

Policy Name	Health & Safety
Date Issued	January 2012
Author / Owner	Hagbourne Pre-School

Statement of Intent

We believe that the health and safety of children is of paramount importance. We make our Pre-school a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Method

We aim to ensure that:

- Children are supervised by adults at all times and are always in sight of an adult.
- Appropriate age-related ratios are met.
- All adults are aware of systems in operation for arrival and departures. Children leave the premises with authorised adults only, and we require parents to inform the Early Years Manager if someone other than you is collecting your child. All staff and parents/carers are aware of the emergency contact system and that it is used as necessary.
- Staff attend the relevant training courses in order to ensure that the health and safety needs of staff and children are met.
- The outside play area is securely fenced. After outside play has ended, in both morning and afternoon sessions, a register is taken and numbers are checked.
- The Pre-school has strict guidelines for taking the children on outings relating to staff ratios, obtaining the correct parental permission.
- Equipment is checked regularly and any dangerous items made safe or discarded.
- Heaters and sockets are adequately guarded. These are tested annually by a suitable qualified professional.
- A register of children and staff is completed each day, parents are asked to inform us if their child is unable to attend.
- Fire drills are held termly. See Fire Drill Policy.
- If an accident occurs in pre-school, one person will deal with the casualty, one will phone the parents and the other staff will continue care of the other children.
- All staff are First Aid trained and hold level 2 Food Hygiene certificates
- Safety checks are made before each session.
- We ask parents to keep their children at home if they have any infection and inform us of the nature of the infection, so we can alert other parents and monitor symptoms in other children at the Pre-school.
- Children must not attend Pre-School if they have had Calpol before entering the premises as this could mask symptoms of a illness or infectious disease.
- We ask that a child who has been suffering from diarrhoea or vomiting not to attend Pre-school until at least 48 hours has elapsed.
- To prevent the spread of infection we encourage the following:
 - Tissues available at all times.
 - Hands are washed before food is handled
 - Hands are washed after using the toilet.
 - Hands are washed after local walks.
 - Paper towels are available.
 - Availability of spare clothing in case of accidents.

- For those children not yet potty trained, the Pre-school will provide a suitable changing area with changing mat and potty facilities. Parents will be asked to provide a named changing bag including nappies, wipes and nappy bags. Soiled nappies will be disposed of by staff at the end of the session. (see also Personal Care Policy)
- We notify RIDDOR, Ofsted and Child Protection Agencies of any serious illnesses or the death of a child whilst in our care.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the notice board in the corridor.

Relevant Legal information can be found in the EYFS folder

This policy was reviewed and updated (where required) on 11/10/2023 (date)

Reviewed/updated by Sophie Garland (Chairperson)

Reviewed/Updated by Sheila Bayliss (Early Years Manager)