HEALTH, SAFETY AND WELFARE POLICY

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Person responsible for this policy: Margaret Dennis and Caroline Knight

VERSION 1.0
Health, Safety and Welfare Policy

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

The pre-nursery will ensure that:

- All children are supervised by adults at all times and will always be in sight of an adult
- A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
- Children will only leave the group with authorised adults
- A correctly stocked and first aid box is available at all times
- Risk Assessments on premises both inside and outside are made before every session starts.
- The outdoor space is securely fenced
- Equipment is checked regularly and any dangerous items are repaired or discarded
- Activities such as cooking, woodwork, and energetic play receive close and constant supervision
- The layout and space ratios allow children and adults to move safely and freely between activities
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for older children may pose a risk to younger/less mature children
- On outings the adult/child ratio will be at least 1:2, unless walking bus is used and then ratios can change to 1:4. This will depend on the nature of the outing and relevant risks assessment will be carried out.

Personal, Social, Emotional, Development
We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive, successful and healthy lives. Staff take every opportunity to educate children in this regard as part of the Statutory Framework for Early Years Foundation Stage (EYFS)
We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in circle times, we also show them how to move and play safely through Physical Development.
Within the pre-nursery we try to promote everyone’s safety, so we teach children to spot hazards in both the indoor and outdoor environment, and inform a member of staff.

Healthy snacks
Children will have the opportunity throughout the sessions to visit the snack bar where fruit, other nutritional snacks and fresh water are available. An additional snack time will be held throughout both the morning and afternoon sessions, where milk and fruit is provided. We will notify Ofsted of any food poisoning affecting any child from food provided by Little Jumping Beans.

Lunchtime
Children that are in the provision for a full day will have the option for a school meal/packed lunch or parents can provide the child with a healthy packed lunch. Lunchtime supervisors will be given information regarding children’s dietary or medical information. Parents will be encouraged to provide their child’s toothbrush so practitioners can makes sure the child brushes their teeth after
**Child protection**
The named person with responsibility for child protection for all the nursery settings and school is Caroline Knight. Simon Witham (Headteacher) and Karen Tandey (school liaison officer) are the deputy child protection officers. Little Jumping Beans will follow the procedures for child protection stated in the Thorpepark Academy, Jumping Beans Nursery and Little Jumping Beans Child Protection Policy and Procedures.
If any member of staff suspects that a child may be the victim of abuse, they should not try to investigate, but should immediately inform the person responsible in the nursery/school for child protection about their concerns (see child protection policy).

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

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

**Security**
While it is difficult to make the pre-nursery site totally secure, we will do all we can to ensure that the setting is a safe environment for the children to play and learn in and staff to work in. We review security measures regularly, and carry out a daily Risk Assessment and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

We require all adult visitors who arrive in normal pre-nursery hours to sign the visitors’ book in the main school admin area and the visitors’ book in the pre-nursery, and to wear an identification badge at all times whilst on the school premises.

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

The school gates are only opened to allow parents to access the site on arrival and departure of the school day. All other times the school gates are locked and an intercom system is used to restrict and safeguard all children in our care. All visitors must report to the school’s main reception (see visitors policy).

**Stranger awareness**
Staff are constantly alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER release a child to anybody other than a named adult that parent/carer has identified as suitable person to collect their child.

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

Parents have a responsibility to inform staff daily if anyone other than themselves is collecting their child for whatever reason. Staff ensure that the adult collecting the child is named on the list of suitable adults to collect their child. An agreed password should be used to check the identity of the adult by pre-nursery staff if they are unsure who the adult is. If we are unsure at any time, parents will be contacted to confirm the identity of any person.
Safety of children
It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children’s safety, they should bring them to the attention of the manager before that particular activity takes place.

We do not take any child off the pre-nursery site without the prior permission of the parent. If an accident does happen, and it results in an injury to a child, the staff will do all s/he can to aid the child concerned. We keep a first aid box in the nappy changing area. All staff are First Aid trained and certificates are kept on the premises.

