
* Wash or clean all equipment used by babies and toddlers as and when needed, including when the children have placed it in their mouth
* Store dummies in individual hygienic dummy boxes labelled with the child’s name to prevent cross-contamination with other children
* Store toothbrushes (where applicable) hygienically to prevent cross-contamination
* Immediately clean and sterilise (where necessary) any dummy or bottle that falls on the floor or is picked up by another child
* Wash bedding daily.

This policy will be reviewed at least annually in consultation with staff and parents/carers and/or after a significant incident, e.g. serious illness/hospital visit required.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
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Medication

We follow strict guidelines when dealing with medication of any kind in the nursery and these are set out below.

Medication prescribed by a doctor, dentist, nurse or pharmacist

* Children who are prescribed medication are asked to remain off nursery for the first 48 hours of receiving the medication.
* Prescription medicine will only be given when prescribed by the above and for the person named on the bottle for the dosage stated.
* Medicines must be in their original containers with their instructions printed in English.
* Parents/carers for any child requiring prescription medication should hand over the medication to a senior member of staff who will then note the details of the administration on the appropriate form via Famly, parents/carers will be required to acknowledge this. The medication form will have all details required including but not limited to dates and time of last dosage, expiry date, dosage and times required at nursery. Following medication being administered parents/carer will be notified and required to acknowledge this.
* The nursery will not administer a dosage that exceeds the recommended dose on the instructions unless accompanied by written instructions from a relevant health professional such as a letter from a doctor or dentist.
* At the time of administering the medicine, a senior member of staff will administer the medication with a witness present. This will be recorded on Famly.
* If the child refuses to take the appropriate medication, then a note will be made on the form
* Where medication is ‘essential‘ or may have side effects, discussion with the parent/carer will take place to establish the appropriate response.

Non-prescription medication

* The nursery will not administer any non-prescription medication, with the exception of nappy cream or in what is deemed an emergency situation and the nursery has prior consent from parents/carers.
* Nursery will keep an emergency supply of Calpol 2+ months which will be stored in the medication cupboard, this medication will be checked regularly by a trained first aider to make sure it complies with storage instructions and is in date.
* If a child develops a temperature while in our care at nursery, staff will take measures to reduce the temperature such as removing clothing, offering a drink and ensuring the child is in a well ventilated area. Staff will have also contacted or attempted to contact parents/carers to arrange them to come and collect their child. If all these have been tried and the child’s temperature still remains high (above 38 degrees) and the childs parents/carers haven’t been able to be contacted or have not been able to get to nursery yet them staff can administer an emergency dose of calpol if we have prior permission, the dosage of the calpol will be the recommended dose on the box for each specific age group, we will not be able to administer any other dose.
* A medication form will need to be completed if a dose of calpol is administered.
* Staff will only be able to give a child a dose of emergency calpol 4 hours after they arrive at nursery to ensure we are not over dosing on any calpol that may have been administered prior to the child being in our care.

Injections, suppositories

As the administration of injections and suppositories represents intrusive nursing, we will not administer these without appropriate medical training for every member of staff caring for this child. This training is specific for every child and not generic. The nursery will do all it can to make any reasonable adjustments including working with parents/carers and other professionals to arrange for appropriate health officials to train staff in administering the medication.

**Staff medication**

All nursery staff have a responsibility to work with children only where they are fit to do so. Staff must not work with children where they are infectious or feel unwell and cannot meet children’s needs. This includes circumstances where any medication taken affects their ability to care for children, for example, where it makes a person drowsy.

If any staff member believes that their condition, including any condition caused by taking medication, is affecting their ability to care for children they must inform their line manager and seek medical advice. The nursery manager will decide if a staff member is fit to work, including circumstances where other staff members notice changes in behaviour suggesting a person may be under the influence of medication. This decision will include any medical advice obtained by the individual or from an occupational health assessment.

Where staff may occasionally or regularly need medication, any such medication must be kept in the person’s locker/separate locked container in the staff room or nursery room where staff may need easy access to the medication such as an asthma inhaler. In all cases it must be stored securely out of reach of the children, at all times. It must not be kept in the first aid box and should be labelled with the name of the member of staff.

Storage

All medication for children must have the child’s name clearly written on the original container and kept in a closed box, which is out of reach of all children.

Emergency medication, such as inhalers and EpiPens, will be within easy reach of staff in case of an immediate need, but will remain out of children’s reach. Any antibiotics requiring refrigeration must be kept in a fridge inaccessible to children.

All medications must be in their original containers, labels must be legible and not tampered with or they will not be given. All prescription medications should have the pharmacist’s details and notes attached to show the dosage needed and the date the prescription was issued. This will all be checked, along with expiry dates, before staff agree to administer medication.

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Accidents and First Aid

At First Class Kids Nursery the safety of all children is paramount, and we have measures in place to help to protect children. However, sometimes accidents do unavoidably happen.

We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen[[2]](#footnote-2); and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

Accidents

When an accident or incident occurs, we ensure:

* The child is comforted and reassured first.
* The extent of the injury is assessed and if necessary, a call is made for medical support/ambulance.
* First aid procedures are carried out where necessary, by a trained paediatric first aider.
* The person responsible for reporting accidents, incidents or near misses is the member of staff who saw the incident or was first to find the child where there are no witnesses.
* The accident or incident is recorded on an Accident/Incident Form, and it is reported to the nursery manager or nursery deputy manager or senior in their absence. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered.
* Parents/carers will receive a notification via Famly of any accident/incident forms including details of any first aid that has been administered. Parent/carers will be required to acknowledge the form.
* The nursery manager reviews the accident/incident forms at least monthly for patterns, e.g. one child having a repeated number of accidents, a particular area in the nursery or a particular time of the day when most accidents happen. Any patterns are investigated by the nursery manager and all necessary steps to reduce risks are put in place.
* The nursery manager reports any serious accidents/incidents to the registered person for investigation for further action to be taken (i.e. a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR))
* The Accident File is kept for at least 21 years and three months.
* Where medical attention is required, a senior member of staff will notify the parent/carer(s) as soon as possible whilst caring for the child appropriately.
* The nursery manager/registered person will report any accidents of a serious nature to Ofsted and the local authority children’s social care team (as the local child protection agency), where necessary. Where relevant such accidents will also be reported to the local authority environmental health department or the Health and Safety Executive and their advice followed.

**Head injuries**

If a child has a head injury in the setting then we will follow the following procedure:

* Comfort, calm and reassure the child
* Assess the child’s condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
* If the skin is not broken we will administer a cold compress for short periods of time
* If the skin is broken then we will follow our first aid training and stem the bleeding
* Complete the accident form via Famly to inform parent/carer of head injury, if we deemed the head injury serious that the child needed to go home we would call the parent/carer to collect the child.
* Keep the child in a calm and quiet area whilst awaiting collection, where applicable
* We will continue to monitor the child and follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
* For head injuries we will follow our paediatric first aid training.

Transporting children to hospital procedure

The nursery manager/staff member must:

* Call for an ambulance immediately if the injury is severe. We will not attempt to transport the injured child in our own vehicles
* Whilst waiting for the ambulance, contact the parents/carers and arrange to meet them at the hospital
* Arrange for the most appropriate member of staff to accompany the child taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child’s comforter
* Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
* Inform a member of the management team immediately
* Remain calm at all times. Children who witness an incident may well be affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the accident.

First aid

The first aid boxes are located in: **each room.**

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly and replaces items that have been used or are out of date.

The staff first aid box is kept in the office. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

**The appointed person(s) responsible for first aid is Steff Graham.**

All staff are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

**Food Safety and play**

Children are supervised during mealtimes and food is adequately cut up to reduce the risk of choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used:

* Playdough
* Cornflour
* Dried pasta, rice and pulses.

