

Welfare (H & S) Policy and procedure

This policy is an overview of many operating policies within our setting. Detailed practice is set out within individual policies.

This policy represents the agreed principle for Health, Safety and Welfare throughout the nursery. All staff, representing Monty's Daycare have agreed this policy.

Introduction

The health, safety and welfare of all the people who work or learn at Monty's Daycare are of fundamental importance. We aim to provide a safe secure and pleasant learning/working environment for everyone. The management take responsibility for protecting the health and safety of all children and members of staff.

Monty's Daycare will ensure that:

- All children are supervised by adults at all times and will always be in sight of an adult.
- A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency.
- Children will only leave the group with authorised adults.
- A correctly stocked and locked first aid box is available at all times.
- The outside space is securely fenced with a secure external pin code and a secure internal pin code.
- Risk assessments on premises both inside and outside are completed before the arrival of children inside the premises.
- Equipment is checked regularly and any dangerous items are repaired or discarded.
- Activities such as cooking, woodwork and energetic activities receive close and constant supervision.
- The layout and space ratios allow children and adults to move safely and freely between activities allowing constant supervision of the children.
- Equipment offered to children is developmentally appropriate; recognising that materials suitable for older children may pose a risk to younger children/ babies.
- Adults do not walk about with hot drinks in reach of children; staff are allowed to obtain their own flask but must be kept out of reach of children in the kitchen area.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials.
- On outings the adult/child ratio will be at least 1 adult: 2 children.
- All staff will follow and implement the recommendations of daily welfare at Monty's Daycare to ensure better practice and better outcomes for children.

Recommendations of Daily Welfare Procedures at Monty's Daycare

All staff working at Monty's Daycare are to ensure the better practice and better outcomes for children within their care by implementing the following procedures and documents in their daily practice.

Recommendation	Action	Review
<ul style="list-style-type: none"> All rooms must have a Deputy Room Leader who steps up when the room leader is not working. This must be an appointed member of staff, not someone assuming the role. 	Nursery- Kerrie Toddler- N/A Kindergarten- Jessica Preschool- Emily	
<ul style="list-style-type: none"> The Deputy or Manager must make regular daily checks on routines, key worker assignments and that registers are taken throughout the day, particularly when the room leader is away. 	The Manager/ Deputy will make spot checks throughout each day to ensure rooms are meeting routines, targets and the children's well being.	
<ul style="list-style-type: none"> Room Leaders/ Deputy Room Leaders are to delegate tasks to their team before the children arrive. Staff are to be informed what activity they are supervising, where are they are supervising, their allocated lunch break and paperwork time if required. 	Room leaders/ Deputy room leaders to delegate task to their staff team before the children arrive in the morning. Staff are to follow tasks and delegation set by the room leader	
<ul style="list-style-type: none"> In the morning the Manager/ Deputy make a round of the rooms and talk through with the staff what arrangements have been made for the children to reinforce the staff to think about what tasks needs to be done. 	The Manager/ Deputy will liaise with room leaders their proposed actions for the day and room delegation; before 8.00am.	
<ul style="list-style-type: none"> All staff should be given different responsibilities on a regular basis but this must be actioned properly. The room leader must not pass on responsibility completely and must check the job has been carried out. 	Each staff member is given a particular job for the day, they must be appointed by the room leader and it must be noted on a morning document. This way all staff learn different responsibilities and their importance but we will know who is responsible on a particular day and that they are being supported by the Room Leader.	

