**St Joseph’s Pre-school Playgroup**

**Health and safety policy incorporating lost child, outings and accident policy**

**Statement of intent**

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff, students 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.

**Methods**

The member of staff responsible for health and safety is Mandy Morgan. She is competent to carry out these responsibilities. She will undertake health and safety training if required. We will display necessary health and safety posters in the office.

**Risk assessment**

Our risk assessment process includes:

* checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children.
* deciding which areas need attention; and
* ensuring any issues are addressed in a timely fashion

We regularly check for health and safety issues:

* daily before the day begins.
* annually - when a full review of risk assessments is carried out
* as and when necessary, e.g., when a new piece of equipment warrants this.

**Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on the noticeboard in the main room.

**Awareness raising**

* Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can adhere to our policy and understand their shared responsibility for health and safety.
* Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
* This policy is available for parents so that they can be made aware of the issues involved
* As necessary, health and safety are discussed regularly at staff meetings.
* We have a no smoking policy.
* Children are made aware of health and safety issues through discussions, planned activities and routines.

**Children's safety**

* We ensure all staff have an enhanced disclosure from the Disclosure and Barring Service.
* Adults do not supervise children on their own.
* All children are within sight and/or always within hearing distance.
* Whenever children are on the premises there are at least two adults being present.

 **Security**

* Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.
* The arrival and departure times of staff, volunteers and visitors are recorded.
* Our systems prevent unauthorised access to our premises.
* Our systems prevent children from leaving our premises unnoticed.
* The personal possessions of staff and volunteers are stored in the Office during sessions. The use of staff mobile phones is not permitted during the session.

**Doors**

* We take precautions to prevent children's fingers from being trapped in doors.
* All surfaces are checked daily to ensure they are clean and not uneven or damaged.

**Kitchen area**

* Children do not have unsupervised access to the kitchen area.
* All surfaces are clean and non-porous.
* There are separate facilities for handwashing and for washing up.
* Cleaning materials and other dangerous materials are stored out of children's reach.
* When children take part in cooking activities, they:
* are always supervised.
* are kept away from hot surfaces and hot water; and
* do not have unsupervised access to electrical equipment.

**Electrical/gas equipment**

* All electrical equipment conforms to safety requirements and is checked regularly.
* Our boiler and fuse board are not accessible to the children.
* Heaters, electric sockets, wires, and leads are guarded where necessary and possible, and the children are taught not to touch them.
* Heaters are checked daily to make sure they are not covered.
* There are sufficient sockets to prevent overloading.
* Children’s taps are fitted with blending valves to prevent scalding.
* Lighting and ventilation are adequate in all areas.

**Storage**

* All resources and materials from which children select are stored safely.
* All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

**Outdoor area**

* Our adjacent outdoor area has a fence around it.
* Our outdoor areas are checked for safety and cleared of rubbish before being used.
* Adults and children are alerted to the dangers of poisonous plants, herbicides, and pesticides.
* Where water can form a pool on equipment, it is emptied before children start playing outside or play is closely supervised.
* All outdoor activities are always supervised.

**Hygiene**

* We regularly consider information from the Environmental Health Department and the Health Protection Agency to ensure that we keep up to date with the latest recommendations.
* Our daily routines encourage children to learn about personal hygiene.
* We have a daily cleaning routine for the setting which includes playroom, kitchen area, toilets, and nappy changing areas.
* We have a schedule for cleaning resources and equipment, dressing-up clothes, and furnishings.
* We implement good hygiene practices by:
* cleaning tables between activities.
* checking toilets regularly.
* wearing protective clothing - such as disposable gloves - as appropriate.
* providing sets of clean clothes when not provided by parent/carer.
* providing tissues and wipes.

**Activities**

* Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting.
* The layout of play equipment allows adults and children to move safely and freely between activities.
* All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
* All materials - including paint and glue - are non-toxic.
* Sand is clean and suitable for children's play.
* Physical play is constantly supervised.
* Children are taught to handle and store tools safely.
* Children learn about health, safety, and personal hygiene through the activities we provide and the routines we follow.

**Food and drink**

* Staff who prepare and handle food receive appropriate training during induction sessions and follow our hygiene procedure
* All food and drink are stored appropriately.
* Adults do not consume hot drinks in the areas accessible to children during opening hours.
* Snack and mealtimes are appropriately supervised, and children do not walk about with food and drinks.
* Fresh drinking water is always available to the children.
* We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

**Safety of adults**

* Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
* When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.
* All warning signs are clear and in appropriate languages.
* Adults are discouraged from remaining in the building on their own after dark.
* Staff involvement in accidents is recorded. The records are reviewed to identify any issues that need to be addressed.

**No smoking policy**

* We operate a no smoking policy within the Pre-school premises
* Smoking is not permitted anywhere within the school grounds
* As part of the health education of our children, we will include information on the dangers of smoking appropriate for the ages and stages of the children.