These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly is not used.

Personal protective equipment (PPE)

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

Dealing with blood

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

* Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
* Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Needle punctures and sharps injury

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found, the local authority must be contacted to deal with its disposal.

We treat our responsibilities and obligations in respect of health and safety as a priority and provide ongoing training to all members of staff which reflects best practice and is in line with current health and safety legislation.

This policy is updated at least annually in consultation with staff and parents and/or after a serious accident or incident.

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Allergies and Allergic Reactions

We are aware that children may have or develop an allergy resulting in an allergic reaction.

We aim to ensure allergic reactions are minimised or, where possible, prevented and that staff are fully aware of how to support a child, or a member of staff who may be having an allergic reaction.

**Our procedures**

* All staff are made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash or hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis
* We ask parents/carers to share all information about allergic reactions and allergies on their child’s registration form and to inform staff of any allergies discovered after registration
* We share all information with all staff and keep an allergy register in each room.
* All food prepared for a child with a specific allergy is prepared in an area where there is no chance of contamination and served on equipment that has not been in contact with this specific food type, e.g. nuts
* The manager, school’s chef and parents/carers work together to ensure a child with specific food allergies receives no food at nursery that may harm them. This may include designing an appropriate menu or substituting specific meals on the current nursery menu
* Seating is monitored for children with allergies. Where deemed appropriate, staff will sit with children who have allergies and where age/stage appropriate staff will discuss food allergies with the children and the potential risks
* If a child has an allergic reaction to food, a bee or wasp sting, plant etc. a paediatric first-aid trained member of staff will act quickly and administer the appropriate treatment, where necessary. We will inform parents/carers and record the information on Famly
* If an allergic reaction requires specialist treatment, e.g. an EpiPen, all members of staff working directly with the child and the manager will receive specific medical training to be able to administer the treatment to each individual child.

**In the event of a serious allergic reaction and a child needing transporting children to hospital, the** nursery manager/staff member will:

* Call for an ambulance immediately if the allergic reaction is severe. Staff will not attempt to transport the sick child in their own vehicle
* Ensure someone contacts the parents/carers whilst waiting for the ambulance, and arrange to meet them at the hospital
* Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information such as registration forms, relevant medication sheets, medication and the child’s comforter
* Redeploy staff if necessary to ensure there is adequate staff deployment to care for the remaining children. This may mean temporarily grouping the children together
* Inform a member of the management team immediately
* Remain calm at all times and continue to comfort and reassure the child experiencing an allergic reaction. Children who witness the incident may also be well affected by it and may need lots of cuddles and reassurance. Staff may also require additional support following the incident
* Where a serious incident occurs and a child requires hospital treatment, Ofsted will be informed.

This policy is updated at least annually in consultation with staff and parents and/or after a serious incident.

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Sun Care

We are committed to ensuring that all children are fully protected from the dangers of too much sun/UV rays. Severe sunburn in childhood can lead to the development of malignant melanoma (the most dangerous type of skin cancer) in later life.

We follow guidance from the weather and UV level reports and use the following procedures to keep children safe and healthy in the sun:

* Children must have a clearly labelled sun hat which will be worn at all times whilst outside in sunny weather. This hat will preferably be of legionnaires design (i.e. with an extended back and side to shield children’s neck and ears from the sun) to provide additional protection
* Children must have factor 50 sun cream applied provided by the nursery with prior written consent for staff to apply.
* If parents/carers wish to supply their child with their own suncream from home then this needs to be clearly labelled, of factor 50 protection and meet all Sun Safe UVA/UBA guidance. This enables children to have sun cream suitable for their own individual needs. Staff must be aware of the expiry date and discard sunscreen after this date. **Sun cream containing nut-based ingredients will not be allowed in the setting.**
* If parents/carers don’t consent to nursery suncream application or do not provide suncream that meets the Sun Safe guidance then the child will have to remain indoors.
* Parents/carers are requested to supply light-weight cotton clothing for their children suitable for the sun, with long sleeves and long legs.
* Children’s safety and welfare in hot weather is the nursery’s prime objective so staff will work closely with parents/carers to ensure all appropriate cream and clothing is provided.
* Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun (UV levels); children will not be allowed in direct sunlight between 11.00am – 3.00pm on hot days from March to October, following NHS sun safety advice. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to.
* Children will always have sun cream applied before going outside in the hot weather and at frequent intervals during the day.
* Children are encouraged to drink cooled water more frequently throughout sunny or warm days and this will be accessible both indoors and out
* Children are made aware of the need for sun hats, sun cream and the need to drink more fluids during their time in the sun.
* Key persons also work with the parents of their key children to decide and agree on suitable precautions to protect children from burning, including those with more sensitive skin types and those that may be more tolerant to the sunshine.

**Vitamin D**

Sunlight is important for the body to receive vitamin D. We need vitamin D to help the body absorb calcium and phosphate from our diet. These minerals are important for healthy bones, teeth and muscles. Our body creates vitamin D from direct sunlight on our skin when we are outdoors. Most people can make enough vitamin D from being out in the sun daily for short periods with their hands or other body parts uncovered.

At nursery we find the right balance to protecting children from sunburn by following the NHS guidance. The benefits are discussed with parents/carers and their wishes followed with regard to the amount of sun cream applied.

We also promote the NHS recommendation to parents that all children aged under 5 years should be given vitamin D supplements even if they do get out in the sun.

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Health and Safety – General Policy

At First Class Kids Nursery we provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and a safe early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children, parents/carers and any visitors, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Legal framework

We follow all relevant legislation and associated guidance relating to health and safety within the nursery including:

* The requirements of the Statutory Framework for the Early Years Foundation Stage (EYFS) 2024
* The regulations of the Health & Safety at Work Act 1974 and any other relevant legislation such as Control of Substances Hazardous to Health Regulation (COSHH)
* Any guidance provided by Public Health England, the local health protection unit, the local authority environmental health department, fire authority or the Health and Safety Executive.

Aims and objectives

The aim of this policy statement is to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises.

To achieve this, we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the nursery including outdoor spaces
* Establish and maintain safe working practices amongst staff and children
* Make arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage and transport of hazardous articles and substances.
* Ensure the provision of sufficient information, instruction and supervision to enable all people working in or using the nursery to avoid hazards and contribute positively to their own health and safety and to ensure that staff have access to regular health and safety training.
* Maintain a healthy and safe nursery with safe entry and exit routes.
* Formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises. Practice this procedure on a regular basis to enable the safe and speedy evacuation of the nursery.
* Maintain a safe working environment for pregnant workers or for workers who have recently given birth, including undertaking appropriate risk assessments.
* Maintain a safe environment for those with special educational needs and disabilities and ensure all areas of the nursery are accessible (wherever practicable)
* Provide a safe environment for students or trainees to learn in
* Encourage all staff, visitors and parents/carers to report any unsafe working practices or areas to ensure immediate response by the management.

