

Title:	HEALTH AND SAFETY POLICY
Outcome Statement:	To meet all statutory Health and Safety requirements, define roles and responsibilities and outline expected practise to provide a safe and secure environment for staff and children. Includes information regarding Risk assessment, Manual handling, emergency and hygiene procedures.
To meet the standards as part of:	Early Years Alliance Ofsted EYFS RIDDOR
Applicable to & For use by:	All members of the pre-school setting: Staff, Committee Members, Volunteers, Parents / Carers
Appendices:	
Last reviewed:	February 2026
Reviewed by:	Hainford & Frettenham Pre-school Supervisor / Chairperson
Health and safety officer	Tracey Horsfall
Fire safety officer	Jodie Girling
Risk assessment officer	Louisa Coleman

First aid officer	Kerri Ward
Date of Committee Meeting policy adopted at:	
Chairperson Name and Signature:	
Review Date:	February 2027

MAINTAINING CHILDREN'S SAFETY AND SECURITY ON THE PREMISES

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us. Hainford and Frettenham Pre-School holds Public Liability Insurance. An up-to-date certificate is permanently displayed on the notice board by the front door.

We aim to ensure the child's personal safety and maintaining the security of the premises by following our procedures.

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure Barring Service (DBS)
- We adhere to the correct adult: child ratios as stated in the EYFS Statutory Framework
- Adults do not normally supervise children on their own.
- All children are always supervised by adults.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Child Absence Policy

- If your child is not going to attend pre-school, we ask that you inform us by telephone or text message to the preschool mobile: 07896 202657 by 9.15am.
- If you fail to call the pre-school, the manager or deputy manager will call you to check that your child is ok and to find out the reason they are not present. Obviously, we understand children have periods of illness and families enjoy 'days out' and holidays together. These days will be marked appropriately in our registers. If there is to be an extended period of absence e.g. ongoing illness, we ask that we are kept informed every 48 hours
- If no contact is made by the manager or deputy, we will continue to try to contact you for 48 hours.
- If no contact is made after 48 hours, the supervisor or deputy will advise Norfolk County Council's safeguarding team of your child's continued unexplained absence.
- We will keep a record of all child absence and will report any concerns to Norfolk County Council's safeguarding team.

Arrivals and Departures

- The register will be taken as the children enter the room (being logged via Tapestry) and together with the children at the beginning of the session. Children must come in and register; outdoor play will not take place until the gate is padlocked, and staff are positioned outside
- The number of children and adults, along with the date is written on the noticeboard next to the book area so that the number of attendees in the building is available at a glance. This board is updated whenever a child arrives at or leaves the setting.
- On arrival and exiting a named member of staff will supervise the internal door and will hand each child back to the appropriate parent/carer and mark the register accordingly. A member of staff will supervise the door on exiting.
- No unfamiliar person is admitted to the setting without first providing identification. All visitors will be asked to sign in the visitor's book and to place their mobile phones and photographic equipment into the office.
- If someone other than the usual parent/carer is collecting the child, staff must receive written parental permission in the form of a signed letter or verbal permission. A code word will be given to the parent/carer for the person collecting the child to use.
- If only one parent has parental responsibility, we require a copy of the legal documentation to prove this, or it is assumed that parental responsibility is jointly shared.
- Parental responsibility will be checked from the birth certificate seen at registration.
- If for any reason, a parent is going to be late collecting their child, they should telephone the staff using the mobile or landline number. A 'late pick-up fee' may be charged- please see our charging policy for more information.
- If a child has not been collected by 30 minutes after the session has ended and parents' late arrival has not been previously noted and it has not been possible to contact any of the numbers on a child's emergency contact list, we will apply our Safeguarding Policy and Social Services will be informed. (Please refer to the Safeguarding Policy for further details).

