Happy Mindz Day Nursery and Pre School

The Old Chapel School

Wickham

Hampshire

PO17 5DE

Company ReGestration NO: 09775379



Health and Safety Policy

**Health and Safety Policy**

The Legal Framework for this policy is the Health and Safety at Work Act (1974)

**Statement of Intent**

At Happy Mindz we aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide training, information and supervision as they need for this purpose. We will aim to develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, carers and visitors and accept our responsibility for the health and safety of other people who may be affected by our activities. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out within this document and sufficient resources will be made available to honour our commitment. The policy will be kept up to date, particularly as the business changes in nature and size, and will be revised annually, or as and when necessary. We therefore welcome any useful comments from members of staff, parents, carers and visitors regarding this policy.

**Aims and objectives**

Happy Mindz aims to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises including staff, children, parents/carers and visitors. To achieve this we will actively work towards the following objectives:

* Establish and maintain a safe and healthy environment throughout the nursery through the use of daily and annual risk assessments
* Establish and maintain safe working procedures amongst staff and children
* Make arrangements for ensuring safety and the absence of risks to health in  
  connection with the use, handling, storage and transport of articles and  
  substances
* Ensure the provision of sufficient information, instruction and supervision to  
  enable all people working in or using the nursery, to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when provided
* Maintain a healthy and safe place of work and safe entry and exit from it to formulate effective procedures for use in case of fire and other emergencies and for evacuating the nursery premises
* Follow the regulations of the Health & Safety at Work Act 1974 and any other relevant legislation.

**We believe the risks in the nursery environment to be low but to maintain the highest level of safety for children, staff and parents/carers we consider it necessary to:**

* Ensure to the highest level that entrances and exits from the building, including fire exits remain clear at all time
* Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary action to rectify this
* Ensure that all staff are aware of the fire procedures and fire drills are  
  carried out on a termly basis, with the fire alarm test occurring weekly.
* Ensure that all members of staff are aware of the procedures in case of accidents
* Ensure that all members of staff take all reasonable action to control the spread of infectious diseases and that they wear protective gloves and clothes where appropriate
* Ensure that all persons using the setting are aware that it is a no smoking environment including the outside areas of the premise.
* Have a strict dress code for staff ensuring they wear the nursery uniform with smart black trousers and sensible close toed shoes. No inappropriate jewellery to be worn. Stud earrings a watch and wedding/engagement rings are acceptable. No nail varnish or false nails and all long hair must be tied back at all times
* Prohibit running inside the premises
* Ensure all electrical sockets are protected by safety plugs, and there should be no trailing wires
* Ensure all cleaning materials/toilet cleaner to be placed out of the reach of children
* Provide protective clothing which should be worn when serving food
* Provide protective clothing which should be worn when changing nappies or soiled clothing
* Prohibit certain foods e.g. peanuts are not allowed in the nursery
* Ensure procedures are in place for staff to contact should they be ill. Telephone calls must be received before 7am if a member of staff is not well enough to attend work
* Ensure all staff are familiar with the First Aid boxes including their location and contents.
* Ensure play rooms are adequately staffed to ensure children are never left unattended
* Have procedures in place to ensure no student, new practitioner or volunteer is left unsupervised at any time.

**Responsibilities**

Responsibility for Health and Safety in the nursery is that of **(Shane Paul Jarman – Manager / Director))**   
The management team have overall and final responsibility for this policy being carried out at:

**Happy Mindz Day Nursery and Pre-school**

**The Old Chapel**

**Wickham**

**Hampshire**

All employees have the responsibility to co-operate with senior staff and the manager to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Neglect of health and safety regulations will be regarded as a disciplinary matter and will be dealt with following our disciplinary procedures. Whenever a member of staff notices a health or safety problem, which they are not able to put right themselves, they must immediately report to the appropriate person Scott Thornton or Natalie Bliss in Scott's absence. Staff will have various opportunities to discuss health and safety matters including daily contact, monthly staff meetings and management meetings which provide consultation between all working within the setting. The nursery manager will be responsible for producing risk assessments and guidelines to warrant the safety of everyone in all situations within the nursery setting. All practitioners will be responsible for maintaining the overall health and safety of the children and adults within the area they work in at all times as well as carrying out day to day risk assessments within their daily role.