We believe the risks in the nursery environment are low. To maintain the maximum protection for children, staff and parents/carers of the nursery:

* Ensures all entrances and exits from the building, including fire exits are clearly identifiable, free from obstruction and easily opened from the inside.
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment and take the necessary remedial action.
* Ensures that all staff, visitors, parents/carers and children are aware of the fire procedures and regular fire drills are carried out.
* Has the appropriate fire detection and control equipment which is checked regularly to make sure it is in working order?
* Ensures that all members of staff are aware of the procedure to follow in case of accidents for staff, visitors and children.
* Ensures that all members of staff take all reasonable action to control the spread of infectious diseases and wear protective gloves and clothing where appropriate.
* Ensures there are suitable hygienic changing facilities (see infection control policy)
* Prohibits smoking/vaping on the nursery premises.
* Prohibits any contractor from working on the premises without prior discussion with the officer in charge.
* Encourages children to manage risks safely and prohibits running inside the premises unless in designated areas.
* Risk assesses all electrical sockets and take appropriate measures to reduce risks where necessary and ensure no trailing wires are left around the nursery.
* Ensures all cleaning materials are placed out of the reach of children and kept in their original containers.
* Ensures staff wear protective clothing when cooking or serving food.
* Prohibits certain foods that may relate to children’s allergies, e.g. nuts are not allowed in the nursery
* Follows the allergies and allergic reactions policy for children who have allergies or have a reaction at the nursery.
* Ensures risk assessments are undertaken on the storage and preparation of food produce within the nursery.
* Familiarises all staff and visitors with the position of the first aid boxes and ensure all know who the appointed first aiders are.
* Provides appropriately stocked first aid boxes and check their contents regularly.
* Ensures children are supervised at all times.
* Takes all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors.
* Ensures no student or volunteer is left unsupervised at any time.
* Ensures staff paediatric first aid certificates or a list of staff who hold a current PFA certificate are on display (and/or made available to parents).

Responsibilities

The designated Health and Safety Officer in the nursery is Stephanie Graham.

The employer has overall and final responsibility for this policy being carried out at:

**First Class Kids, The Old Post Office, Calthwaite, Penrith, Cumbria CA11 9QT**

The nursery manager/deputy nursery manager will be responsible in her absence.

All employees have the responsibility to cooperate with senior staff and the manager to achieve a healthy and safe nursery and to take reasonable care of themselves and others. Neglect of health and safety regulations/duties will be regarded as a disciplinary matter (see separate policy on disciplinary procedures).

Whenever a member of staff notices a health or safety issue or problem which they are not able to rectify, they must immediately report it to the appropriate person named above. Parents/carers and visitors are requested to report any concerns they may have to the manager.

Daily contact, staff meetings and health and safety meetings provide consultation between management and employees. These include health and safety matters.

Health and safety training

Person responsible for monitoring staff training is Rachel Vepers/Joanne Mason/Hannah Potts

Health and safety is covered in all induction training for new staff.

Training table :

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| **Area** | **Training required** | **Who** |
| Paediatric First aid | Course | All staff |
| Dealing with blood | In house training/course | All staff and students |
| Safeguarding/Child protection | In house training/course | All staff and students |
| Care of babies | In house training/course | At least half of the staff working with under 2’s |
| Risk assessment | In house training/course | All staff |
| Fire safety procedures | In house training | All staff and students |
| Use of fire extinguisher | In house training/course | All staff where possible |
| Food hygiene | In house training/course | Anyone involved in preparing and handling food |
| Allergy awareness | In house training/course | All staff and students |
| Manual handling | In house training/course | All staff and students |
| Stress awareness and management | In house training/course | All staff |
| Changing of nappies | In house training | All staff |
| Fire warden duties | External course | Fire Warden |
| Medication requiring technical or medical knowledge e.g. Epi Pen | External course | As required |
| SENCO | External course | SENCO |
| Supervision and appraisal | External course | Manager, deputy and room supervisors |

At present at least one member of staff on the premises and available at times when children are present MUST hold a full paediatric first aid (PFA) certificate in the nursery and must accompany children on outings. The certificate must be for a full course consistent with the criteria set out in Annex A of the EYFS, 2021. This must be renewed every three years and the emergency PFA course is taken face to face.

In addition to this, all newly qualified entrants to the early years workforce who have completed a level 2 and/or level 3 qualification on or after 30 June 2016, must also have either a full PFA or an emergency PFA certificate within three months of starting work in order to be included in the required staff: child ratios at level 2 or level 3 in an early years setting

At nursery, we take in to account the number of children, staff, layout of premises to ensure that a paediatric first aider is able to respond to emergencies quickly.

Health and safety arrangements

* All staff are responsible for general health and safety in the nursery.
* Risk assessments will be conducted on all areas of the nursery, including rooms, activities, outdoor areas, resources, cleaning equipment, legionella and lone working.
* These are reviewed at regular intervals and when arrangements change.
* All outings away from the nursery (however short) will include a prior risk assessment – more details are included in our outings policy.
* All equipment, rooms and outdoor areas are checked thoroughly by staff before children access them or the area. These checks are recorded and initialled by the staff responsible. Unsafe areas are made safe where possible, or the area is not used to promote the safety of children. In these cases, the manager will be notified immediately
* We provide appropriate facilities for all children, staff, parents and visitors to receive a warm welcome and provide for their basic care needs, e.g. easy to access toilet area and fresh drinking water
* We adhere to the Control of Substances Hazardous to Health Regulation (COSHH) to ensure all children, staff, parents and visitors are safe in relation to any chemicals we may use on the premises.
* We identify and assess any water sources at risk of legionella[[3]](#footnote-3), and manage these risks including avoiding stagnant water.
* All staff and students receive appropriate training in all areas of health and safety which includes risk assessments, manual handling, fire safety and emergency evacuation procedures. We may also use benefit risk assessments for particular activities and resources for children.
* We have a clear accident and first aid policy to follow in the case of any person in the nursery suffering injury from an accident or incident.
* We have a clear fire safety policy and procedure, which supports the prevention of fire and the safe evacuation of all persons in the nursery. This is shared with all staff, students, parents and visitors to the nursery.
* We review accident and incident records to identify any patterns/hazardous areas.
* All health and safety matters are reviewed informally on an ongoing basis and formally every six months or when something changes. Staff and parents receive these updates, as with all policy changes, as and when they happen.
* We welcome feedback from staff and parents. They are able to contribute to any policy through informal discussions, the suggestion scheme and/or during regular meetings held at nursery.

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Overall Approach to Risk Assessment

At First Class Kids, we take all reasonable steps to ensure staff and children in our care are not exposed to risks. We promote the safety of children, parents, staff and visitors by reviewing and reducing any risks.

Risk assessments

Risk assessments document the hazards/aspects of the environment that needs to be checked on a regular basis. These include who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how this will be monitored and checked and by whom.

The nursery carries out written risk assessments regularly (at least annually). These are reviewed regularly and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced or new activity/experience; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks. All outings away from the nursery are individually risk assessed and adequately staffed with paediatric first aid trained practitioners. For more details, please refer to the visits and outings policy.

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Health and Safety in the Office

We take the welfare of our employees seriously and put safeguards in place to help protect the health and safety of all employees. This includes any staff who are required to undertake office duties as part of their role including sitting at a computer.

We carry out risk assessments to assess any health and safety risks to employees carrying out office duties and provide appropriate equipment for their role.

Staff using computers can help to prevent health problems in the office by:

* Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen
* Maintaining a good posture
* Avoiding repetitive and awkward movements by using a copyholder and keeping frequently used items within easy reach.
* Changing position regularly
* Using a good keyboard and mouse technique with wrists straight and not using excessive force
* Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light.
* Adjusting the screen controls to prevent eyestrain.
* Keeping the screen clean
* Reporting to their manager any problems associated with use of the equipment.
* Planning work so that there are breaks away from the workstation.

Seating and posture for typical office tasks:

* Good lumbar support from the office seating
* Seat height and back adjustability
* No excess pressure on underside of thighs and backs of knees
* Foot support provided if needed.
* Space for postural change, no obstacles should be under the desk.
* Forearms approximately horizontal
* Minimal extensions, flexing or straining of wrists.
* Screen height and angle should allow for comfortable head position.
* Space in front of keyboard to support hand/wrists during pauses in typing.