Premises and Equipment safety

- The front gate is locked once all children have arrived at 9am. It is kept locked by a padlock for the duration of the session. There are further smaller gates to keep children securely in the part of the outside area being used.
- When all children are playing inside, the back door is locked.
- When children are playing both outdoors and indoors, members of staff will ensure that adequate supervision of children is taking place. Children will be always supervised both indoor and outdoor
- Our outdoor play area is securely fenced. This area is checked daily by a staff member prior to the children being allowed out to play, to ensure it is safe and secure for them to do so. The front gate and the side gates (into Frettenham School) are padlocked during the whole pre-school session. Children do not have unsupervised access to the outside area and activities for energetic play without constant supervision.
- Children do not have unsupervised access to our kitchen. The barrier is secured for the whole of the session. Activities such as cooking are carried out on the children's tables beside the kitchen and receive constant supervision.
- Equipment is checked regularly, and any dangerous items are repaired, replaced or discarded. Large equipment is always erected with care and has appropriate safety mats are used.
- Dangerous cleaning materials are stored in the locked adult's toilet, in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Medicines are stored in a locked medicine cupboard in the kitchen area out of reach of children.
- Adults do not walk about with hot drinks or place hot drinks within reach of the children. Hot drinks are only to be drunk from insulating non-spill mugs.
- Fire extinguishers are checked by TP Fire monthly. This is arranged by Frettenham School as part of our building maintenance schedule.
- The front door has a key hanging nearby for easy access in an emergency.

- Our emergency fire drill is practised at least once every term to ensure that all the children, staff and as many parents / volunteers as possible, are familiar with the procedure (see procedure below)
- All fire doors are clearly marked and never obstructed, in case of emergency exit
- The emergency evacuation procedure is clearly displayed and is explained to new members of staff, volunteers, parent helpers etc.
- The premises are checked before locking up at the end of the session.

Smoking and Vaping/ E-cigarettes

There is a NO SMOKING policy in force on the premises. This includes the use of vaping and E-cigarettes. All parents, visitors and staff are required to comply. We do not wish to encourage children to smoke, or to think that it is a healthy practice.

Smoking or using E-cigarettes is NOT permitted on pre-school grounds for staff, visitors or helpers. Cigarette butts must not be thrown to the ground and must be disposed of appropriately. We encourage no smoking in front of the building.

Supervision of Children on Outings and Visits

Hainford and Frettenham Pre-school Learning Alliance aims to provide occasional outings and events in a safe, well planned and organised manner, which provides opportunities for children to learn through play. Such experiences also support strong links between families and staff. Children benefit from being taken out of the setting to go on visits or trips to local parks or other suitable venues for activities which enhance their learning experiences. An outing or visit is when the children are away from the registered setting – Hainford and Frettenham Pre-School.

We aim to ensure that children are safe on outings by following the procedures below.

- We request that a parent/carer accompanies children on any day trips.
- Parents are always asked to sign specific consent forms before any trips or outings.
- A risk assessment is carried out for the journey and the destination.
- All venue risk assessments are made available for parents to see.
- The correct ratio of adult to child is always maintained – one adult to two children when not accompanied by parent/carer.
- If not accompanied by a parent/carer named children are assigned to a member of staff to ensure each child is supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- The following items are taken by Pre-school Staff – register, personal emergency details for all pre-school children and staff on the outing, spare clothes, first aid kit with staff fully trained in first aid.
- A minimum of two staff should accompany children on outings where parent/carers are attending and a minimum of two should remain behind with the rest of the children.
- When walking, the correct adult to child ratio – one adult to two children, will be always maintained
- In the event of a child not turning up on time for the outing a telephone call will be made to the parent, if they cannot be contacted, we will wait five minutes in case they are on their way and if they still do not arrive, then leave. If a child turns up unexpectedly as long as the correct paperwork is in place and there is sufficient room on the coach and the correct ratios can be maintained, then the child will be able to go on the outing.

EMERGENCY PROCEDURES

Fire Evacuation

Our emergency fire drill is practised at least once each term to ensure that all the children, staff and as many parents / volunteers as possible, are familiar with the procedure.

A record of the drill is made in the appropriate book showing: -

- Date and time of drill
- How long it took
- The number and names of children and adults present
- Whether there were any problems that delayed evacuation
- Any further action needed to improve evacuation

Emergency procedure

- ✧ When the alarm sounds the manager/deputy will ensure they have the register, pre-school mobile phone, visitors book, first aid kit, keys and 'grab bag' containing medical information and parent contact details. The children will be supported to line up at the door and will then be taken outside to the assembly point.
- ✧ Children who are outside at the time of the alarm will follow the staff member.
- ✧ The quickest route to the assembly point is through the side gate adjoining Frettenham Primary School at the back of pre-school and onto the field, where children will gather and a register will be taken.
- ✧ The pre-school manager or Deputy will nominate a member of staff to ensure Jasmine Cottage is fully evacuated.
- ✧ The register will be called outside to ensure all pre-school children, extra children, parent helpers, visitors and staff is accounted for.
- ✧ The Supervisor or an allocated member of staff will endeavour to contact the emergency services via the mobile telephone. If they can't call on the mobile, then they will go to the school office and call.
- ✧ In the event of a real fire, parents will be contacted using the pre-school mobile phone, once the building has been evacuated and everyone is safe and outside by the assembly point.
- ✧ Children will remain with staff in the enclosed field at Frettenham School until collected by their parents.

