

## Health & Safety Policy

The setting believes that the health and safety of children is of paramount importance. In order to protect the health and safety of both children and adults in the setting, we will ensure:

- The prevention of accidents by using safety equipment as intended and checking regularly for hazards
- A visual daily risk assessment and a written 6 monthly check will be carried out on all areas of the setting, outdoor area, equipment and resources. Risk assessments have been carried out on all types of outings and are reviewed annually or as necessary
- The outdoor area is securely fenced and all sheds and gates are locked
- Potentially dangerous cleaning materials, objects, medicines etc are either locked away or kept out of reach of children
- Equipment and resources inside and outside are checked regularly and any broken or hazardous items removed and repaired or discarded appropriately
- Our vehicles are regularly serviced and MOT tested. Child safety locks are used on the back doors. Car seats are checked regularly to ensure that they are correctly fitted
- All children are supervised by an adult at all times
- Children are taught about safety and how to keep themselves safe from harm
- A book is available at each session for the reporting of any accident/incident
- There is a secure system in operation for children's arrivals and departures and an adult is present during these periods
- Register of children is completed on arrival and departure so that a complete record of all those present is available in an emergency
- Correctly stocked first aid kit is available always and paediatric first aid training for staff is kept up to date
- Procedures are in place in the event of any emergency (see Emergency Evacuation and Accident/Incident Policies)
- Public Liability Insurance is always up to date



The setting promotes a high standard of hygiene and promotes a healthy lifestyle. This is achieved in the following ways:

- The children will have the opportunity to play in the fresh air throughout the year
- No smoking is allowed on the premises or in the outdoor areas of the setting
- Parents are asked to keep their children at home if they have any infection, and to inform the setting as to the nature of the infection, so that the setting can alert other parents, and make careful observations of any child who appears unwell (see Sick Child/Exclusion for Illness Policy)
- Parents are asked not to bring any child who has been vomiting or had diarrhoea until 48 hours has elapsed since the last attack
- Parents are asked to inform the setting of any accident or injury that their child may have suffered since the last time that they were at the setting, and this will be recorded.
- The first aid equipment is kept clean, replenished and replaced as necessary; sterile items will be kept sealed in their packaging until needed

To prevent the onset or spread of illness/infection, the setting will ensure that the following practices are observed:

- All surfaces are cleaned daily, equipment and resources when necessary, with an appropriate cleaner
- Outdoor areas will be checked and health risks removed
- Children will not have access to any waste, the bins are emptied daily and any used nappies are double wrapped and disposed of appropriately
- Food is stored appropriately and fridge/freezer are kept at the correct temperature; food is disposed of if out of date
- Tissues are available and children are encouraged to blow and wipe their noses when necessary. Soiled tissues are disposed of hygienically and hands washed
- Children are encouraged to shield their mouths when coughing
- Children will be taught appropriate good hygiene practices and healthy living, through routines, role modelling, stories and visual and prompts



- Good hand washing techniques will be encouraged and children supported to wash their hands before and after eating, after playing in the garden, after using tissues, after toileting and after touching animals
- Children have their own towels / paper towels are used
- Hygiene rules relating to bodily fluids are followed with care e.g. the use of disposable gloves and aprons, and all adults are aware of how infections can be transmitted.
- Any spills of blood, vomit, urine or faeces are wiped up and flushed down the toilet. Floors and other affected surfaces disinfected using bleach diluted according to the manufactures' instructions. Fabrics contaminated with body fluids thoroughly washed in hot water

**This policy is written in line with guidance form 'Guidelines for the Control of Infection and Communicable Disease in Nurseries and Other Institutional Early Years Settings**

**Manager's signature:**

**Date: 01/08/2023**

**Parent/Carer's signature:**

**Date:**



### Confidentiality

We will respect parents' rights to confidentiality when supporting children with Special Needs; we will always discuss any possible referrals to other services with parents to seek their agreement before we make such referrals. All meetings with parents other than the normal parent-staff contact will take place in private.

Parents will be involved in setting all targets for their child. Targeted support will be reviewed regularly and parents will be invited to contribute to this review.

### Nursery Transfer Summary

If a child moves to another childminder, nursery or reception setting, we complete a Nursery Transfer Summary that outlines the child's achievements at our setting. This has a section which relates to Special Educational Needs and asks for the parents and child's comments.

**Manager's signature:**

**Date: 01/08/2023**

**Parent/Carer's signature:**

**Date:**