If an employee requires additional support, please let the manager know as soon as possible.

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Fire Safety

At First Class Kids Nursery,we take reasonable steps to ensure the safety of children, staff and others on the nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

The designated fire marshal is **Hannah Potts** and **Joanne Mason** in her absence

We ensure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises. The manager/designated fire marshal ensures we have all the appropriate fire detection and control equipment (e.g. fire alarms, smoke detectors, fire blankets and/or fire extinguishers) are in working order and seeks advice from the local fire safety officer as necessary.

They also have overall responsibility for the fire drill and evacuation procedures. These are carried out and recorded for each group of children every three months or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills are planned to occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

All staff receive fire safety and evacuation training (including as part of induction) to help them understand their roles and responsibilities. This includes the steps they must take to ensure the safety of children, for example keeping fire doors free from obstruction, how to safely evacuate the children and where the evacuation meeting point is situated. Each room has a specific evacuation plan, which includes information such as evacuating non-mobile babies and using alternative exits depending on where the fire may be situated.

The \*manager/\*designated fire marshal checks fire detection and control equipment and fire exits in line with the timescales within the checklist below.

Fire checklist

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| --- | --- | --- | --- |
|  | Who checks | How often | Location |
| Escape route/fire exits (all fire exits must be clearly identifiable) | Hannah | Termly |  |
| Emergency lighting | Hannah | Monthly |  |
| Fire extinguishers and blankets | Beacon Fire | As per contract |  |
| Evacuation pack | Hannah | Monthly |  |
| Smoke/heat alarms | Beacon Fire | As per contract |  |
| Fire alarms | Hannah | Monthly |  |
| Fire doors closed, in good repair, doors free of obstruction and easily opened from the inside | Hannah/Beacon Fire | Weekly/ As per contract |  |

A deputy fire marshal is appointed to cover this role when the fire marshal is absent.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor’s book. These records are taken out along with the register and emergency contacts list in the event of a fire.

No smoking/vaping policy

The nursery operates a strict no smoking/vaping policy – please see this separate policy for details.

Fire drill procedure

On discovering a fire:

* Calmly raise the alarm by breaking the alarm glass
* Immediately evacuate the building under guidance from the manager on duty/fire marshal (Collecting children’s room register, where applicable)
* Using the nearest accessible exit lead the children out, assemble at Calthwaite School.
* Close all doors behind you wherever possible
* **Members of staff in the office would help to evacuate babies and staff from the Baby room (second floor)**
* **Any child/children/adults with mobility difficulties will evacuate the premises from the Busy Bee room using the ramp into the garden/side gate.**
* Do not stop to collect personal belongings on evacuating the building.
* Do not attempt to go back in and fight the fire.
* Do not attempt to go back in if any children or adults are not accounted for
* Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

* Stay where you are safe.
* Keep the children calm and together.
* Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The manager/fire marshal is to:

* Pick up the central children’s register, where applicable, staff register, nursery mobile/phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
* Telephone emergency services: dial 999 and ask for the fire service.
* In the fire assembly point area – **at Calthwaite School** check the children against the register.
* Account for all adults: staff and visitors
* Advice the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

* Do not stop to collect personal belongings on evacuating the building.
* Do not attempt to go back in and fight the fire.
* Do not attempt to go back in if any children or adults are not accounted for.

This policy is updated at least annually in consultation with staff and/or after a fire evacuation practice and/or fire.

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Safety Checks

We take reasonable steps to ensure the safety of children, staff and others on the premises including carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists table at the end of this policy.

These include daily safety checks of the premises, indoors and outdoors, and all equipment and resources before the children access any of the areas. The checks are recorded and show any issues and solutions.

*(This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policies).*

All staff are trained in health and safety to raise awareness. Staff know how to recognise potential hazards, including near misses in the nursery environment and monitor safety at all times.

Risk assessments (refer to the Overall Approach to Risk Assessment policy)

Risk assessments document the hazard, who could be harmed, existing controls, the seriousness of the risk/injury, any further action needed to control the risk, who is responsible for what action, when/how often will the action be undertaken, and how will this be monitored and checked and by whom.

The nursery carries out written risk assessments at least annually. These are regularly reviewed and cover potential risks to children, staff and visitors at the nursery. When circumstances change in the nursery, e.g. a significant piece of equipment is introduced or new activity/experience; we review our current risk assessment or conduct a new risk assessment dependent on the nature of this change.

All staff are trained in the risk assessment process to ensure understanding and compliance of how they manage risks.

All outings away from the nursery are individually risk assessed. For more details refer to the visits and outings policy.

*Hints and tips*

*Please refer to the Health and Safety Executive’s ‘Five Steps to Risk Assessment’ for further support with the risk assessment process The Five Steps to Risk Assessment publication and risk assessment templates can be downloaded from the Health and Safety Executive’s website at* [*www.hse.gov.uk*](file:///\\storage-server\Data\Products%20and%20Services\Publications\Final%20Pubs\P%20&%20P%20England\July%2021\www.hse.gov.uk)*.*

Electrical equipment

* All electrical cables are kept out of the reach of children wherever possible and shielded by furniture where they need to be at floor level.
* We take a risk-based approach, considering the type of equipment and what it is being used for, to make a decision whether to have certain electrical items Portable appliance testing (PAT) tested (as per HSE guidance)
* Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children.

Mains information

Locations of:

* Water stop tap: Downstairs children’s toilet
* Fuse box: in the cosy area which is situated to the rear left of the main house. There is also a fuse box in the barn (in between the entrance door and the window)

Dangerous substances

All dangerous substances including chemicals are kept in locked areas out of children’s reach. All substances are kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments are kept for all substances and the appropriate personal protection taken and used e.g. gloves, apron and goggles.

Transport and outings

The nursery has a comprehensive documented policy relating to outings, which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

Room temperatures

* Staff should be aware of room temperatures in the nursery, ensure that they are suitable at all times.
* Staff must always be aware of the dangers of babies and young children being too warm or too cold.
* Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.
* Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Water supplies

* A fresh water drinking supply is available and accessible to all children, staff and visitors.
* All hot water taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

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Manual Handling

We recognise that there are times when staff need to carry out manual handling especially in relation to lifting babies and young children. Staff must all be aware and adhere to the nursery’s manual handling policy to prevent/minimise any injuries can result from poor manual handling. We instruct all staff in correct handling techniques and expect them to follow these to minimise the risks of injury.

We know that lifting and carrying babies and young children is different to carrying static loads and therefore our manual handling training reflects this. All staff will receive training in manual handling within their first year of employment and will receive ongoing training as appropriate.

**Preventing injuries**

As with other health and safety issues, we recognise that the most effective method of prevention is to remove or reduce the need to carry out hazardous manual handling. Wherever possible, we review the circumstances in which staff have to carry out manual handling and re-design the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, for example lifting children when changing nappies, we carry out a risk assessment by examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

Our manual handling assessment considers the following:

* The tasks to be carried out
* The load to be moved (including moving children)
* The environment in which handling takes place
* The capability of the individual involved in the manual handling.

We expect staff to use the following guidance when carrying out manual handling in order to reduce the risk of injury.

Planning and procedure

* Think about the task to be performed and plan the lift.
* Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.
* Never attempt manual handling unless you have read the correct techniques and understood how to use them.
* Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be at particularly risk of injury.
* Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.
* Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
* If more than one person is involved, plan the lift first and agree who will lead and give instructions.
* Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
* Ensure lighting is adequate.
* Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
* Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
* Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
* Consider a resting point before moving a heavy load or carrying something any distance.