Intruder Policy

In the event of an intruder being found on the premises: -

- a) A security password will alert all staff
- b) Children and staff will be moved to a safer place, and a register is taken. If the safe place is inside the building, the door will be locked.
- c) The police and Frettenham school will be immediately alerted
- d) The parents/carers of the children or next nominated person will be called to arrange collection
- e) The chairperson will be contacted to advise them of the situation.
- f) A record is made in the Emergency Procedure Folder and is signed and dated.

When outside if any member of staff is concerned about anyone acting suspiciously outside the pre-school perimeter a whistle will be blown and a specific trigger word known only to staff will be called out. All children will be taken indoors quickly and safely without causing alarm. Police and school will be immediately alerted.

Missing child / children:

Children's safety is always maintained as the highest priority both on and off premises. Every attempt is made through carrying out the outing's procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Child going missing on the premises

- The person in charge will instigate a search of the premises, area and the surrounding area, without causing undue panic amongst the children
- If the child is not found the police will be contacted by the person in charge
- The parents will be informed
- Frettenham School will be informed and asked to search their premises.
- The register is checked to make sure no other child has also gone astray
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out
- The person in charge talks to the staff to find out when and where the child was last seen and records this
- Correct adult/child ratios will be maintained at all times
- Security procedures will be reviewed after the event
- All relevant parties will be informed of findings, implications and outcomes of the review.

Child going missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving the manager and/or other staff back in the setting. If the manager has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole setting outing may be a little different, as parents usually attend and are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The manager is contacted immediately (if not on the outing) and the incident recorded.
- The manager contacts the police and reports the child as missing.
- The manager contacts the parent, who makes their way to the setting.
- Staff take the remaining children back to the setting.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The manager, or a member of staff may be advised by the police to stay at the venue until they arrive.

The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The manager together with the chairperson or representative from the management committee, speaks with the parent(s).
- The chairperson and management committee, carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person/staff member writes an incident report detailing:
 - The date and time of the report
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child
 - When the child was last seen in the group/outing
 - What has taken place in the group or outing since the child went missing
 - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. CADS (Children's Advice & Duty Service) may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- Ofsted are informed.
- The Local Authority are informed.
- The insurance provider is informed.

Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, and the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger, and they may be afraid. The manager and management committee need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the Manager. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Manager and the other should be the chairperson of the management committee or representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

Key Contacts:

R.I.D.D.O.R. 1995 - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

RIDDOR '95 requires the reporting of work-related accidents, diseases and dangerous occurrences. Tel. 0845 3009923.

RISK ASSESSMENT:

“A careful and systematic examination of what could cause harm to people, taking into account the hazards, the possible severity of any harm and the likelihood of it happening. Identifying and putting in place adequate precautions necessary to eliminate or minimise risks”.

Responsibility of the Pre School:

- Identify hazards and where possible, remove them
- Evaluate risks
- Reduce or control risks to low levels
- Record this assessment

Responsibility of the employees:

- They must co-operate with the preschool on all health and safety matters
- Inform the Supervisor if they are concerned about any safety matter
- Adhere to all work and safety procedures

MANAGING RISK:

The designated Health and Safety Officer for staff and committee will carry out an internal and external assessment of the building annually, as well as conducting a daily risk assessment to ensure the safety of the children, staff, parents / carers and visitors attending our setting. See Health and Safety Policy for further information.

The Risk Assessment officer or Deputy Risk assessment officer work through a daily Safety Risk Assessment. All items listed are checked prior to the start of every session and children arriving at the setting. Action is taken to rectify any items highlighted as a 'risk' to ensure safety during a session. Notes are made on the risk assessment for reference or to highlight if further action is required. The risk assessment is signed and dated by the member of staff who conducted the inspection. The risk assessment covers the following checks:

Checking premises on opening up: -

- Unlock back door. Front door is unbolted and the key hung up in case this needs unlocking in an emergency.
- Switch on heating as appropriate.
- Check floors for damage/litter – report defects to the committee.
- Check toilet area – toilets in good repair, taps working. Report defects to Frettenham School
- Check kitchen area is clean and in good repair. Open cupboards remove relevant items for the session, check fridge contents and temperature to record.
- When outside – use hooks to secure doors, to prevent them from blowing shut.
- Check outside play area is free from litter, dangerous plants etc.
- Record any hazardous / litter / damage identified and removed on the Daily Risk Assessment Form.