**Responsibilities**

**All members of staff are responsible for:**

* Ensuring risk assessments are updated when appropriate and followed accordingly.
* The safety of children in their care in both the inside and outside environments of the nursery setting, and when taking the children on visits outside of the setting.
* Their own safety and the safe maintenance of their own workspace, and the safe use of any equipment required for a supervised activity with the children.
* All staff will have the appropriate qualifications for their individual roles within the nursery setting, so that they understand what is expected of them to guarantee their involvement and contribution to the care of the children and adults within the nursery setting. In additions to each individual professional qualification all staff will hold at least:
* A Disclosure and Barring Service check, (DBS) disclosure check carried out by the setting.
* A basic understanding of health and safety and have a clear knowledge on the importance of risk assessments with the ability to carry out and implement risk assessments within day-to-day practice.
* A basic Paediatric First-Aid Certificate and a basic understanding of children’s medical needs.
* A Level two Food Hygiene Certificate, this will ensure all staff has a positive understanding on preparing and handling food in a safe way. The staff will know how to cater for a child or an adult that has food intolerances and/or allergies.
* A basic course to promote awareness and understanding of Child Safeguarding procedures.
* The dates of these courses will be logged so that we can identify the needs of each individual member of staff and to ensure that we update the knowledge of all staff on a regular basis.

Clear simple rules will be given to the children to raise the awareness so they can begin to take responsibility for their own independence within a safety environment.   
Parents and Carers will be informed of our Health and Safety procedures so they are:

* Aware and reassured that their child is receiving a high standard of care.
* Able to reinforce our work within the nursery setting at home with their child.

**Happy Mindz will ensure that they;**

* Update and implement the latest Environmental Health Department and Health Authority requirements and recommendations relating to the premises, staff and children. In addition ensure all staff are aware of these and fully trained in all aspects.
* Appoint a suitable-qualified, named member of staff who is responsible for updating the policy and keeping a list of notifiable diseases. The manager Natalie Bliss is responsible for this.
* Make sure that the new members of staff, including students and volunteers, receive copies of the Health & Safety Policy, and that this is discussed with them during their induction meeting.
* Ensure that the Health & Safety Policy is made available to parents when they register their child to the nursery.
* Establish a cleaning routine for all areas within the premises.
* Ensure that the premises are clean and tidy before the children arrive.
* Ensure that the outside sandpit contains suitable sand that is cleaned and changed regularly, is free from foreign bodies and small animals.
* Ensure that the cleaning of the premises does not take staff away from their role with the children.
* Establish weekly/term time rotas for cleaning equipment (both large and small furniture toys etc).
* Provide protective clothing, such as plastic or disposable gloves and aprons.
* Provide hygienic, but safe materials for emergencies (spillages/accidents/water/vomit).
* Wash dressing up clothes, display drapes, table wear, blankets, bedding and curtains regularly.
* Provide sufficient and suitable hand washing and drying facilities.
* Provide washing and drying facilities for dirty and soiled clothing.
* Provide an adequate selection of spare clothing to change children who have had accidents of any description.
* Provide tissues, disposable nappies, flannels, towels, and bibs for sole use.
* Provide an area where bins have lids and rubbish can be stored safely and hygienically.
* Ensure that soiled nappies are place in sealed bags before they are put in the bins.
* Actively promote good health and hygiene practice through notices, posters, signs, leaflets and good practices (setting examples for each other).
* Invite speakers such as nurses, dentists, police and fire services to talk to children about healthy lifestyles and communities.

**Hygiene (See Hygiene Policy also)**

* Staff observe good practice in hygiene matters at all times to reduce the risk of spreading infection/cross infection.
* Staff encourage toddlers to use potties and toilet seats correctly and safely and ensure that they are cleaned thoroughly with anti-bacterial spray after use.
* Staff encourage children to use the toilet correctly and safely by staff showing them and being good role models and having discussions about using the toilets.
* Staff check that the toilets are clean and hygienic and flushed regularly. To maintain this high standard we have a twice daily cleaning rota in the children’s bathrooms.
* Staff encourage children to wash their hands regularly, especially before handling foods, after using the toilet having their nappy changed, handling animals, handling plants and vegetation, touching insects, playing in messy/creative areas, particularly outdoor areas, sticking and sand and water play.
* Staff encourage general clean hands at all times.
* Staff encourage children to blow their noses into tissues and dispose of them correctly.
* Staff encourage children to cover their mouths when coughing and sneezing.
* Staff teach children to respect cultural differences that influence people’s attitudes to hygiene, for example some religions only allow hand washing to take place under running water and not in communal bowls.
* Staff wipe surfaces and tables between activities using a range of colour coded cloths for various uses:
  + ***Green cloths are used to clean creative/craft mats.***
  + ***Blue cloths are used for nappy’s and toileting.***
  + ***Red cloths are used for food areas.***
* Staff teach children hygiene awareness through planned and spontaneous activities, discussions, routines and topics (see hygiene policy).
* Children are encouraged to wash their hands after having their nappy changed to promote hygiene.