Carrying children

* If the child is old enough, ask them to move to a position that is easy to pick up, and ask them to hold onto you as this will support you and the child when lifting.
* Do not place the baby/child on your hip, carry them directly in front of you in order to balance their weight equally.
* Wherever possible, avoid carrying the baby/child a long distance.
* Where a baby is young and is unable to hold onto you, ensure you support them fully within your arms.
* Avoid carrying anything else when carrying a baby/child. Make two journeys or ask a colleague to assist you.
* If a baby/child is struggling or fidgeting whilst you are carrying them, stop, place them back down and use reassuring words to calm the baby/child before continuing.
* Students and pregnant staff members will not carry babies/children.

Position for lifting

Stand in front of the load with your feet apart and your leading leg forward. Your weight should be even over both feet. Position yourself, or turn the load around, so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture:

* Bend the knees slowly, keeping the back straight
* Tuck the chin in on the way down
* Lean slightly forward if necessary and get a good grip
* Keep the shoulders level, without twisting or turning from the hips
* Try to grip with the hands around the base of the load.
* Bring the load to waist height, keeping the lift as smooth as possible.

Moving a baby/child or load

* Move the feet, keeping the baby/child or load close to the body.
* Proceed carefully, making sure that you can see where you are going.
* Lower the baby/child or load, reversing the procedure for lifting.
* Avoid crushing fingers or toes as you put the baby/child or load down.
* If you are carrying a load, position and secure it after putting it down.
* Make sure that the baby/child or load is rested on a stable base and in the case of the baby/child ensure their safety in this new position.
* Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

The task

* Carry children or loads close to the body, lifting and carrying the load at arm’s length increases the risk of injury.
* Avoid awkward movements such as stooping, reaching or twisting.
* Ensure that the task is well designed and that procedures are followed.
* Try never to lift loads from the floor or to above shoulder height. Limit the distances for carrying.
* Minimise repetitive actions by re-designing and rotating tasks.
* Ensure that there are adequate rest periods and breaks between tasks.
* Plan ahead – use teamwork where the load is too heavy for one person.

The environment

* Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
* Remove obstructions and ensure that the correct equipment is available.

The individual

* Never attempt manual handling unless you have been trained and given permission to do so
* Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
* Where applicable and age/stage appropriate encourage children to use steps up to the changing table for nappy changes rather than lifting. Where this is not appropriate always follow the lifting process
* Use cots with a drop downside and avoid bending to lift babies from their cot.

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Visits and Outings

We offer children a range of local outings including walks and visits off the premises. We believe that planned outings and visits complement and enhance the learning opportunities inside the nursery environment and extend children’s experiences. We always seek parental permission for children to be included in such outings.

**Procedures**

Visits and outings are carefully planned using the following procedures along with any local/national guidelines, whatever the length or destination of the visit:

* A pre-visit checklist, full risk assessment and outings plan will always be carried out by a senior member of staff before the outing to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards. We will endeavour to visit the venue prior to the visit. This will ensure that the chosen venue is appropriate for the age, stage and development of the children.
* Written permission will always be obtained from parents/carers before taking children out.
* We provide appropriate staffing levels for outings dependent on an assessment of the safety and the individual needs of the children.
* At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
* We designate one member of staff to be the outing leader, this may be the most senior member of staff attending and it will be their role to take the lead in the event of any emergencies/incidents **(see Lost Child Procedure from Outings Policy)**
* A fully stocked first aid box will always be taken on all outings along with any special medication or equipment required.
* A completed trip register together with all parent/carer and staff contact numbers will be taken on all outings.
* Regular headcounts will be carried out throughout the outing. Timings of headcounts will be discussed in full with the nursery manager prior to the outing
* All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets.
* Children will be easily identified by staff when on a trip by use of a sticker system. The nursery name, number and mobile number will be displayed.
* A fully charged nursery mobile phone will be taken as a means of emergency contact *(staff are reminded of the mobile phone policy).*
* In the event of an accident, staff will assess the situation. If required, the group will return to nursery immediately and parents/carers will be contacted to collect their child. In the event of a serious accident an ambulance will be called at the scene, as well as parents/carers being contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.

**Risk assessment/outings plan**

* The name of the designated person in charge - the outing leader
* The name of the place where the visit will take place
* The estimated time of arrival at the place where they are visiting and expected time they will arrive back at the nursery
* The number of children, age range of children, the ratio of staff to children, children’s individual needs and the group size
* The equipment needed for the trip, i.e. first aid kit, mobile phone, coats, safety reins, pushchairs, rucksack, packed lunch etc.
* Staff emergency contact numbers
* Emergency procedures
* The name of the designated first aider and the first aid provision
* Links to the child’s learning and development needs.

**Lost children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

There may be opportunities for parents/carers to assist on outings. The manager will speak to parents/carers prior to the visit regarding health and safety and code of conduct.

**In the event of an emergency (including a terrorist attack)**

In the event of an emergency whilst out on a visit, we encourage staff to find a safe haven and remain there until the danger passes. Each outing will have a detailed risk assessment, which covers all these risks and is planned ahead.

This could cover other issues such as extreme weather, emergency (such as an ill or injured child) etc.

We will contact all parents/carers to let them know everything is ok as soon as it is safe to do so.

Ofsted will be contacted and informed of any incidents.

Further information can be found at:

<https://www.npcc.police.uk/NPCCBusinessAreas/WeaponAttacksStaySafe.aspx>

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School Delivery & Collection Policy

As part of our out of school service we offer a school collection service. In order to keep children safe and secure during this transition we will abide by the following procedures:

* A full risk assessment is always being carried out by a senior member of staff to assess the risks or hazards which may arise for the children, and identify steps to be taken to remove, minimise and manage those risks and hazards.
* The risk assessment is based on the usual route and an alternative route in case the usual route is inaccessible.
* Written permission is obtained from parents for the school collection.
* The school has a full list of children who are attending the out of school facility together with the staff from the nursery who will be collecting them.
* The staff have a register which is completed on collection of the children and again once they have returned to the setting.
* Children are paired up to walk back to the setting.
* Head counts take place periodically during the walk back to the setting, the frequency is decided in the risk assessment.
* We provide appropriate staffing levels for school pickups dependent on an assessment of the safety and the individual needs of the children.
* All staff will be easily recognisable by other members of the group; they will wear the nursery uniform and high visibility vests/jackets.
* At least one member of staff will hold a valid and current paediatric first aid certificate and this will be increased where risk assessment of proposed activity deems it necessary.
* A fully stocked first aid box will always be taken along with any special medication or equipment required.
* In the event of an accident, staff will assess the situation. In the event of a serious accident an ambulance will be called to the scene, and parents will be contacted. One member of staff will accompany the child to the hospital, and the rest of the group will return to the nursery.
* The safeguarding policy will be followed at all times including the procedure to follow in the case of a disclosure during the journey to the setting.

**Risk assessment**

The full risk assessment is displayed for parents to see before giving consent. The plan includes the following details:

* The name of the designated person in charge
* The children will be escorted to the school by appropriate members of staff, maintaining the correct ratios. The estimated time of departure from the setting is 8.35am. All children and members of staff wear high visibility jackets.
* Emergency procedures

**Lost children**

In the event of a child being lost, the Lost Child Procedure will be followed. Any incidents or accidents will be recorded in writing and Ofsted will be contacted and informed of any incidents.

If a child runs off or leaves the main group for any reason a staff member will only follow if the safety of the other children in the group is not compromised. If the staff are unable to follow or catch up with the child, then the police will be called immediately, followed by the child’s emergency contacts. The main nursery will be contacted following this and asked to assist where possible.

The safety of all children is paramount at all times.

Ofsted will be contacted and informed of any incidents.

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No Smoking/Vaping Policy

At this nursery we are committed to promoting children’s health and well-being. This is of the upmost importance for the nursery.

