

The Acorns Day Nursery

Health and Safety Policy

Health and safety officers are Kate Kennett and Nicola Haines

It is the nursery's duty to provide a healthy and safe environment for the children and staff.

- At all times the nursery employees will co-operate fully in implementing health and safety initiatives. They will do everything possible to make sure injuries do not occur to the children in their care, themselves or to others.
- We expect the nursery staff to take responsibility and care for their own health and safety at all times.
- There will always be a member of staff with a current paediatric first aid certificate on the premises as required by Ofsted. We currently have 5 members of staff who are first aid trained.
- There are three first aid boxes throughout the nursery; they are situated in the Bumble Bee Room, Ladybird Room and main kitchen. They are regularly checked by the risk assessment officers to ensure that they are fully stocked every term.
- A medicine book is provided to record the date, time medicine is to be given what the medicine is and the dosage to be given. The administration of medicine can be found in our Medicine policy.
- We will expect parent's to co-operate with us by not bringing their child to the nursery if they have any infectious or contagious illness. Staff will also be asked not to attend under the same circumstances.
- If a child arrives at the nursery with an injury it is recorded in the incident book, along with the date, an account of how the injury occurred and both the parent/carer and staff member's signature.
- There is a risk assessment officer in place and it is every staff member's responsibility to report anything that could be hazardous to the risk assessment officer, or manager in the risk assessment officers absence. Daily and weekly risk assessments are carried out throughout the nursery as well as fire safety assessments and COSHH, these are reviewed annually, or as needed if anything changes.
- Any faulty electrical equipment within the nursery will be reported to the risk assessment officer or manager immediately and it will not be used until it has been checked and deemed safe. All electrical equipment will be PAT tested annually by a qualified person.
- The nursery will be kept as tidy as possible to reduce the risk of accidents.
- Hot drinks are to be consumed away from the children in the kitchen's.
- Before children are allowed to enter the outside area the garden checklist must be completed to ensure that it is safe.
- Fire drills are carried out regularly, at least once every half a term, making sure that all children and staff participate. It is all staff members' responsibility to keep fire exits clear at all times. Fire extinguishers are annually checked and fire exits are clearly marked.
- Smoking is prohibited on the whole school site.

Accidents

If a child or member of staff has an accident they will receive first aid from a qualified member of staff. Gloves will be worn when dealing with blood or any bodily fluids. Any wounds will be cleaned appropriately. Accidents will then be recorded in the accident book. This must state:

- What time the accident happened,
- What the accident was,
- The treatment given and by signed by whom

- Signed by the person who treated the injury and a witness.
The child's parent/carer must be informed when they collect their child and sign the accident book.

In the event of a major accident the nursery will:

- Make the person comfortable, one member of staff will stay with the injured person.
- Another member of staff will inform the manager or deputy manager.
- The injured person will be comforted, reassured and kept calm.
- The injured person will be regularly monitored for any changes.
- An available member of staff will telephone the emergency services for an ambulance and contact the person's parent/carer or next of kin.
- If no parent/carer or next of kin arrives in time then the manager or deputy manager will accompany the injured person to the hospital and wait for the parent/carer or next of kin to arrive.
- Details of the accident will be recorded in the accident book.
- Any serious accident or injury or death of any child whilst in our care must be reported to Ofsted.
- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) may need to be completed online if the accident meets the criteria.
- All information will be recorded and filed.
- Making a Healthcare Plan if needed.

Lost Child

In the event of a child going missing from the nursery then the following action will take place:

- The Manager must be informed and enquiries will then be made to staff members as to when and where the child was last seen.
- The safety of the other children must always be remembered with regard to supervision and security.
- One, or if available two staff members should search the building, grounds and immediate vicinity.
- If the child cannot be found within ten minutes then the police and parents/carers MUST be informed.
- Continue to search, opening up the search area and keeping in touch using mobile phones if possible.
- When the child has been found and the situation resolved staff members will review the reasons for what happened and ensure that appropriate measures are taken so that it does not happen again.

Collection and non collection procedure

We ask that parents/carers let us know when dropping off their child if someone other than themselves is coming to collect the child.

If someone else is coming to collect their child we need to know:

- The full name of the person coming to collect the child.
- Their relationship to the child.
- A full description of the person coming to collect their child.

When this person comes to collect the child they will need to give us the password which was given to

the nursery by the parent/carer on the child's registration form.

If we are not informed of someone else coming to collect a child then we will not allow the child to leave the nursery with anyone else until we have telephoned the parent/carer to get confirmation.

With children arriving for afternoon sessions and staff finishing their shifts at various times throughout the day we have to ensure that we are in ratios at all times therefore we ask parent's/carers to telephone us if they are going to be late collecting their child from nursery. **There will be a late collection charge of £10, this is for up to every 15 minutes after the end of the session.**

In the event of a child not being collected at the appointed time we will:

- Telephone the child's parent or carer.
- If we are unable to contact the parent or carer then other people on the child's contact list will be called.
- If we are unable to contact anybody after a 45 minute period then social services and police will be contacted.

Procedure for Answering the Door

To ensure the safety of everyone in the nursery the following procedure must be adhered to:

- The member of staff answering the door must always identify the person calling before granting access.
- If the person calling is unknown then they will be asked for a password of the child they are collecting.
- Before granting access to an unknown caller the parents/carers will be phoned to check if it is ok for the person to pick up their child.
- We will never grant access to anyone unable to fill the above criteria.
- Any visitors must fill in the visitor's book on arrival.

Supervision of children

When children are in or out of the building they must be supervised at all times. The following ratios apply:

- 1 adult to 3 children aged 0-2 years
- 1 adult to 4 children aged 2-3 years
- 1 adult to 8 children aged 3-4 years

These ratios are upheld at all times. Staff ratios are maintained even when age groups are mixed. At least 50% of the nursery staff have relevant child care qualifications. All staff will have an enhanced DBS check, be of good integrity and character, have skills and experience suitable for the work and are physically and mentally fit. Students will not be included in the ratios and only permanent volunteers over the age of 17 will be included in the ratios. Staff are vigilant at all times, ensuring that they are aware of dangers.

A daily register is kept so that staff are always aware of who is on the premises and how many children.

Walks and Outings

We will be taking children on walks either in prams, buggies or on foot, parents are asked if they are happy to agree for their child going on walks around the school grounds, if so they sign the registration form. If we go on outings, details of these will be given to parents/carers along with a consent form. Before going for a walk or on an outing staff will take into consideration the ratios, adjusting them accordingly and carry out a risk assessment. We take contact telephone numbers for the children's parents, first aid kit and the nursery mobile phone which does not have a camera built in. If this involves vehicles the manager will ensure correct insurance is in place and these details will be kept.

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