Setting up/clearing up: -

- ✧ Ensure gate is securely attached to wall in kitchen area.
- ✧ Carpets: ensure edges are taped, not fraying, repair or replace as required.
- ✧ Select toys and equipment according to the weekly plans, carry only one piece of climbing apparatus/large equipment at a time, if in doubt ask for help.
- ✧ Ensure the bolt on the main door, front door and adult toilet door are in good working order.
- ✧ Steam all toys and anti-bac where necessary.

Messy Play

- Ensure spillages of water, sand, rice, mud, paint etc are swept/wiped/mopped up immediately and placed in the bin to avoid slipping.

First Aid

- When dealing with bleeding, disposable gloves should be worn, soiled materials i.e., dressings, gloves should be placed in a bag, sealed and disposed of, following these hands should be washed. Facemask and full PPE is available for the member of staff caring for anyone with a temperature, or cough and they should be separated from the other children and staff until they can be collected.

Footwear

- Low heeled sensible footwear should be worn.
- Parents are advised to provide sensible footwear for their child to play and to be suitable for the weather.
- Wellies are requested for wet weather days.

Clothing/Accessories

- Clothing should not be long flowing or dangling e.g., scarves.
- Earrings should be studded.
- Adults' jewellery should be kept to a minimum.

INSPECTION / CLEANING OF STORAGE AREAS, EQUIPMENT & TOYS:

Pre-school toys and equipment are stored within our building or in the storage sheds. The sheds are regularly inspected for safety, tidiness and rodents. The equipment / resources are washed and repaired or replaced when necessary. Toys are thoroughly deep cleaned routinely and recorded.

REMEMBER: IF YOU SEE A HAZARD – REPORT IT TO THE SUPERVISOR

HEALTH, NUTRITION & HYGIENE

Our pre-school promotes a healthy lifestyle and a high standard of hygiene and good practice in its day-to-day work with children and adults. We will do all in our power to prevent the spread of infection and promote good health. This is achieved in the following ways:

HEALTH:

- On admission, parents complete a medical information sheet on their child. Copies are held in the register file and information is also transferred to a noticeboard.
- We display information regarding allergies, medical conditions, and dietary requirements.
- When cooking with children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- Physical play is part of our daily activities. Children will have the opportunity to play in the fresh air throughout the session, each day. The pre-school has an undercover hard floor area, a bark area and grass area which are checked for safety before use.
- Parents are not to bring into the pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack and also in the case of diagnosed gastroenteritis. This follows NHS guidance.
- Parents and carers should not send children to pre-school who have been given fever reducing medication (eg calpol) up to 6 hours prior to the start of the session.
- Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other

dressings.

- If a child presents with contagious symptoms at preschool the child will be isolated with a member of staff, the member of staff will be issued with full PPE until the parent arrives to collect the child. The area the child has been isolated in will be thoroughly disinfected.
- In accordance with guidelines from the Norfolk, Cambridge and Suffolk Health Authority, in the case of any illness, especially contagious infection, parents are asked to keep their children at home. If there are any queries, parents should refer to the Supervisors for guidance. Parents are asked to inform the pre-school as to the nature of the illness / infection so that, if necessary, a notice can be placed on the outside of the building advising other parents if a contagious infection is circulating. Serious infectious illnesses such as measles or meningitis will be recorded and reported to Ofsted and to RIDDOR on 08453009923.
- If a child is on doctor prescribed medication, the following procedures will be followed:
 - ✧ If possible, the child's parents will administer medicine. If not, then medication must be clearly labelled with the child's name, dosage, and any instructions.
 - ✧ Written information will be obtained from the parent, giving clear instructions about the dosage, method of administration of the medication, name of medicine, time to be administered and signed permission for a member of staff to follow the instructions.
 - ✧ All medications will be kept out of reach of other children in a locked medicine unit.
 - ✧ Medication records will be available to log in:
 - name of child receiving medication
 - times that the medication should be administered
 - name of medication
 - date and time when medication is administered
 - together with the name and signature of the person who has administered each dose
 - Name and signature of a witness
 - Parents signature after each dose given.
- Regarding the administration of life saving medication such as insulin / adrenalin injections or the use of nebulisers, the position will be clarified by reference to the pre-school's insurance company.
- If the administration of prescription medicines requires technical/medical knowledge, then individual training is provided for staff from a qualified health professional. Training is specific to the individual child concerned.
- Pre-school will not administer any non-prescription drugs.
- The Pre-school will ensure that the first aid equipment is kept clean, replenished and replaced as necessary (in accordance with Health & Safety (First Aid) Regulations 1981). Sterile items will be kept sealed in their packages until needed. All members of staff hold current paediatric first aid certificates, which are updated every three years.
- The First Aid Officer is Kerri Ward. In the event her absence there will always be a fully qualified First Aid member of staff present.
- Parents will have the opportunity to discuss health issues with pre-school staff and will have access to information available to the pre-school.
- The pre-school will maintain links with health visitors and gather health information and advice whenever possible.
- Parents are asked to advise staff on arrival, if their child has received any injury / bump outside the pre-school session; this is recorded on an existing injury. This is so that staff may ensure that the injury is not aggravated during the session. If a child is hurt during the session, an entry is made in the "accident book" giving full details of the accident and treatment and a request will be made for the parent to sign the book. If a child or adult receives a serious head injury or a sudden illness occurs during the session, the parent or, failing contact, the emergency contact person (details of which are held in the register), is asked to come to the pre-school and take the child or adult from the session. With head injuries, the staff always advise parents to consult their doctor. In cases of serious head injury, the parent will also be given a letter outlining the accident details and treatment given. In all circumstances parents will be asked to sign an accident form.

