

SAFETY POLICY

We maintain a safe environment for children and adults. Children will always be supervised by adhering to regulatory ratios and all staff will manage their safety within the setting. We adhere to health and safety law and all employees and children are entitled to safety within the setting.

ENVIRONMENT

- Risk Assessments both outdoors and indoors are recorded daily, morning and afternoon. This includes checks on electrical appliances, rooms, outdoors spaces, security, tidiness and cleanliness so the building is safe for everyone.
- The outdoor space has a secure fence and gates around the garden with a separate garden door gate to the back and side of the building where equipment is stored for maintenance.
- Public areas e.g. the local park, are checked for litter or other dangers and risk assessed before children enter.
- Equipment and toys are checked and risk assessed termly unless things are deemed unsafe.
- All products used for cleaning are checked, risk assessed and kept out of children's reach, ensuring they meet COSHH (control of substances that are hazardous to health) regulations. Staff are informed of correct use during their induction.
- All staff, students and volunteers go through an induction process once they are employed, detailing the Fire Evacuation procedure, fire exits, self-protection, use of medicines and first aid kits, recording of accidents and incidents to both to staff and children, and use of equipment and storage.
- The layout of the rooms and the ratios allow children and adults to move safely and freely between activities.
- Risk assessments are updated every 3 months. (See risk assessment section)
- Walkways and fire exits are clearly marked.
- Feedback from unsafe practices or issues with evacuation drills are discussed with staff to highlight best practice and improvements.
- Electrical points are covered, and wall heaters out of the reach of the children.
- Equipment offered to children is developmentally/age appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Safety gates are used to minimise risks.
- The door release and alarm system are tested once a month to ensure there are no faults with the quick release fire doors and the fire alarm.

ADULT TO CHILD RATIO

We maintain ratios in all age groups to ensure children are safe and staff are not overwhelmed.

- The 0-2 years ratio is 1:3.
- The 2 years ratio is 1:4, however when deemed appropriate this can be extended to 1:5 which is the national minimum require from Sept 2023. We will only use this ratio when we need to in order to maintain a higher standard of care for our two years group.
- The 3-5 years ratio is 1:8. On outings we will always reduce the ratios where possible as precaution for unforeseen circumstances.

SUPERVISION

- All children are always supervised by an adult and when toileting.
- Children will leave the nursery only with authorised adults.
- Children will not go into the kitchen unsupervised

- Children are not allowed in cupboards or storage spaces.
- Ratios are correct on outings, as stated in the outing policy. Whenever children are on the premises, at least 2 adults will be present.
- Children who are sleeping will be checked regularly at 10-minute intervals.

ADULT SAFETY

- All staff, students and volunteers are aware of and respect the safety policy.
- Staff will be advised or will have access to information on safe lifting, stating this in their induction programme.
- Adults can reach stored equipment and heavy equipment is accessible.
- All staff should protect themselves from disease and infection by wearing disposable aprons and gloves when changing nappies, dealing with toileting accidents, and dealing with a sick child.

ACCIDENTS AND INJURIES

We ensure that all children are safe whilst in our care, at times they will inevitably have accidents whilst they are growing and developing. To ensure that children are in safe hands we guarantee that there is always **at least** one qualified paediatric first aider on the premises.

We ensure that parents and carers are informed of any accident or injury their child has sustained while in our care, detailed accident forms are completed on the Xplor app and uploaded to the parent app. The form contains the following information:

- Initials of child (to uphold confidentiality).
- Date and time of the accident.
- Place of accident (contributes to risk assessments).
- Nature of the accident (how it occurred).
- Visible injuries sustained in detail.
- Treatment given.
- Name of management staff informed
- Name and signature of staff that dealt with the child and administered first aid.
- Name and signature of staff who witnessed the accident.
- Parent signature on collection of the child.
- First Aider recommendations.
- Staff will also complete a skin map.

It is vital that the parent is informed of the accident or injury in case the child's condition deteriorates in some cases they may need to leave nursery for emergency medical care. Parents instantly receive the accident form to the parent app. If for any reason they do not sign it upon collection, they will be asked to sign it the next time they are in.

LIFE THREATENING INJURIES

In the rare cases that the injury or incident is serious/life threatening and the child needs emergency medical care then management will call the parents and inform them of everything that is happening, if the child is going to hospital etc. We will seek emergency medical assistance before contacting the parent as the child's wellbeing comes first.

INWARDS INJURY (injury that happens outside the setting when children are not in our care)

Inwards injury forms for when a child comes to nursery with an injury they sustained before coming to the setting. Staff will ask parents questions from the inwards injuries form; this ensures staff has the full picture on how the injury happened. A skin map will be completed of where on the body the injury was sustained. Again, this is to ensure that the nursery staff are fully aware of the existing injury and any further treatment needed. The parent/carer of a child with an inwards injury who is admitted to

nursery may need to meet with the child's key person or manager of the setting to discuss any requirements the child may need. If an injury is noticed on a child during the session, then staff will fill out an incident form due to the uncertainty of the injury. The parent will be asked to sign the incident form on collection of the child at which time the parent may say that the injury took place at home and so the inwards injury form can then be completed to replace the incident form. If on paper these will be stored on the child's confidential notes.

Reasons for an incident form include:

- If a child has started showing unwanted behaviour and physically hurting staff or other children (behaviour management policy and behaviour flow chart will also be used)
- If behaviour has changed and causes a concern for staff or parents
- If a child is unwell, this could be sickness/high temperature/tearful/rash

Recording this information will help staff monitor the incidents and help with taking further actions.

When the forms are signed staff will log them in the daily book and logged monthly on the Accident Form Report Document kept in the drop box to look at patterns of injuries, risk assessments needed, and look for any concerns that may appear for a child's welfare. If staff have concerns about a child's welfare when the form is first completed, they contact management immediately. Management will report serious injuries and near misses to Ofsted on 03001231231.

RISK ASSESSMENTS

To work at such a high standard and provide the safest environment, staff carry out risk assessments on a regular basis. Management and staff update room risk assessments every 3 months. Risks found are actioned to be removed asap.

Activity risk assessments are written as required such as using real saws for woodwork, ensuring the activity is safe for both adults and all children, with controls put in place to manage risks.

All staff clean toys and do a safety check on them termly during sterilising procedure. Any broken toys/equipment are reported to the owner thrown away or repaired. Every staff member ensures that each toy/room is safe or made safe. Risks are also assessed when going on outings and if required the environment will be risk assessed before the children go on the trip. This is to assess the risks and put controls in place.

Risk assessments can also be completed to ensure that a child who has a serious medical condition can attend the setting safely. This will highlight the need to make reasonable changes in the setting, identify training needs for staff and so on.

If children need to attend with an injury such as a broken bone in a cast, the risk is assessed to decide if it safe for them to return. The decision will ultimately fall on the management and owners.

Parents will sign a declaration to waiver the setting's liability should the child re injure themselves.

Any unknown adult at the door will wait behind the closed door until verification from parent/carer has been given and any ID shown and verified.

Visitors sign into the building using the visitor's record/Xplor app and where applicable ID will be seen. The visitor provides information which they can be contacted on.

Adults will not walk about with hot drinks or place hot drinks within children's reach. Hot drinks are only to be had on breaks in rooms away from the children.

SPECIAL CONSIDERATIONS

Some areas or activities pose hazards:

- Water play is continuously supervised.
- Whilst on climbing equipment e.g. the park continuous supervision and help is appropriately given.
- Cooking activities involving heat are continuously supervised.
- No child is left on the premises unattended, and no child is left unattended on outings, see Lost Child Policy.