**Safeguarding and Welfare Requirement: Child Protection**
**Providers must have and implement a policy, and procedures, to safeguard children.**
**Premises, Environment and Equipment - Outdoor and indoor spaces, furniture and toys must be safe and suitable for purpose.**

Feltwell Playgroup

# 2. HEALTH and SAFETY

**Policy Statement**

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, volunteers and visitors by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

- 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.
- Hazards to children on the premises, both inside and outside, are minimised and we are aware of and comply with, health and safety regulations;
- Our manager, JUNE SLATTER, is responsible for day-to-day health and safety issues and if necessary, reports all incidents to the committee.
- They are competent to carry out these responsibilities and ensures that all new staff are given induction training which should include being made aware of:

  - Health requirements for working with children;
  - Personal hygiene and appearance;
  - Employee well-being;
  - The risks of HIV and Hepatitis B;
  - The Safe Lifting Procedure;
  - Storage of potentially dangerous substances;
  - Safeguarding policies and procedures.

- They have undertaken health and safety training and regularly update their knowledge,
- We display the necessary health and safety poster in the kitchen.

**Insurance cover**

- We have public liability insurance and employers' liability insurance with Sun Alliance.
- The certificate for public liability insurance is displayed in the kitchen.
- Copies of the insurance certificate are kept in the ‘Operational Plan’ at the setting

**Procedures**

- Staff undertake first aid courses to ensure they are kept up to date with current advice.
- All staff must hold a current first aid certificate and renew when necessary (usually every 3 years).
- As necessary, health and safety training is included in the annual training plans of staff and any health and safety issues are discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Staff continually monitor all equipment, play and toilet areas to provide a safe environment for all children and adults.

**Risk Assessments**

- The manager or other appointed staff member carries out a daily safety checklist before the morning session begins.
- We maintain lists of daily risk assessments including any health and safety issues.
- A full risk assessment check is carried out every term.
- Our risk assessment process covers adults and children, is reviewed regularly and includes:

  - checking for and noting hazards and risks indoors and outside and for activities;
  - assessing the level of risk and who might be affected;
  - deciding which areas need attention; and
  - developing an action plan that specifies the action required, the time-scales for action, the person responsible for the action and any funding required.

- Before any outings away from Playgroup a risk assessment is carried out.
- Information is kept for several years

**Cleaning**

- We keep all cleaning chemicals in their original containers and these state what the risks are and what to do if they have contact with eyes or skin or are ingested;
- All spare cleaning chemicals are stored in a lockable cupboard in the disabled/adult toilet area;
- Daily cleaning chemicals are kept under the sink in the kitchen;
- Any spills of blood, vomit, urine or excrement will be disposed of appropriately;
- Disposable gloves are always used when cleaning up spills of bodily fluids;
- A bodily fluids spills kit is situated on the wall near the entrance door to the toilet area;
- Floors and other affected surfaces will be disinfected;
- Spare clothing is available as necessary. Soiled clothing will be sent home in polythene bags;
- The Playgroup is cleaned each day, all bins emptied and surfaces wiped using an antibacterial cleaner. Toilets are cleaned each day by a staff member wearing disposable gloves.

**Premises**

- Windows and Doors
  - All windows in the building are inaccessible to children (being too high up to reach or climb through);
  - We take precautions (protective edging) to prevent children's fingers from being trapped in doors;
  - Our systems prevent children from leaving our premises unnoticed.
- Floors
  - All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged;
  - Premises are checked before locking up at the end of the day/session.

**Safety**

- **Safety of staff in the setting**
  - The personal possessions of staff and volunteers (including mobile phones) are securely stored during sessions;
  - 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;
  - The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed;
  - Staff have code words in case of emergencies which all staff are aware of and know what action needs to be taken on hearing these code words.