**Handling food**

* All staff who are involved in the preparation and handling of food will be given the appropriate training to comply with local environmental health department guidance and regulations, such as the safer food better business pack – all will hold a relevant Food Hygiene Certificate.
* Food preparation areas are kept clean and hygienic.
* Children are not allowed in to the kitchen area.
* All children are encouraged to eat a healthy and well balanced diet.
* Food preparation areas are kept separate from other areas including staff spaces.
* All pots and kitchen equipment are washed daily. Cups and cutlery are put through the dishwasher weekly.
* All staff will have training in food hygiene level two within 6 months of commencing employment with us, to understand that they understand the correct food handling procedures and comply with food safety and hygiene regulations.
* Meals will be prepared in the kitchen and protective clothing will be provided in the form of an apron and gloves where necessary.
* Colour coded chopping boards are easily identifiable for correct use.
* Food will be stored appropriately in the fridge, ensuring cooked and raw meats are separate. Raw meats will be stored below cooked meats to prevent juices running.

**Food Management (See healthy Eating and Meals policy also)**

It is important that all children’s record will be maintained on display within the kitchen displaying the child’s food tolerances and food allergies. All food and drink will be stored appropriately and labelled with the date they were bought to ensure their freshness. Adults will not consume hot drinks whilst supervising the children and they will not be allowed to place hot drinks within the children’s reach. However fresh drinking water will be available to both children and adults at all times.

**First Aid (See illness and injury Policy also)**

* In our nursery we have at least one designated member of staff responsible for administering First Aid on site at all times.
* We have a second person capable of administering first aid covering any temporary absence of the designated member of staff.
* First aid boxes are clearly posted, identifiable and accessible to all staff
* First aid boxes are replenished by Scott Thornton and checked on a monthly basis.
* Only supplies in sealed packaging are used.
* Dates are checked on all elements of the first aid kit to ensure that they are safe to use.
* Disposable gloves and aprons are used when dealing with bodily fluids such as vomit, faecal matter, and blood. Suitable bins are provided for the disposal of soiled materials.
* An up to date Accident Procedure and Form procedure are in use for both staff and children which are available to parents. These include details of the names of the child/ren, time, and date, location of the injury and nature of the accident. They also include details of the circumstances, any witnesses, what subsequent actions were taken and by whom. The signature of the member of staff who was present is witnessed and signed by the manager on duty before the parent arrives. The parent is then asked to sign the accident form - confidentiality is maintained at all times.
* In the case of a serious emergency, an ambulance will be called. If the car of a member of staff has to be used, only one covered by the correct insurance and MOT certificate will be used. A SECOND MEMBER OF STAFF WILL ALWAYS ACCOMPANY THE CHILD.
* RIDDOR and OFSTED will be notified where applicable.
* The relevant parents will be contacted immediately if an accident occurs.
* We hold information (with permission) from all parents which includes:
  + Childs name
  + Date of birth
  + Parent’s names
  + Home addresses
  + Emergency contact details
  + Details of past and medical conditions/illnesses
  + Allergies
  + Parental wishes
  + Consent signature of a parent to allow staff to make decisions regarding their child’s welfare if the parent cannot be contacted.

**Insurance Cover**

We have public liability insurance and employers’ liability insurance. The certificate is displayed in the reception area of the nursery building.

**Fire Safety**

* Fire doors are clearly marked, never obstructed and easily opened from the inside.
* Smoke detectors/alarms and firefighting appliances conform to BS EN 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.