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

We record any accident on a ‘school pupil incident report form’ involving an injury to a child, and in all cases we inform parents and they sign this form to confirm they have been informed.

Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents inform us when contact details change. If we cannot reach the parent/guardian or emergency contact we will refer to the registration form for other emergency contacts. If no one can be contacted the manager and Headteacher will take the appropriate action e.g. take child to hospital.

There may be rare occasions where it is necessary for staff to restrain a pupil physically, to prevent them from inflicting injury to others, causing self-injury, damaging property, or being disruptive. In such cases only the minimum force necessary may be used, and any action taken must be only to restrain the pupil. This incident will be recorded on a school contact record sheet and will be handed to the Headteacher, Deputy Head or Business Manager. If restraint is used on a child the parent will be informed that day.

Fire and other emergency procedure
Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held every half term for different sessions and this is recorded on the school server ‘fire drill record’.

The fire bell is rung and children are helped to put down games/activities and walked towards the door and then out to stand safely on the KS1 playground.

- Fire doors are never obstructed
- Details are recorded in the fire drill book

Staff check all areas, pick up the register, phone and walk out with the children to the muster point. The school fire warden team are responsible for ensuring all buildings are empty. Health and Safety Policy for Thorpepark Academy is followed (refer to 3.10 emergency procedures and p.23 emergency evacuation procedures for Thorpepark Academy).

If parents are signing the children in or out when the fire alarm is heard. All children that are signed in the provision will be escorted out by staff members. Parents with a child not signed in will be asked to report to the muster point on the playground, until the school site is deemed safe.

Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.
Educational visits
The pre-nursery takes very seriously its responsibilities for ensuring the safety of children whilst on Off-Site Visits (see the policy for Off-Site Visits).

Seat belts
We use coaches and mini-buses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. When children use the school mini bus age appropriate car seats will be used. The driver of the school mini bus is responsible to check that all car seats are fitted correctly before any journey is taken.

Medicines
Most pupils will at some time have a condition requiring medication. For many the condition will be short-term – perhaps the duration of a short absence from pre-nursery. Parents must complete a medicine form giving details of the child’s condition and time to be administered. All medication must be clearly labelled with the child’s details and will be kept in a locked cupboard. Records will be kept of all medication received and administered by the pre-nursery. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parent/guardian. If the child has medical needs that needs regular medication it may be necessary for a health professional to train all practitioners regarding the treatment. A child with medical needs will have an individual health care plan in place. All staff understands the procedures stated in the administrating medicine policy.

The pre-nursery manager has completed the ‘Managing Medication in Childcare settings’ Level 1 accredited course in April 2016 and ensures practice and protocol is up to date and relevant.

Internet safety
We regularly use the Internet in the pre-nursery, because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the pre-nursery’s website, or in newsletters and other publications. Parents also sign an agreement for Tapestry which is the school’s online learning journals for their child.

The health and welfare of staff
The pre-nursery takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay particular attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the managers without delay. The pre-nursery will not tolerate violence, threatening behaviour or abuse directed against members of staff. If such incidents do occur, the setting will take the matter very seriously, and take action in line with the LEA’s policy.

The pre-nursery, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the pre-nursery environment safe. The manager implements the school’s health, safety and welfare policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.

Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.
Non-Collection of Children
All adults are aware of the system in operation for children’s arrivals and departures to our setting. One adult will be on the outside gate, one adult will be at the signing in/out point and the rest of staff will be placed in the play area. If for any reason a parent is unable to collect their child at the end of the session the manager will make sure two members of staff stay on duty to care for the child. Little Jumping Beans policy for un-collected child states the procedures in place when a child is not collected.

Lost/missing Child
In the highly unlikely event of a child becoming lost whilst at the pre-nursery we would carry out the following procedures stated in the Missing Child Policy and Offsite Policy.

Policy written by: Mrs Knight/ Mrs Dennis
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