- **Fire**
  - Fire drills are held at least once every term at different times and are recorded on the daily risk assessment sheet, which is signed and dated.
  - All staff are aware of and regularly participate in our fire/emergency evacuation procedure;
  - EVACUATION PROCEDURE IS INCLUDED AT THE END OF THIS POLICY;
  - All staff are aware of fire exits and extinguishers;
  - Fire doors and exits are never obstructed;
  - We use a recognised signal of fire (Whistle);
  - Staff are responsible for children leaving in a safe and orderly manner;
  - Doors should be closed (but only if there is time).

- **Threats**
  - If a serious threat to the setting or to those in attendance (children, staff, visitors etc.) is identified, every attempt will be made to protect those present.
  - Staff will implement a dynamic risk assessment.
  - If the threat is outside:
    - Everyone will be moved into the building and doors and windows secured as quickly and safely as possible;
    - Everyone will be moved into the main bathroom as no external walls can be breached;
    - Everyone will be kept together and told to keep as quiet as possible.
  - If the threat is inside the building:
    - Whenever possible everyone will be taken outside and across to the school opposite;
    - If unable to exit the building all attempts will be made to get everyone into the main bathroom and barricade the door;
    - If needed the back window of the bathroom will be broken to provide an exit.
  - In either situation:
    - The police and the chairperson will be notified of the situation;
    - The manager or nominated staff member will notify parents of the situation and as far as possible keep them updated;
    - Once the situation has resolved and/ or innocents have been moved to a safe area, arrangements for the rest of the day will be planned including notifying parents of where they can collect their children from.
  - After a threat has occurred:
    - The details of what happened will be recorded including:
      - What has happened;
      - Date and time of incident;
      - The location of the incident;
      - Details of any injuries at the scene;
      - Names of those that witnessed the incident/were at the scene;
      - Any advice given by the emergency services;
      - Any other important information.
    - Ofsted and the Local Authority will be notified;
    - The day will be reviewed and arrangements for the next day planned;
    - Any support for those involved should be considered and appropriate agencies contacted.
    - A meeting for those involved (or parents of the children involved) will be scheduled to talk about the incident and answer any questions related to it.
  - On occasions staff plan and practise the procedures

- **Severe Hot or Cold Weather**
  - If the weather is severe enough that the setting has to close, the decision will be made by Chairperson and setting Manager as early as possible. Generally, the Playgroup's decision is guided by what action the other schools in the area are taking. However, as all/most of our staff are local we are often able to stay open when other settings can't. This decision is not undertaken lightly but we must consider the safety of all children, parents and staff travelling to the preschool.
  - If the setting has to close during a session due to severe weather, all parents will be contacted and asked to collect their children (immediately if possible). At least 2 members of staff will remain at the setting until all the children have been collected.
  - If, for any reason, Feltwell Playgroup has to close due to severe weather, we will send out a phone text, Facebook message, email or message via Tapestry as early as possible in the morning and if able we will also put a note on the Facebook page.

- If you are at all unsure whether Feltwell Playgroup will be open or not, please check your texts BEFORE leaving home, or call the setting.
- If you have informed us that you do not have access to text messages, we will endeavour to ring you by 8.45am. We will only ring parents in this instance.
- On hot days, sun cream should be applied to children by their parents before they arrive at the setting. If children are spending the whole day at Feltwell Playgroup parents are asked to supply sun cream for their child which should have the child's name on it. This should be given to a member of staff who will then ask for a 'permission to apply' slip to be signed. The date will also be added to the sun cream and this will be kept at Playgroup until the end of the season when it will be returned in the child's summer bag.