<ul style="list-style-type: none"> • Train staff to check each other with duties such as registers and procedures. Encourage them to work as a team, supporting each other, reminding each other of tasks 	<p>Staff to communicate with each other to ensure the smooth daily running of the room and well being of children in their care.</p>	
<ul style="list-style-type: none"> • Train staff to not make assumptions but to question 	<p>Staff to confirm information with the rest of the team.</p>	
<ul style="list-style-type: none"> • Registers must be taken using children's names, at specified registration times. Encourage staff to think of who is attending not how many. 	<p>All staff to follow this procedure. This will maintain consistency throughout the setting when staff cover in other rooms, as well as bank staff, visitors and student to be made aware of this procedure.</p>	
<ul style="list-style-type: none"> • Staff are expected to continuously headcount the children in their care throughout the session to ensure they have the correct amount of children in relation to the children signed in on the register for the sessions. 	<p>All staff to follow this procedure. Staff are reminded to be aware of all children in their care and not only their key children. All staff must show regard of supervision of all children and work together as a team to support the children.</p>	
<ul style="list-style-type: none"> • Children settling in from other rooms must have a place on the register with a time they came in and went out so they are not counted as part of the room for the whole day. 	<p>If this information is not already printed on the rooms signing in sheets, Room Leaders/ Acting room leader to hand write the child's name and organised hours of attendance in the room.</p>	
<ul style="list-style-type: none"> • Room leaders or "acting" room leader nominates staff to take particular registers which should be named on the morning sheet. 	<p>Staff must initial the signing in sheets when they register the children at transitional points of the day e.g. Manic Monsters or garden time</p>	
<ul style="list-style-type: none"> • Staff nominated as key worker for the day must have to sign themselves against the child's name on the register so they can take responsibility for their key children. 	<p>The room leader must countersign at the bottom of the register to show they have checked all staff have been allocated to children</p>	
<ul style="list-style-type: none"> • The above changes will now be featured within a new Daily Welfare (H&S) policy and procedure. Including routines, what tasks needs doing and who is responsible for what. 	<p>All staff to read the new policy and procedure, sign to say they have read and understood its contents.</p>	

Personal, Social and Emotional Development and the Curriculum

- We teach the children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live positive successful healthy lives. Staff take every opportunity to educate children in this regard as part of the Statutory Framework for Early Years Foundation Stage (EYFS) and across the 7 areas of the Development Matters framework
- We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in circle times, and we reinforce these points where children learn about healthy eating and hygiene. We also show them how to move and play safely through Physical Development.
- Within the nursery we try to promote everyone's safety, so we teach children to spot hazards in both the indoor and outdoor environment, and inform a member of staff.
- Health and safety issues also arise when we teach care for the environment and to be aware of dangers.
- We encourage the children to discuss problems or issues of concerns with their practitioners. Practitioners use circle time to help children discuss and overcome any fears and worries they may have. Practitioners handle these concerns with sensitivity.

Nursery Meals

- Monty's Daycare provides the opportunity for children to have breakfast, lunch and tea. We do all we can to ensure that the meals provided have a suitable nutritional value and promotes a healthy lifestyle; reinforced through our menus in line with the framework act.
- Children have the opportunity during both morning and afternoon sessions to visit the snack bar where fruit, vegetables and other nutritional snacks, milk and fresh water are available. Water is available throughout the day for children to self serve when required. Children are encouraged to have water after Manic Monsters play and garden play.
- Our nursery encourages the weekly cooking activities, promoting life skills whilst at Monty's and learning opportunities in a holistic approach.
- We will notify Ofsted of any food poisoning affecting any child from food provided by Monty's Daycare.

Nursery Clothing

- We ask parents to equip their children with the appropriate attire, so they are able to participate fully in nursery activities. If a child repeatedly attends nursery without the correct attire, we will inform parents and request that spare clothing is provided. We inform parents/carers in newsletters and posters. We provide spare attires for all weathers to be used if necessary.

Child Protection

- The named persons with responsibility for child protection in the nursery are Kerry Allen, Naomi Washer and Rachel Whitley. We will follow the procedures for child protection (see Child Protection Policy & Procedure).
- If any member of staff suspects that a child in their care may be the victim of abuse, they should immediately inform the person responsible in the nursery for child protection about their concerns (see Child Protection Policy & Procedure)
- The named Child Protection Officer may work closely with our Local Authority Designated Officer (LADO) and/or social services when investigating such incidents.
- We require all adults employed in the nursery to have an up to date Enhanced DBS (Disclosure Barring Service) Record, in order to check that there is no evidence of offences involving children or abuse.
- All the adults in our setting share responsibility for keeping our children safe.

Nursery Security

- Whilst it is difficult to make the nursery site totally secure, we will do all we can to ensure that the nursery is a safe environment for the children to play and learn in and staff to work in. We review security measures regularly, and carry out daily Risk Assessments.
- We require all adult visitors who arrive in normal nursery hours to sign the visitors book in the Monty's office, and to wear an identification badge at all times whilst on the nursery premises.
- Staff will not allow any adult to enter the premises if the visitor is not known to them.
- Registered providers will inform Ofsted of any significant changes or events relating to the premises on which child care is provided.