**Risk Assessment (See Risk Assessment Policy)**

Our risk assessment process includes:

* Checking for hazards and risks inside and outside, and in our activities and procedures. Our assessment covers adults and children.
* Deciding which areas need attention; and
* Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

**Awareness Raising (See Induction pack and Recruitment Policy also)**

* Our induction training for staff includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
* 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.
* Health and safety issues are explained to the parents/carers of new children so that they understand the part they play in the daily life of nursery.
* As necessary, health and safety training is included in the annual training plans of staff and health and safety is 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**

* Only persons who have been checked for criminal records by an enhanced disclosure from the DBS and are registered with OFSTED as child carers have unsupervised access to children, including intimate care provision.
* Staff do not supervise children on their own within the work place, having a minimum of two staff members on site at all times when children are present.
* All children are supervised by adults at all times whether by sight or within ear shot and practitioners are able to shout to the floating staff member to cover in the rooms when changing nappies, or at times when children may not be within eye shot.

It is essential within our nursery that all nursery practitioners ensure all children are supervised at all times, this includes children sleeping on mats in quiet areas.

Children on sleep mats must be checked every 10 minutes and logged on the sleep record in the room.

We only allow practitioners who have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service and have the relevant child care qualifications to have unsupervised access to the children including nappy changing and helping the children with toileting.

Older children may take themselves to the pre- school bathroom once they are able to do so independently.

Only members of staff who holds an NVQ Level 3, will be allowed to administer medicine to a child after receiving parental/guardian permission, this includes being supervised by another member of staff who also holds an NVQ Level 3. (See Medication Policy).

Practitioners must be aware of the child’s whereabouts and remain in the main playroom at all times in readiness to assist a child if necessary.

The manager must ensure staff to child ratios and required space per child is maintained at all times when grouping children and deploying practitioners. It is essential that there are always two nursery practitioners present when children are on the premises.

In the event of children leaving the nursery for an outing, an adult to child ratio must be maintained and a risk assessment must be carried out prior to the outing. Practitioners must take emergency contact numbers, along with a first aid kit and a mobile phone. Small groups of children may be taken on outings providing there are a sufficient number of practitioners remaining on the premises to maintain appropriate staff to child ratios. Practitioners must check with the nursery manager that children have written permission from parents/carers to take out of the nursery on walks and outings, which is given in registration packs before the place commences.

**Premises and Security**

* Systems are in place for the safe arrival and departure of children. The practitioners on duty record the times of the children’s arrivals and departures and log who dropped off or collected the child.
* If a child leaves the session early with their parent or carer, this is recorded immediately.
* Children will only be allowed to leave the nursery with adults who are authorised by the child’s parents to collect their child. A password system is in place for alternative arrangements.
* The arrival and departure times of adults – staff, volunteers and visitors – are recorded in registers.
* Our security systems prevent children from leaving the premises unnoticed.
* The personal possessions of staff are securely stored during Nursery sessions.
* The building is not accessible to unauthorised people entering the Nursery. All unauthorised people entering the building do so under the supervision of the session manager or deputy manager. Such people need to sign in the visitor’s book.
* Key holders to the building have authorised access.

At the Happy Mindz nursery, we have systems in place to guarantee the safety of the children in our care at all times. As a whole, we aim to ensure we are constantly providing high levels of security. The nursery is surrounded by a secure fence and all doors or gates are secure at all times, the main door into the setting has a security lock which can only be released from inside the setting. Only members of the senior team are to answer the door so this includes; Natalie Bliss, Tina Roebuck and Laura Beldon. Should one of these be unavailable when a recognised parent is at the door, then permission to open the door may be granted in this circumstance only.

**Doors**

All doors into the building are securely locked and the main entry to the building is with a secure lock. The door to the outside is only opened when adults are outside and children are taught that they are to wait for grownups to open doors.

**Floors**

All surfaces are checked daily to ensure they are clean and not unevenor damaged. Non slip floors have been placed in all bathroom and messy areas.

**Kitchen**

* Children do not have access to the kitchen.
* All surfaces are clean and non-porous
* Cleaning materials and other dangerous materials are stored out of children’s reach in a locked cupboard.
* When children are taking part in baking activities, they are supervised at all times; are kept away from hot surfaces and hot water; and do not have unsupervised access to electrical equipment.

**Electrical/Gas Equipment**

* All electrical/gas equipment conforms to safety requirements and is checked regularly.
* Boiler/electrical switchgear/meter cupboard is not accessible to the children.
* Radiators all have temperature adjusters; electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
* There are sufficient sockets to prevent overloading.
* The temperature of hot water is controlled to prevent scalds.
* Lighting and ventilation is adequate in all areas including storage areas.