**Sun Safety policy**

**Aim**

We acknowledge the importance of sun protection and want staff and children to enjoy the sun safely. We will work with staff and parents to achieve this.

**Methods**

* We regularly speak to the children about the importance of Sun Safety; explaining why we apply sun cream and ensure they wear hats
* We encourage children to sit/play in the shade for some of the time between 11am and 3pm where possible.
* We have a covered deck area which provides shade
* We use pieces of fabric to drape over our garden washing lines to create extra shade
* We have a gazebo to provide shade in other areas of the garden.
* Children will spend more time playing outside before 11am and after 3pm, and less time outside over lunch.
* Children are required to wear hats when they play outside.
* We have bought some nursery hats to give to children who forget their own.
* We ask for permission for staff to apply sunscreen as required as part of our registration process.
* We ask parents to apply sun cream before bringing their children to pre-school
* We purchase sun cream which is suitable for children and apply this as required. Parents can choose to provide their own sun cream.

**Outings and visits**

* We have agreed procedures for the safe conduct of outings.
* Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
* Parents always sign consent forms before major outings.
* We ask parents to provide a sunhat or warm clothing and rainwear suitable for the day.
* We take sun cream on outings where necessary.
* A risk assessment is carried out before an outing takes place.
* Named children are usually assigned to individual staff to ensure each child is closely supervised and to ensure no child gets lost and that there is no unauthorised access to children.
* Briefing sheets are produced for individual outings when necessary containing information such as:
* the date and item of outing
* the venue and mode of transport
* names of staff assigned to named children
* time of return
* Staff take a mobile phone on outings, and supplies such as tissues, wipes, pants etc as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

**Missing child**

If a child goes missing from the setting

* 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.
* A particular potential hazard is the main road (Davey Drive) and checking this will be a priority.
* School staff will be alerted.
* The Manager or another member of staff (including school staff) will carry out a thorough search of the building, garden, and school site.
* The Manager talks to staff to establish what happened
* If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that there is a procedure that is followed.

* As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
* The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
* Staff take the remaining children back to the setting.
* The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
* The staff contact the police using the mobile phone and report the child as missing.
* 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 investigation**

* A Manager/ owner carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
* The key person/ staff writes an incident report detailing:
* the date and time of the report.
* which staff/ children were in the group/outing.
* when the child was last seen in the group/outing.
* what has taken place in the group/outing since then; and
* 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. Social Services may be involved if it seems that there is a child protection issue to address.
* The incident is reported under RIDDOR arrangements and is recorded in the report
* ; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
* OFSTED (Tel: 0300 123 1231) is informed.
* The Insurance company is informed.

**Animals**

* Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
* Children wash their hands after contact with animals.
* Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

**Fire safety**

* Fire doors are clearly marked, never obstructed, and easily opened from inside.
* Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building, and are checked as specified by the manufacturer.
* Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
* clearly displayed in the premises.
* explained to new members of staff, volunteers, and parents; and
* practised regularly at least once every term.
* Records are kept of fire drills.

**First aid and accidents**

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

* complies with the Health and Safety (First Aid) Regulations 1981.
* is regularly checked by a designated member of staff and re-stocked, as necessary.
* is easily accessible to adults; and
* is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated, or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

**Our accident record forms are:**

* kept safely and accessibly.
* all staff and volunteers know where they are kept and how to complete them; and
* are reviewed at least termly to identify any potential or actual hazards.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer, or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

**Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

* any accident to a member of staff requiring treatment by a general practitioner or hospital; and
* any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
* Any dangerous occurrence is recorded in our Incident Forms. See below.

**Our Incident Forms**

* We keep reports for recording incidents including those that that are reportable to the Health and Safety Executive as above.
* These incidents include:
* break in, burglary, theft of personal or the setting's property.
* fire, flood, gas leak or electrical failure.
* attack on member of staff or parent on the premises or nearby.
* any racist incident involving a staff member or family on the setting’s premises.
* death of a child, and
* a terrorist attack, or threat of one.
* In the reports we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
* In the unlikely event of a terrorist attack, we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our standard Fire Evacuation Procedure will be followed, and staff will take charge of their key children. The incident is recorded when the threat is averted.
* In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
* The incident reports are not for recording issues of concern involving a child. This is recorded in separate forms in the child's own file.

**Records**

In accordance with the requirements of the Early Years Foundation Stage, we keep records of:

Adults

* names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them.
* all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

Children

* names, addresses and telephone numbers of parents and other people authorised to collect children from the setting.
* the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
* the allergies, dietary requirements, and long-term illnesses of individual children.
* the times of attendance of children, staff, volunteers, and visitors.
* accidents and medicine administration records.
* consents for outings, administration of medication, emergency treatment

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

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Name: Mandy Morgan

Role: Manager

Date: 12.09.23