NUTRITION:

We aim to promote healthy eating within the pre-school through projects undertaken with the children, through communication with the parents/carers and the structure of the session at the pre-school.

- We are committed to equality of opportunity (please see our Equal Opportunities Policy) and plan our programme to extend the children's experience and knowledge of other cultures, celebrations and festivals, to include the different foods eaten.
- We try to raise the children's awareness of the different food groups and of the need for balanced diet, through play and discussion.
- Our Admissions Form, which is completed by parents/ carers in respect of every child, asks for details of any allergies (including food intolerance) and any special dietary requirements (eg. vegetarian, religious, cultural, medical etc)
- We aim to make snack times sociable occasions with the children sitting down together at tables. Snack may vary sometimes to incorporate some themes and celebrations.
- Snack time is used as a learning opportunity. For example, encouraging children to put their hands up when wanting to speak, taking turns in conversations, being independent by tidying their own snack and drinks.
- Drinking water is available to the children throughout the session. The parents/carers are made aware when they join us to bring their own child's named water bottle in, which is available to them at all times. If a child doesn't bring a water bottle to a session, fresh water in a cup will be provided.
- Children will have the opportunity to prepare healthy snacks for themselves and others during group cooking activities.

HYGIENE:

- A supply of clean clothes is always available during the session, in case a child needs them for whatever reason i.e. toilet accident, spillage, mud etc. Soiled garments are wrapped in polythene bags and given to the parent/guardian/carer at the end of the session. Parents/guardians/carers are asked to return pre-school clothes once they have been laundered.
- We aim to promote hygiene by ensuring that children wash their hands for 20seconds before snack time and after using the toilet. Child friendly posters are displayed to promote hand-washing procedures. Individual paper towels are used and disposed of appropriately.
- A private area is available for nappy changing, gloves and aprons are readily available, and soiled nappies are disposed of hygienically. Further information about toileting support is later in this document.
- A large box of tissues is available at each session and children are encouraged to blow and wipe their noses and put tissues in the bins provided when necessary. Soiled tissues are disposed of regularly from the bins provided for the children to use.
- Children are encouraged to shield their mouths when coughing.
- Children with pierced ears are not allowed to try on or share each other's earrings.
- Hygiene rules related to bodily fluids are followed with particular care and all staff and volunteers aware of how infections including HIV can be transmitted. Any spills of blood, vomit or excrement are wiped up and flushed down the toilet by a member of staff or volunteer wearing disposable gloves and an apron. Floors and other affected surfaces are disinfected. A body fluid kit and a burns kit is kept with the first aid box.
- Tables used for snack or cooking activities are cleaned using anti-bacterial spray or wipes before and after use. The snack area is swept after use.
- All toys and equipment will be sterilised at the end of every term and more regularly when required.
- A deep clean of the setting will take place termly.
- The floor is swept at the end of every session and the carpets hoovered when needed and steam cleaned. Toilet seats, steps, and all work surfaces are cleaned with a disinfectant spray at the beginning and end of each session by a member of staff wearing the disposable gloves provided.
- Overflow resources and equipment are stored outside in our storage facility which is regularly in-

spected for safety, tidiness, and rodents. The equipment / resources are washed (see separate toy cleaning rota) and repaired or replaced weekly as used. All toys are thoroughly deep cleaned routinely at the end of the Summer Term.