**Storage (See Separate Storage of Equipment Policy)**

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

**Outdoor Area (See Outdoor Play and Risk Assessment Policies)**

Our outdoor area is securely fenced and has a locked door that can only be opened by the staff inside. Our outdoors area is to be checked on a daily basis for the children’s safety and to ensure that the outdoors has been cleared of any litter and other hazards before the children enter the outdoors. A daily checklist is in place in both rooms for practitioners to carry out in a morning before children arrive.

It is important that all staff members check equipment before the children enter the outdoors to ensure there is no water on the equipment to certify a safe play area for the children, this includes covering the sand pit when not in use. Activities in the outdoor area will be supervised at all times, especially when children are developing and exploring new challenges and undertaking risks in order to make some sense of their outdoor environment.

**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 nursery.
* The layout of play equipment allows the 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 who are sleeping are checked regularly.
* Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

**Outings and Visits**

* We have agreed procedures for the safe conduct of outings.
* A risk assessment will be carried out before an outing takes place.
* Risk assessments are obtained from the venue we will visit.
* Parents/carers must sign consent forms on major outings
* The adult to child ratio is one adult to three children.
* All staff and volunteers have had appropriate and up to date safeguarding training.
* All staff and volunteers have up to date DBS checks.
* Child specific safeguarding issues are identified and included on the trip planner.
* Security and surveillance is assessed.
* We encourage parents and carers to come with their children on outings.
* The children are appropriately supervised to ensure no child gets lost and that there is no unauthorised access to children.
* Coaches used for transport are from the Local Authority Approved List
* Where possible, the venue will be checked by a member of staff prior to the outing to check that it is suitable for groups of children and children with special needs.
* If food and drink is offered during the outing, a check will be made for allergies and other dietary requirements.
* A qualified paediatric first aid person will be present on every trip for the administration of medication. A first aid kit will be carried on all outings and any information on special health requirements of children.
* A mobile telephone will be carried on all outings, and change for a payphone.
* A list of contact, emergency and medical details for all children and staff will be taken.
* Spare clothes will be carried on the outing.
* Head counts are carried out at regular intervals, including arrival and departing the site or venue.
* Drinking water will be taken on all outings
* Any medication will be taken for a specific child along with the medication form

As part of the curriculum the children will undertake a range of local outings including walks, and visits of the premises providing they have parental permission.

Where possible we will visit the place prior to taking the children. We will ensure that the venue is age and stage appropriate for the children and a risk-assessed route will be devised for practitioners to follow. The settings health and safety officer **Shane Jarman (or Jo Molesworth in Shane’s )** will carry out risk assessments prior to the outing and practitioners are to then carry out risk assessment as going round for things such as dog faeces etc. Parent’s consent is approved of their child going on the outing through the child’s registration pack. We maintain ratios at all times and where possible, go beyond ratio. The staff: child ratio for each outing is stated on the appropriate risk assessment. The children who remain at the nursery will be cared for with the National Standards adult child ratio. All children will be appropriately supervised to ensure that no child gets lost and that no unauthorised access to children will occur. Records are kept of the names of staff and children, who are going on the visit within the setting, along with the contact number for the mobile phone taken on the visit. Staff will also ensure they have the emergency contacts and a fully equipped first aid with at least one practitioner with first aid training. Practitioners taking children on a walk must hold a DBS check and at least one of them hold a level 3 qualification.

Regular headcounts will take place by the leading practitioner and staff will wear nursery uniform to be easy recognisable. The outings bag will be taken on the outing (See walks risk assessments for a list of items needed in the bag).

For those children remaining at Bright Beginning’s, the adult to child ratio conforms to the Welfare Requirements.

**Medication (See Administration of Medication Policy)**

* We will ask parents/carers about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. If the administrations of prescription medicines require technical/medical knowledge then individual training will be provided for staff from a qualified health professional. Training will be specific to the individual child concerned.
* Medicines will only be administered if they have been prescribed by a doctor, dentist, nurse or pharmacist, which are labelled with the original prescriber’s label. A qualified first-aider on the staff team, with prior parental consent, will administer the medication. An administration of medication form will be completed by the parent before administration, details will be filled in and signed by the practitioner administering the medication, a witness will sign the form and the parent will be asked to countersign all details on collection of their child. It may be appropriate to use non-prescribed medicines, such as nappy cream, to help a child to feel comfortable and well – this will only be done so with the prior consent of the parents.