Smoking and the use of e-cigarettes has proved to be a health risk and therefore in accordance with legislation, the nursery operates a strict no smoking/vaping policy within its buildings and grounds. It is illegal to smoke in enclosed places.

All persons must abstain from smoking/vaping while on the premises. This applies to staff, students, parents, carers, contractors and any other visitors to the premises.

Staff accompanying children outside the nursery, are not permitted to smoke/vape. We also request that any parents/carers accompanying nursery children on outings refrain from smoking/vaping while caring for the children.

Staff must not smoke/vape while wearing nursery uniform as it is essential that staff are positive role models to children and promote a healthy lifestyle. If staff choose to smoke/vape during breaks, they are asked to change into their own clothing and smoke/vape away from the main entrance/nursery premises.

We respect that smoking/vaping is a personal choice, although as an organisation we support healthy lifestyles. We follow Public Health England advice and aim to help staff and parents to stop smoking/vaping by:

* Providing factsheets and leaflets
* Providing information of local help groups
* Providing details of the NHS quit smoking helpline - www.smokefree.nhs.uk
* Offering information regarding products that are available to help stop smoking

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Critical Incident

We understand we need to plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

* Flood
* Fire
* Burglary
* Abduction or threatened abduction of a child
* Bomb threat/terrorism attack
* National outbreaks of infection/health pandemics
* Any other incident that may affect the care of the children in the nursery.

If any of these incidents impact on the ability of the nursery to operate, we will contact parents via phone and/or Famly/Facebook at the earliest opportunity, e.g. before the start of the nursery day.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the option of flooding in this way. Our central heating systems are checked and serviced annually by a registered engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day, the nursery manager will make a decision based on the severity and location of this flooding, and it may be deemed necessary to follow the same procedure as the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure (see Fire Safety Policy).

Fire

Please refer to the fire safety policy.

Burglary

The management of the nursery follow a lock up procedure which ensures all doors and windows are closed and locked before vacating the premises.

The manager or most senior member of staff on site will always check the premises as they arrive in the morning. Should they discover that the nursery has been broken into they will follow the procedure below:

* In an emergency dial 999 or non-emergency dial 101 with as many details as possible, i.e. name and location, details of what you have found and emphasise this is a nursery and children will be arriving soon
* Contain the area to ensure no-one enters until the police arrive.
* Where it is safe to do so, the staff will direct parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice. This may include temporary short-term closure and/or following the relocation procedure under the flood section wherever necessary to ensure the safety of the children
* The manager on duty will help the police with enquiries, e.g. by identifying items missing, areas of entry etc.
* A manager will be available at all times during this time to speak to parents, reassure children and direct enquires
* Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery
* Arrangements will be made to ensure the nursery is made safe and secure again.

Abduction or threatened abduction of a child

We have secure safety procedures in place to ensure children are safe while in our care, including taking reasonable steps to ensure that children do not leave the premises unsupervised and to prevent unauthorised persons entering the premises and at risk of abduction. Staff are vigilant at all times and report any persons lingering on nursery property immediately. All doors and gates to the nursery are locked and cannot be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to them or not. We also have visual reminders about closing the door behind them to prevent tailgating (another person accessing entry behind them). Visitors and general security are covered in more detail in the supervision of visitor’s policy.

Children will only be released into the care of a designated adult; see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody proceedings or family concerns as soon as they arise, so the nursery is able to support the child. The nursery will not take sides in relation to any custody arrangements and will remain neutral for the child. If an absent parent arrives to collect their child, the nursery will not restrict access **unless** a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery, we have the following procedures which are followed immediately:

* The staff member will notify management immediately and the manager will take control, dialling 999 and requesting the police, instructions from the emergency response team will be followed
* The parent/carer(s) will be contacted.
* All other children will be kept safe and secure, reassured and calmed where necessary.
* The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may have impacted on this abduction.
* Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was abducted, time identified, notification to police and findings.
* In the unlikely event that the child is not found, the nursery will follow the local authority and police procedure.
* Ofsted will be contacted and informed of any incidents.
* With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.
* In any cases with media attention staff will not speak to any media representatives
* Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.
* Please also refer to Lockdown Policy

Bomb threat/terrorism attack

If a bomb threat is received at the nursery, the person taking the call will record all details given over the phone as soon as possible and raise the alarm/contact emergency services as soon as the phone call has ended. The management will follow the fire evacuation procedure and guidance from the emergency services to ensure the safety of all on the premises. The person who took the call will provide as much detail to the emergency services as possible. Ofsted will be notified. With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary.

Please also refer to Lockdown Policy

Any other significant incidents

All incidents will be managed by the manager on duty and all staff will co-operate with any emergency services on the scene, where applicable. The fire evacuation procedure will be followed for any other incident that requires an emergency evacuation. Other incidents e.g. no water supply, will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the nursery.

If there is an incident outside of the nursery building and it is safer to stay inside the building will put into place the lockdown procedure. Emergency advice would be taken.

**National outbreaks of infection/Health Pandemics**

In the event of a national outbreak of a health pandemic, we will follow Government health advice and guidance, legal advice and advice from our insurance provider.

The setting will remain open as long as we have sufficient staff to care for the children. Depending on the nature of the pandemic we will follow all advice and implement measures to ensure that risks to vulnerable children and staff are minimised. This may include excluding infected children/staff/parents or family members from the setting for a set period of time, to prevent the spread of infection. This decision will be done in consultation with parents, staff, legal advice and our insurance provider. Each case will be reviewed on an individual basis.

The nursery manager will notify Ofsted in the event of a critical incident.

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Adverse Weather

We have an adverse weather policy in place to ensure our nursery is prepared for all weather conditions that might affect the running of the nursery such as floods, snow and heat waves.

If any of these impact on the ability of the nursery to open or operate, we will contact parents via the Famly app and or telephone.

We will not take children outdoors where we judge that weather conditions make it unsafe to do so.

Flood

In the case of a flood, we will follow our critical incident procedure to enable all children and staff to be safe and continuity of care to be planned for.

Snow or other severe weather

If high snowfall, or another severe weather condition such as dense fog, is threatened during a nursery day then the manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day, we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow or other severe weather, we will contact all available off duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored, we will contact Ofsted to inform them of this issue, recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Heat wave

Staff will make day-to-day decisions about the length of time spent outside depending on the strength of the sun. Children will not be allowed in direct sunlight between 11.00am – 3.00pm on hot days between March and October, following NHS sun safety advice. Shaded areas are provided to ensure children are able to still go out in hot weather, cool down or escape the sun should they wish or need to. For further details please refer to our sun care policy.

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Nutrition and Mealtimes

At **First Class Kids** we believe that mealtimes should be happy, social occasions for children and staff alike. We promote shared, enjoyable positive interactions at these times.

We are committed to offering children healthy, nutritious and balanced meals and snacks, which meet individual needs and requirements.