Preparing Food:

The pre-school will observe current legislation regarding food hygiene; a Basic Food Safety Certificate is held by adults who prepare food wherever possible.

Each adult will:

- Tie long hair back when preparing food and drink.
- Always wash hands using anti-bacterial soap before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious / contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different paper towels for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Ensure waste is disposed of properly, keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruits and vegetables thoroughly before use.
- Ensure food items are not co-handled by children.
- Any food or drink that requires heating will be heated immediately prior to serving and not left standing.
- All utensils will be kept clean and stored in a cupboard and tea towels will be kept clean.
- Cracked or chipped china will not be used.

Sleeping at Preschool

If children require a sleep whilst they are at preschool staff will ensure a bed is set up in a safe and quiet space, making sure lighting is dimmed. Children will be supported to sleep with guidance from parents/carers e.g. comforters, songs, cuddles. Once asleep children will be closely monitored and every 10 minutes a sleep record will be filled out by staff and sleep times reported back to parents/carers. If a child who usually does not require a sleep falls asleep we will make contact with parents/carers to inform them in case there could be illness or other factors at play.

Accident and Incidents

We hold a very comprehensive accident record folder where all happenings are fully recorded on accident, incident, and existing injury forms.

The accident form includes full name of child casualty, date & time of accident, place of accident, circumstances of accident, nature of injury, treatment given (if any) medical aid sought (if any), name of person who dealt with accident, name of witness(s), parents signature, layout of accident area & further action (if needed). These records are kept until the child reaches 21 years of age.

If incidents arise within pre-school which need recording, we have an incident form with details of name of child, date and time of incident, place of incident, details of incident, action taken, person who dealt with the incident and signatures from parents and staff.

Our existing injury forms record details the child's name, date of injury, cause of injury, description of injury, staff name and signature and parents name and signature. We also have a body outline on the form to mark the area on the body which the injury is on.

Nappy Changing and Toileting Support

No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent. We work with parents towards toilet training, unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill and aim to ensure that children have the opportunity to learn with the full support and non-judgemental concern of adults.

We support children with toileting in the following way:

- Children in nappies or who are toilet training need to supply their own nappies, wipes and nappy sacks for their use at pre-school. We are unable to supply these items. Please see our charging policy for more information.
- Nappy changes will consider the privacy of children whilst ensuring staff members changing nappies can be observed by colleagues in line with safeguarding procedure.
- Wherever possible, a child will be changed or assisted in toileting by their key person.
- Gloves and aprons are put on before changing starts.
- A changing mat is kept in the toilet area for use when nappy changing. The changing mat will be cleaned using anti-bacterial cleaner after each use.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- If a child has a toileting accident they will be reassured that they have done nothing wrong, with a member of staff talking to the child to distract them from the incident.
- Wet and soiled clothing will be bagged up for the parent/carer to take home.
- Children are asked to bring a spare set of clothes, including underwear in their bags.
- Children are encouraged to wash their hands after using the toilet and after being changed. Paper hand towels are provided, and the children are supervised washing their hands with soap and warm water.
- We will always change a soiled nappy or one that is noticed to be particularly wet.
- We would not generally change a nappy during a three-hour session unless we feel it is absolutely necessary as this is quite an intrusive and sensitive task.
- We will apply nappy cream at nappy changes with prior written consent from the parent.

MANUAL HANDLING:

The Manual Handling Operations Regulations 1992, as amended in 2002, apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying a load whether inanimate e.g., a table or animate e.g., a person/child.

Individual risk assessments for employees/volunteers will be carried out if a disability is present. This is to comply with the requirements of the Disability Discriminations Act 1995.

All assessments identify all significant risks of injury and point the way to practical improvement.

Ways to reduce the risk of injury:

- Ask someone to help move tables
- Only move one piece of climbing apparatus at a time
- Boxes of books – if heavy remove some, hold the box close to the body or ask for help to carry it
- Try not to lift objects above head height

Good handling techniques for lifting:

When lifting something from ground level, bend the knees slightly and slightly bend the back forward, get a good hold and lift smoothly, avoid twisting or leaning sideways, hold the load close to the body, keep the head up.

When putting the load down, bend the knees and back slightly.

Do not lift or handle more than can be easily managed – if in doubt **ASK FOR HELP**