**Sick Children (Also see Illness and separate Accident Policy)**

* The management at Happy Mindz make every effort to keep abreast of new information relating to infectious, notifiable and communicable diseases and local health issues.
* A child may be isolated if we feel that other children and staff are at risk. They will be made comfortable in another part of the nursery with sufficient supervision.
* In this instance, the child’s parents will be contacted to take the child home if they are feeling unwell/being sick/have diarrhoea/have had an accident/may have an infectious disease/illness, or temperature.
* The recorded emergency contact number will be called if a parent or carer cannot be reached.
* The child will be cared for in a sympathetic, caring and sensitive manner.
* The right for every child and parent to have full confidentiality will be respected at all times.
* Other parents will informed about any infectious deceases or illness as soon as this has been confirmed by a health official - confidentiality will be maintained at all times.
* We expect parents to inform the nursery if their child is suffering from any illnesses or disease that may put others at risk.
* Prescription medicines such as antibiotics; eye drops etc will only be administered with prior parental consent. Medication must have the original prescriber’s instruction label attached. The nursery reserves the right not to administer the medication if this label in not present. Parents will be asked to sign to acknowledge that medication has been administered correctly.
* Lifesaving prescription medicines for asthma/diabetes/anaphylactic shock/ epilepsy will only be given with prior parental written consent. Children can be refused entry to the nursery if this medication is not provided by the parent. We keep a record of how much and how often a child needs his or her medication through an individual medication care plan which has been previously agreed and signed by the parent. Parents will be asked to sign to acknowledge that medication has been administered correctly.
* All medicines are kept out of the reach of children and in a locked cupboard.
* Children are required to bring sun hats, which cover the child’s neck to wear outside during long periods of hot and sunny weather. Parents are expected to provide high factor sun block, and written permission for staff to apply sun cream at regular intervals.
* We require parents to sign to acknowledge that medication has been administered.

**Dealing with incidents and Reporting of Incidents**

**(See separate Accident policy)**

**Animals**

* Any animals or pets on the premises will be free from disease.
* They will have regular health checks.
* They will be cared for in a humane manner.
* They will be cleaned out regularly.
* They will have suitable and adequate housing, water, food, exercise and care routines.
* Their food bowl and litter trays will be cleaned regularly and will not be accessible to the children.
* Children will be supervised at all time when they are handling animals.
* Children are taught to be caring, and behave gently and sensitively to animals and to be aware of their habitats and behaviour patterns. We ask children to wash their hands after handling animals or equipment on the premises.
* We expect parents to inform us if they find their child has an allergy to any of the pets that may be in nursery.

**Smoking, Drugs and Alcohol**

All staff will be made aware of the provisions of this policy during their induction, including the importance of them setting a positive example to children. All families will be made aware of the rules during their settling in period. Any contravention of the provisions of this policy will be dealt with under the Disciplinary Procedures and Behaviour management policies.

**Smoking**

* Smoking is not permitted anywhere on the premises or grounds. The rule applies equally to staff, students, volunteers, children, parents/carers or any other visitors. If a child is found in possession of cigarettes on the premises, they will be confiscated and their parent/carer informed at the end of the session.
* Practitioners will be encouraged **not** to smoke during working hours. However, any staff smoking off site just prior to coming to work or during lunch breaks will be required to have a change of clothing and to use mouth wash before coming into work. If smoking at lunchtime it is expected that practitioners will not to have had a cigarette for at least 45 minutes before working with children.
* In the rare event of children visiting an area off site that has been used for smoking, practitioners will ensure that there is adequate ventilation to clear the atmosphere.

**Drugs**

Staff, students or volunteers who arrive at the nursery clearly under the influence of illegal drugs, will be asked to leave immediately and disciplinary procedures implemented. If staff are found in possession of illegal drugs, serious disciplinary action will follow.

* In case where staff are taking prescribed drugs that may affect their ability to function effectively at work, the Nursery Manager must be informed as early as possible.
* If a member of staff has good reason to suspect that a parent/carer is under the influence of illegal drugs when they drop off or collect their child, they have a duty to inform both the Nursery Manager (Natalie Bliss) and the designated Safeguarding Officer, according to the provisions of the Safeguarding Policy.
* In such circumstances, the Nursery Manager will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.
* Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly under the influence of illegal drugs. Where an illegal act is suspected to have taken place, the police will be called.