We ensure that:

* A balanced and healthy breakfast, midday school meal if requested, tea and two daily snacks are provided for children 12months and above attending a full day at the nursery.
* Menus are planned in advance by Calthwaite School in line with guidance produced by the Department for Education, these are rotated regularly and reflect cultural diversity and variation. These are displayed for children and parents to view.
* We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings.
* Only milk and water are provided as drinks to promote oral health. Fresh drinking water is always available and accessible. It is frequently offered to children and babies and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated
* Individual dietary requirements are respected. We gather information from parents regarding their children’s dietary needs, including any special dietary requirements, preferences and food allergies that a child has and any special health requirements, before a child starts or joins the nursery. Where appropriate, we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual dietary plan for their child.
* We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate, an adult will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods.
* Staff show sensitivity in providing for children’s diets and allergies. They do not use a child’s diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy.
* Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups. During meals and snack times children are encouraged to use their manners and say ‘please’ and ‘thank you’ and conversation is encouraged.
* Staff use meal and snack times to help children to develop independence through making choices, serving food and drink, and feeding themselves.
* Staff support children to make healthy choices and understand the need for healthy eating.
* We provide foods from the diet of each of the children’s cultural backgrounds, providing children with familiar foods and introducing them to new ones.
* Cultural differences in eating habits are respected.
* Any child who shows signs of distress at being faced with a meal he/she does not like will have his/her food removed without any fuss. If a child does not finish his/her first course, he/she will still be given a helping of dessert.
* Children not on special diets are encouraged to eat a small piece of everything.
* Children who refuse to eat at the mealtime are offered food later in the day.
* Children are given time to eat at their own pace and not rushed.
* Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for babies and young children.
* We promote positive attitudes to healthy eating through play opportunities and discussions.
* The nursery provides parents/carers with daily written records of feeding routines for all children under 3 years of age, with the exception of any parental wishes for a food diary for medicinal purposes.
* No child is ever left alone when eating/drinking to minimise the risk of choking.
* We will sometimes celebrate special occasions such as birthdays with the occasional treat of foods such as cake, sweets or biscuits. These will be given at mealtimes to prevent tooth decay and not spoil the child’s appetite. Where we have frequent birthdays and celebrations, we consider other alternatives such as celebrating through smiles and praise, stickers and badges, choosing a favourite story, becoming a special helper, playing a party game, dancing and/or singing their favourite song
* We do not allow parents/carers to bring in cakes on special occasions.
* All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated every three years.
* In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the nursery, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.
* All members of staff will follow the DfE’s help for early years providers website has a guide to portion sizes
* Weening babies will be closely supervised to ensure safe swallowing.
* Babies will be offered sips of water during mealtimes from an open or free-flow cup without a valve. Open cups help babies learn to sip and are better for their teeth.
* Food preparation is assessed by each staff member and cut accordingly to their age. Round food will be cut length ways and in half again (quartered)
* The guidelines will be followed by all members of staff regarding portion size due to the age of the child. Guidance states what to provide, to avoid and to limit.

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**Mental Health & Well-being policy**

# Promoting and protecting the mental well-being of staff, children and parents/carers here at First Class Kids nursery is important for the physical health, social well-being and development of each individual. Addressing workplace mental well-being can help promote the employment of people who have experienced mental health problems and support them once they are at work. Important aspects of mental health and well-being include providing information, raising awareness, developing management skills, providing a supportive environment and offering advice and support.

**Our Aims**

* To create a workplace environment that promotes and supports the mental well-being of all employees, children and parents/carers.
* To help children and staff to feel happier, more confident and more motivated.
* To contribute positively to priorities such as enhancing teaching and learning, raising standards, promoting social inclusion and improving behaviour.
* To involve children, staff and parents/carers in the operation of the nursery.
* To help everybody to achieve their full potential
* To hold good recruitment and retention levels.
* Reduce discrimination and stigma by increasing awareness and understanding.
* Give information on and increase awareness of mental well-being
* Give non-judgemental and proactive support to individuals who experience mental health problems
* Provide Opportunities for employees and children to look after their mental well-being, for example through physical activity, stress reducing activities and social events.
* Manage conflict effectively and ensure Calthwaite nursery is free from bullying and harassment, discrimination and racism by putting into action our anti-bullying policy and our dealing with discrimination policy
* Ensure individuals suffering from mental illness are treated fairly and consistently
* In cases of long-term sickness absence, put into place, where possible, a graduated return to work
* Treat all matters relating to individual mental health problems in the strictest confidence and share on a ‘need to know basis’ only with consent from the individual concerned or their parent/carer
* Ensure all managers have information and training about managing mental health in the setting.
* Employees participating in any of the mental well-being activities will be regularly asked for feedback
* Ensure every child has a key person and follows a well-planned settling-in procedure. The key person and the parent/carer will have regular, ongoing consultations to discuss any concerns.
* Develop a strong outdoor learning environment
* Recognise the background of individual children and their physical, social and emotional needs.
* Establish clear rules, routines and expectations about behaviour for learning and social cohesion.

Good quality nursery and pre-school education helps prepare children for school and assists with their cognitive and social development so Calthwaite Nursery will ensure that this policy is fulfilled to the best of our ability to help give children the best possible start in life. If any staff member of parent/carer has any concerns, they are advised to contact the nursery manager Rachel Vepers, to enable us to help provide effective support where necessary.

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**Calthwaite Nursery signpost the Happy Mum’s Foundation to all parents/carers whose children attend this setting.**

The Happy Mums Foundation is a local support group for mums who experience post-natal depression or trauma following the birth of their baby; they are currently exploring the needs of fathers and families too. They hold weekly peer-led support groups when they use their own experience to help and support other mums.

<https://www.happymums.org.uk/>

**Other guidance listed below:**

Local:

Bereavement Support- from [Cumbria County Council](https://cumbria.gov.uk/publichealth/bereavement.asp)

[Every Life Matters:](https://www.every-life-matters.org.uk/) Cumbrian organisation which works to prevent suicide and support those who have lost a loved one to suicide. They have free resources and training as well as lots of practical tips for getting through, and a really good COVID wellbeing pack.

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[First Step](http://www.cntw.nhs.uk/services/first-step) – north, east and west Cumbria’s NHS talking therapies service – you can self refer or be referred by your GP for free access to CBT for “mild to moderate” depression and anxiety, anger or sleep issues <https://gateway.mayden.co.uk/referral-v2/ea77c8a7-44e4-4b74-a504-7ea7bef8d4f1> . There is also an online package specifically targeted to help address perinatal mental health issues.

[Health and Wellbeing Coaches](https://cumbria.gov.uk/publichealth/hawcs.asp) – run by Cumbria County Council - they work with you to make positive changes to your life

Perinatal mental health teams: treat and support mums (up to 1 year post birth) and pregnant women with mental health problems: [North Cumbria](https://www.cntw.nhs.uk/services/perinatal-community-mental-health-team-north-cumbria/); [South Cumbria](https://www.lscft.nhs.uk/perinatal-accessing-our-service)

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Maternal Mental Health Hub (details coming soon!)

[Mindline Cumbria](http://www.mindlinecumbria.org/) – support, advice and information around mental illness

[We Can](https://www.facebook.com/WeCanCarlisle/) – wellbeing hub attached to the ICan gym in Carlisle

[Ways to Wellbeing](https://www.cntw.nhs.uk/services/first-step/what-does-first-step-offer/ways-to-wellbeing-workshops/) workshops - Cumbrian workshops to help you manage your wellbeing.

National:

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[Action on Post-Partum Psychosis](https://www.app-network.org/) - national charity for women and families affected by postpartum psychosis (PP). PP is a severe mental illness which begins suddenly following childbirth.

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[​Birth Trauma Association](https://www.birthtraumaassociation.org.uk/) - small organisation with a Facebook group and email peer support for women you experienced trauma around birth or miscarriage.

[Breathe’s](https://www.youtube.com/channel/UC3jYpPThtGP0B0qxDm3kyMw) YouTube channel offers a series of Wellbeing Workshops including creative writing, drawing, dance and poetry

[Campaign Against Living Miserably (CALM)](https://www.thecalmzone.net/) – Whilst their campaigning focus is on male suicide, their helplines and webchat are open to anyone, 0800 585858 5pm-midnight every day or they have a webchat page.