Stranger Awareness

- Staff are constantly alert to any strangers on the premises. We will not open the gate/door to anyone who is unknown to us and will NEVER release a child to anybody other than the parent/guardian unless a permission form is signed, or it is authorised by the parent/guardian.
- Children's names and identities are protected at all times and staff will not disclose information about any child attending the Nursery to any person other than those immediately responsible for the child. If the child was the subject of a child protection issue, information would only be shared with Social Services or other agencies involved in a strictly confidential manner.
- Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. Staff will ask the parent if the additional collector is stated on the child's registration form, if the collector is not, the staff will ask the parent to complete an additional collector's form, and only then will the child be released from our care. If we are unsure at any time, parents will be contacted to confirm the identity of any person. We will always obtain clarification from the parent of the child's collector, even if the collector is known to the setting.

Safety of Children

- It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children's safety, they should bring them to the attention of the management before that particular activity takes place.
- We do not take children off the nursery site without the prior permission of the parent.
- If an accident does happen, and it results in an injury to the child, the staff will do all they can to aid the child concerned. We keep a first aid box in each room. Most staff are First Aid trained and certificates are kept on the premises.
- Should any incident involving injury to a child take place, treatment will be given. If necessary emergency assistance will be called for
- We record any accidents in the accident file involving injury, and in all cases we inform the parents and they sign an accident form to confirm they have been informed. Should a child be seriously hurt, we contact the parents through the emergency telephone number kept on file. We update these numbers annually, but it is essential that parents inform us when contact details change. If we cannot reach the parents/guardian or emergency contact we will refer to the child's additional/emergency contact stated on the child's registration form. If no one can be contacted the management will take the appropriate action e.g. take the child to hospital.

Non Collection of Children

- All adults are aware of the system in operation for children's arrivals and departures.
- Staff are to register the child on arrival and departure.
- Staff are expected to handover from the parents/carers at the beginning of their session and handover to the parents at the end of the child's sessions. This allows an exchange of information regarding the child's welfare. Parents are to inform staff who will be collecting the child at the end of the session.

Fire and Other Emergencies Procedure

- Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held regularly for different sessions and this is recorded in our Fire Drill book
- The alarm will sound and children are helped to stop activities and walk towards the door and then out and towards the evacuation point.
 - Fire doors are never obstructed
 - Details are recorded in the Fire Drill book
- The fire procedure is displayed by the entrance of each room and all staff are familiar with the procedure
- Staff check all areas, pick up the register, and walk out with the children to the evacuation point where children, staff and visitors are counted. If necessary the Fire brigade will be called. *Senior staff are last to leave their rooms where they make a final check that the area is clear.

- Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.
- Monty's Daycare does not permit smoking on its premises.
- All staff are aware of the Lock Down procedure. Lock Down's are held regularly for different sessions.

Medicines

- Medication may be required from time to time. If the child is well enough to attend nursery and the medicine aids the child's welfare, parents must complete a medicine form giving details of the child's condition, medicine and time to be administered.
- All medicine must be clearly labelled with the child's details and will be kept in a sealed container out of reach of the children.
- Records will be kept of all medication received and administered on the premises.
- Staff may be required to receive training to administer medications.

(Please see Administering Medicines and Calpol/Nurofen policy & procedures)

Internet Safety

We regularly use the internet in the over two's rooms, because it has many educational benefits.

In order to reduce the risk of children coming across unsuitable material, staffs provide constant supervision, and as a setting we use only a filtered service, selected links and child-friendly search engines.

We also seek parental permission before using photographs of children on the nursery website, nursery displays and other publications.

The Health and Welfare of Staff

- The Nursery takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, (Staff training and development policy & procedure).
- We hold supervision meetings with all staff every 6-8 weeks, and an annual appraisal for management.
- Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children (see staff medication policy and procedure).

Monitoring and Review

- The setting liaises with the LA and other external agencies, to ensure that the settings procedures are in line with those of the LA.
- We carry out regular risk assessments to ensure that the Nursery is a safe environment and makes recommendations for inclusion in our setting development plan where appropriate.
- All staff implements the Welfare (H&S) policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy and applies to them.

This policy was revised at a meeting between Kerry Allen (Nursery Manager) & Naomi Washer (Deputy Manager) during the month of January 2019 . The policy will be revised during the month of January 2020, Spring term.