**Alcohol**

Staff, students, volunteers or children who arrive at the nursery clearly under the influence of alcohol, will be asked to leave immediately and disciplinary procedures will follow. If a member of staff has good reason to suspect that a parent/carer is under the influence of alcohol when they drop off or collect their child, to the extent that the safety of the child is threatened, they have a duty to inform both the duty manager and designated Safeguarding Officer, according to the provisions of the Safeguarding policy.

The Duty Manager and the Safeguarding Officer will then be responsible for deciding upon the appropriate course of action, ensuring that the safety and protection of the child remains paramount at all times.

Staff will make all possible efforts to ensure that children are not allowed to travel in a vehicle driven by someone who is clearly over the legal alcohol limit. Where an illegal act is suspected to have taken place, the police will be called.

**Working in Partnership with Parents**

Nursery practitioners work in partnership with parents to ensure the nursery meets children’s individual needs and remains a safe environment where the main consideration is for the child’s welfare. This is achieved through the nursery’s procedures, consultation with parents, and where necessary, other professionals.   
The nursery consults with parents to ensure all foods and drinks are suitable and meet the needs of each child and copies of our policies and procedures are made available to parents/carers in the information file located in the nursery reception.

**Child Protection/Safeguarding**

All staff will comply with the Local Safeguarding Children’s Board (LSCB) and can seek further guidance and support from the Hampshire Safeguarding Children's Board website. The Manager will ensure that all staff are able to put the procedures into practice following the setting policy as well as the Safeguarding flow chart. Happy Mindz is determined to make sure that all necessary steps are taken to protect children and young people and vulnerable adults from harm both while in our care and those we have association with. We intend to create in our nursery, an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. We are committed to ensuring that every child and young person who participates in the organisation’s activities should be able to participate in an enjoyable and safe environment and be protected from harm. The Safeguarding Officer for our setting is Natalie Bliss (Nursery Manager) who will deal with any concerns that staff may have. It is Natalie’s role to be responsible for the safe recruitment of staff ensuring that every member of staff has the appropriate professional childcare qualification and an enhanced Disclosure and Barring Service (DBS) check before they are allowed to in an unsupervised capacity in the nursery setting with the children in our care. For more details please refer to our Safeguarding Policy, this is a working document that will be constantly evaluated and updated. The policy will cover issues such as how to recognise concerns, and how to monitor and make referrals. It is the nursery manager; Natalie Bliss’s job to ensure all staff and parents understand the procedures.

Information regarding relevant telephone numbers, making referrals, dispute resolution, training opportunities, early help assessment and the multi-agency descriptors can be found at wwww.rotherham.gov.uk/safeguarding. This website offers support and guidance to parents and children, as well as professionals.

**Illness Reporting**

Happy Mindz nursery promotes the good health of children and takes positive steps to prevent the spread of infection and appropriate measures when a child is suspected to be ill. The nursery adheres to all Children’s act regulations relating to this policy. OFSTED will be notified of any infectious disease that a qualified medical person considers notifiable within 14days along with the local child protection agency. (RIDDOR) (see Illness and Injuries Policy and Procedure).

**Manual Handling (See Manual Handling Policy)**

In order to ensure nursery practitioners are handling heavy loads correctly and safely practitioners follow manual handling guidance. Additionally when lifting children the nursery practitioner must make a judgement on how heavy a child is before they are able to lift as an individual. Therefore as with any manual handling task, the practitioner must perform a risk assessment before lifting the child, the practitioner must take into consideration:

* How much the child weighs
* What are their lifting capabilities as an individual
* The environment
* The task
* If the lifting is necessary

If a child is required to be lifted for nappy changing purposes and the above have been considered, it is advised that practitioners bring the changing mat down to the floor to prevent any injuries.

**Records**

In accordance with the National Standards for Day Care, we keep records of the adults who are authorised to collect children from our nursery setting. The names, addresses and telephone numbers of emergency contacts in case of children’s illness or accident are kept on file in a locked cupboard. Any allergies or dietary requirements of individual children are noted down as well as any underlying illness such as eczema and asthma. The times of the attendance of children, staff, volunteers and visitors are recorded. Accident and incident forms are completed and shared with parents and carers at the end of each session which must be signed by parents or carers to evidence they have been notified about any incidents or accidents.

***If an emergency health and safety situation occurs at any stage before the review date detailed, a full review of the policy will be actioned immediately.***

**Policy reviewed October 2016**

**To be reviewed October 2017**