[Eating disorder support](https://www.beateatingdisorders.org.uk/) – from Beat – they have a helpline on 0808 801 0711 and are open 365 days a year, 12-6pm Mon-Fri, 4-8pm weekends and bank holidays.

[Every Mind Matters](https://www.nhs.uk/oneyou/every-mind-matters/)– Get a personalised Mind plan from NHS – points you in the direction of lots of other resources

[Headspace](http://www.headspace.com/) – Website and app for meditation, mindfulness and relaxation, starting at 1 minute – they are offering a free set of dedicated resources for you called ‘Weathering the Storm’

Mind – [Side by Side](https://sidebyside.mind.org.uk/) is their new online community to support people with mental health problems (it replaces Elefriends from September 2020) – And they have lots of great information about [maternal mental health conditions](https://www.mind.org.uk/information-support/types-of-mental-health-problems/postnatal-depression-and-perinatal-mental-health/about-maternal-mental-health-problems/)

[PANDAS](https://pandasfoundation.org.uk/) - national charity supporting women with post-natal depression through a support line, peer groups and information.

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[Papyrus](https://www.papyrus-uk.org/) – They focus on people under 35 and have a phone line (0800 0684141) Monday to Friday 9am – 10pm, weekends and bank holidays 2pm-10pm, and a text service (07860039967) and email service ([pat@papyrus-org.uk](mailto:pat@papyrus-org.uk)). They also have a really good database of Apps that can help.

[Samaritans](https://www.samaritans.org/): Has a 24-hour helpline (116123) and an email chat service ([jo@samaritans.org](mailto:jo@samaritans.org)) if speaking to someone is too overwhelming.

[Seasonal Affective Disorder](https://www.nhs.uk/mental-health/conditions/seasonal-affective-disorder-sad/overview/) - NHS guide to the condition, and how to get help

[Shout](https://giveusashout.org/) – Text support for mental health problems

[Tommys](https://www.tommys.org/pregnancy-information/im-pregnant/mental-wellbeing/mental-health-during-and-after-pregnancy) - National charity which researches and informs about issues such as miscarriage, baby loss, and has some great resources on mental health and wellbeing

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Conflict Resolution with Parents and Aggressive Behaviour Policy

At First Class Kids we believe that we have a strong partnership with our parents/carers and an open door policy to discuss any matters arising (if applicable).

If, as a parent/carer, you have any concerns or issues you wish to raise with the nursery then please follow the complaints procedure.

In the case of a parent emailing, calling or using social media to complain the nursery will direct them to the correct procedure for raising a complaint.

We have a zero tolerance on abusive calls, emails, social media contact and face to face confrontation. We have zero tolerance on threatening, intimidating or abusive behaviour during any correspondence.

**Calls of an aggressive/abusive manner**

The call taker receiving a call leading to abusive/aggressive will remain calm and professional and ask them to follow the complaints policy. If the abuse continues the call taker will end the call. Any abusive calls will be logged with an outline of the conversation.

**Emails** **of an aggressive/abusive manner**

The responder will ask the parents/carers to come into the setting to speak in person, as per our complaints policy. If the emails persist the manager may seek legal action. All emails will be kept as evidence until the matter is resolved.

**Social Media**

If slanderous or abusive messages appear on any social media sites, we will address these immediately with a request to follow our complaints procedure. We will endeavour to resolve any issue raised through our complaints procedure. If slanderous/abusive messages continue we will seek legal action against the complainant.

In the event that any person inside the nursery starts to act in an aggressive manner at the nursery, our policy is to:

* Direct the person away from the children and into a private area, such as the office (where appropriate)
* Ensure that a second member of staff is in attendance, where possible, whilst continuing to ensure the safe supervision of the children
* Remain calm and professional in order to calm the aggressive person, making it clear that we do not tolerate aggressive or abusive language or behaviour
* If the aggressive behaviour continues or escalates, we will contact the police in order to ensure the safety of our staff team, children and families
* If the person calms down and stops the aggressive behaviour a member of staff will listen to their concerns and try to resolve the issue
* Following an aggressive confrontation an incident form will be completed detailing the time, reason and any action taken
* Any aggressive behaviour from a parent/carer could result in the withdrawal of a place for the children. Parents will be informed, by the management team, in writing within 3 days of any incident that involved aggressive or threatening behaviour to their staff
* Management will provide support and reassurance to any staff member involved in such an incident
* Management will signpost parents to organisations/professionals that can offer support if applicable.
* Management will correspond with the Trustee’s where appropriate

This policy will be followed in the event of any other visitors/member of the public displaying this type of behaviour either by phone, email, social media or in person.

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**Lockdown Procedure**

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. ‘Lock-down’ of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

* The setting manager assesses the likelihood of an incident happening based on their location.
* The setting manager will check our police website for advice and guidance.
* Staff rehearse simple ‘age appropriate’ actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lock-down must be rehearsed and recorded termly.
* The setting manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
* We follow any additional advice issued by the local authority.
* Emergency procedures are reviewed and added to if needed.
* Information about this procedure is shared with parents and all staff are aware of their role during ‘lockdown’.
* A Famly message is issued to parents when lockdown is confirmed.

Wording for parent message:

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the ‘all clear’. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

## Lock-down procedures

## If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into ‘lockdown’ until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

## During ‘lock-down’

## Staff and children stay in their designated areas if it is safe to do so.

## Doors and windows are secured until further instruction is received.

## Curtains and blinds are closed where possible.

## Staff and children stay away from windows and doors.

## Children are encouraged to stay low and keep calm.

## Staff tune into a local TV or radio station for more information.

## Staff do NOT make non-essential calls on mobile phones or landlines.

## If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

## The door will not be opened once it has been secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.

## Following lockdown:

## Staff will cooperate with emergency services to assist in an orderly evacuation.

## Staff will ensure that they have the register and children’s details, evacuation bag.

## Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.

* In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the ‘all clear’. Staff will be always acting on the advice of the emergency services.

**Recording and reporting**

* The setting manager reports the lockdown to their line manager as soon as possible. In some situations, this may not be until after the event.
* A record is completed as soon as possible.

**Further guidance**

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

**During Lockdown:**

**Cosy Cubs:**

* All Cosy Cub children will be brought into the office where they will remain down low with staff until given the ‘all clear’
* Cosy Cub staff will help to keep the children calm and always reassured.
* Any staff in the office are to assist in bringing the children into the office
* Office window and blind is to be closed

**Busy Bees:**

* All Busy Bee children will be brought into the Caterpillar room and will get down low to the floor in the messy area.
* Busy Bee staff will help to keep the children calm and always reassured.
* Busy Bees will remain with the Curious Caterpillar children and staff until given the ‘all clear’
* All windows and blinds are to be closed in the Curious Caterpillar room

**Curious Caterpillars:**

* All Curious Caterpillar children will be brought into the messy area and will get down low to the floor with staff
* Curious Caterpillar staff will help to keep the children calm and always reassured
* They will remain there until given the ‘all clear’
* All windows and blinds in the room are to be closed

**Blossoming Butterflies/wrap around and holiday club:**

* All children will be brought up to the top end of the room and into the children’s bathroom, children will be down low to the floor
* All windows and blinds will be closed
* They will remain there until given the ‘all clear’
* Blossoming Butterfly children will help to keep the children calm and always reassured

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1. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> [↑](#footnote-ref-1)
2. An accident is an unfortunate event or occurrence that happens unexpectedly and unintentionally, typically resulting in an injury, for example tripping over and hurting your knee.

   An Incident is an event or occurrence that is related to another person, typically resulting in an injury, for example being pushed over and hurting your knee. [↑](#footnote-ref-2)
3. https://www.hse.gov.uk/legionnaires/ [↑](#footnote-ref-3)