**Wellbeing**

- **Hygiene**
  - We regularly check information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations;
  - Our daily routines encourage the children to learn about and be responsible for their own personal hygiene. Adults and children:
    - Hands are washed with soap after using the toilet and before eating or handling food;
    - Electric hand dryers or paper towels are used and disposed of appropriately;
    - A box of tissues is available and children are encouraged to blow and wipe their noses when necessary;
    - Soiled tissues are disposed of hygienically;
    - Children are encouraged to shield their mouths with the inside of their elbow when coughing;
    - Antibacterial hand gel should be taken on external trips for use by staff and children.
  - We have a daily cleaning routine for the setting which includes the main hall/play room, kitchen, toilets and nappy changing areas;
  - We have a cleaner who each week cleans the settings resources and equipment, dressing-up clothes and furnishings (on occasions this may be weekly at the request of the manager);
  - The landlords of the setting also employ a general cleaner.

- **Health**
  - Our Playgroup promotes a healthy lifestyle and a high standard of hygiene in its day to day work with children and adults. This is achieved as follows:
    - Food - see Food and Drink Policy
    - First Aid – see First Aid Policy
    - Illness - see Allergies and Illnesses Policy
  - Children that are sleeping are checked regularly;
  - Outdoor play - children will have the opportunity to play in the fresh air throughout the year, either in our secure outdoor area, by going to the playing field or for walks in the village;
  - Indoor play - children do a range of physical activities within the Playgroup;
  - The toilet areas have a high standard of hygiene including hand washing and drying facilities;
  - We implement good hygiene practices by:
    - cleaning tables between activities;
    - checking and cleaning toilets regularly;
    - using new cleaning cloths everyday which are then discarded;
    - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
    - providing sets of clean clothes for the children who need them;
    - providing tissues and wipes;
    - providing disposable paper hand towels or electric hand drying facilities.
  - We advise that all open wounds are covered.

- **Smoking**
  - We operate a no smoking policy and display no-smoking signs;
  - Staff who smoke do not do so during working hours unless on a break;
  - Staff who smoke during their break must not do so near the setting where children may see them;
  - Staff who smoke should make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

**Clothing and Accessories**

- **Clothing**
  - Staff are aware that they should wear clothes that do not restrict them from doing any Playgroup tasks;
  - We supply all staff with 'uniform' tops - red sweatshirts and t-shirts - which should be worn each day;
  - Students and volunteers are made aware that clothing should not be worn if it has inappropriate wording/pictures/logos on;
  - Scruffy look or low waist jeans (where underpants show) are not permitted;
  - Children should come to Playgroup in appropriate play clothes or our uniform red t-shirts/sweatshirts with the Feltwell Playgroup logo on. These are available to buy from MyClothing at a reasonable cost. Appropriate clothing (like elasticated waist trousers) and comfortable, proper fitting shoes:
    - Allows children to play and run freely with less risk of slipping or tripping;
    - Takes into account that a child who has to undo lots of buttons, buckles or belts to use the toilet is easily frustrated; Jogging bottoms and/or leggings are highly recommended.
    - Ensures children are able to participate in all Playgroup activities including messy play. We do provide aprons for wet and messy play which we like all the children to wear, but for craft sessions the children do not necessarily wear the aprons unless they want to.
  - All children should be sent in with a named change of clothes (in case of accidents - toileting, water play etc.) These should be in a bag which is clearly named on the outside;
  - 'Weather appropriate' clothing should be worn/brought in. i.e.: a coat, wellies, hat, gloves, scarf, sun hat, no strappy tops (all should be named if the child is likely to remove any item at some point).

- **Jewellery**
  - Staff are made aware that loose or dangling jewellery may be damaged if worn;
  - Rings with large stones or metal work are discouraged as they could scratch a child;
  - Children should not wear necklaces, bracelets, bangles, watches, rings, hoop or dangling earrings to Playgroup;
  - Studs may be worn;
  - A letter containing the following information will be given to any parent who insists that their child should be able to wear jewellery at Playgroup, however the item will only be allowed if it does not pose any risk to other children or adults:

    *Dear Parents,*
    *Please be aware that in accordance with our Health and Safety Policy: 'Children should not wear necklaces, bracelets, bangles, watches or rings to Playgroup as these could cause injury to another person. Hoop or dangling earrings can easily be caught and cause injury to your child.*
    *We do allow sensible stud earrings to be worn if a Feltwell Playgroup Jewellery Disclaimer form is filled in.*
    ** I am happy for my child (name) , to wear (item of jewellery) to Playgroup and understand that Playgroup and it's staff will not be held responsible if the jewellery becomes damaged, broken or lost, or if it causes injury to my child.*
    *Signed _____ Print name_____ Date_____*

**Critical Incidents and Trauma Management**

A critical incident may be defined as:
An event or events, usually sudden, which involve the experience of significant personal distress to a level which potentially overwhelms normal responses, procedures, and coping strategies and which is likely to have emotional organisational consequences. To deal with this:

- We have a 'Critical Incidents and Trauma Management in Early Years setting (The Red Book)' at the setting which identifies:
  - The critical Incident support line number;
  - The names of:
    - The incident manager (Playgroup manager)
    - The communications lead (Playgroup manager);
    - The welfare leads (deputy managers) (the people who will offer support to those involved in or who witnessed the incident);
    - Who to contact for further advice or training.

- Vulnerable children/adults at the time of the incident;
- Guidelines for informing children about a death;
- Sample letter to send out when a child/member of staff has died

- We will follow the guidance and information contained in the red book.

**Visitors**

- Prospective parents are asked to make an to visit the setting;
- Any visitors are evaluated at the main door before being allowed in. These systems prevent unauthorised access to our premises:
  - If the visitor or prospective parent is unknown to the setting and have not previously arranged to visit, we check their credentials and reason for visit before allowing them to enter the setting;
  - Staff use their own judgement on such occasions and may ask for at least 1 form of identification to verify who the visitor is and if appropriate, which organisation they work for (e.g. official identity badge, driving licence, bankcard with signature etc.);
  - If we require further verification, we will contact the main landline telephone number of their organisation and ask to be put through to the visitor's manager, manager or chairperson;
  - We ensure that the unknown visitor or prospective parent is supervised whilst we are carrying out these checks and throughout their visit;
  - If the visitor or prospective parent is expected or already known to the setting, we check that they have a valid reason to enter and will be supervised during their time at the setting;
  - All visitors must sign the 'Visitor Log'.
- Staff are fully aware if there is a child at Playgroup who may not have any contact with one or both natural parents or any other specified adult. If such an incident arises:
  - Staff must not let the adult in but may ask them to wait outside;
  - The parent or guardian will be contacted first then the chairperson, if necessary and / or the police called if deemed necessary;
  - Staff will try to ensure that at no point will any of the children be aware of what is going on;
  - If the children are outside, they will be brought inside to continue activities;
  - Staff follow the guidance from the 'PARENTAL RESPONSIBILITY and INVOLVEMENT POLICY (pages 2/3)'.

**Animals**

- No animals (including dogs) are to be brought anywhere onto the Playgroup premises unless by prior arrangement of visitation;
- If animals or creatures are brought in by visitors to show the children, they are the responsibility of the owner;
- Visiting animals will only be brought into the main hall;
- The owner is responsible for carrying out their own risk assessment (written) and details including how the animal or creature is to be handled and how any safety or hygiene issues will be addressed will be conveyed to the staff and children;
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.

**Legal Framework**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992 and 1999
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (Display Screen Equipment) Regulations 1992

**Relevant/useful contacts**

HEALTH and SAFETY INFORMATION LINE: 0845 3450055
CRITICAL INCIDENT SUPPORT LINE: 07623912974

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|---|---|
| This policy was adopted by | Feltwell Playgroup |
| On | 25.03.2021 |
| Date to be reviewed | (on or before) 25.03.2022 |
| Signed on behalf of the provider | S.N. |
| Name of signatory | Samantha Newman |
| Role of signatory (e.g. chair, director or owner) | Committee Chairperson |