

Health and Safety Policy

Equalities Statement:

The ethos of the Centre supports the development of self-respect and self esteem in all children, staff and the community it serves. We place a high value on diversity and treat every member of the Centre as an individual. In this respect, we aim to meet the needs of all, taking account of age, disability, gender, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief and sexual orientation. In addition to this we also aim to take into account social circumstances.

Aims and Principles:

Our policy is to maintain safe and healthy working conditions, equipment, systems and working environments for all of our employees and to provide such training and supervision as they need for this purpose. We also accept responsibility for the health and safety of the children in our care and of others who may be affected by our activities.

Protocol:

The Governing Body, all Service Level Agreement users and all Partners who use the Centre have responsibility for ensuring that this Health and Safety Policy is implemented by:

- Ensuring that all employees are trained and capable of performing their duties without risk to the children, themselves or other adults.
- Providing conditions in the work place that comply with statutory requirements.
- Informing all employees of their legal obligations in connection with health and Safety and encouraging them to adopt safe working methods.
- Providing all employees with access to this Policy which is reviewed on a regular basis.
- Establishing, practising and maintaining emergency evacuation procedures.
- Operating and enforcing the maintenance of fire and safety equipment.
- Keeping details of accidents, investigating their cause and taking remedial action.
- Keeping records of medication administered.
- Keeping information on all substances on the premises which are classed as hazardous.
- Co-operating with the Health and Safety Executive to ensure regulations are met.
- Regularly checking that Health and Safety Regulations are complied with and adequate provision is made to facilitate this.
- Carrying out risk assessments.

REMEMBER THAT ALL EMPLOYEES HAVE RESPONSIBILITY FOR HEALTH AND SAFETY

The Health and Safety Regulations 1989 (Information for Employees)

Under the above regulation all employers are required to provide basic information on Health & Safety Law. The following information forms part of the Centre's commitment to this. An official poster detailing the basic information is displayed in the Centre.

Accidents: The names of qualified first aiders in the workplace at the Centre are:

Ellen Joslin for Willow
Ruth Holman for the Whole Centre
Rebecca Mack for whole Centre
Catherine Edwards for Willow
Rebecca Eves for Cherry

Staff are trained in level 3 paediatric first aid.

First Aid Boxes: First aid boxes are located in cupboards which are marked appropriately:

Willow- In each room
Cherry- In each room
Willow Staff Room- Cupboard
Toddler Room- Cupboard
Green Room- Cupboard
Admin office- Top of Cupboard (for the use of admin staff and the Community)
Kitchen- Cupboard

In addition, there are two first aid kits specifically for outings.

All first aid kits are checked regularly (e.g. half termly) by designated first aiders to ensure their contents are correct.

Emergency Services

Ambulance, Fire, Police: Dial 999

General Fire Safety

Fire Precautions Regulations and Procedures:

1. All staff and non-casual visitors must familiarise themselves with fire emergency and evacuation procedures, including the position of fire exits and the fire fighting equipment. There are four initial assembly points from which wardens should ensure that evacuees can proceed to the central point (The Galfrid Hall/ Playground).
2. The four initial assembly points are stated in appendix III (Fire Drill Procedure).
3. All fire fighting equipment, alarms, detectors and signs are checked annually to correct operation positioning and accessibility.
4. Fire drills must be carried out at least once per term and records kept of the date.
5. Fire exits must be checked regularly and be accessible at all times.

The Business Manager is responsible for checking fire alarms, escape routes and emergency lighting systems.

Fire Extinguishers

A annual check is carried out by Chubb Fire Limited.

Security

The building is fitted with a secure entry system for the protection of children and staff and must be used at all times. Key Fobs must not be given to anyone who is neither a parent, nor a member of staff.

In the event of loss of entry fob, it must be reported immediately to the office where it will be deleted from the system. If anyone considers a security code has been compromised, senior management must be notified and entrance codes changed. Management reserve the right to periodically disable key fobs in order to maintain a secure environment.

If there is any doubt about a caller, they should not be admitted past the reception area until the nature of their visit and their identity can be confirmed. If there is any cause for concern, the police should be informed immediately by telephone.

Visitors to the Centre will be issued with a visitor's sticker and must sign the visitor's book.

Collection of Children

A child must never be allowed to be collected by anyone unknown to members of staff, or unknown to the child. A Password system is in place. No one under the age of 16 can collect a child.

Vehicles

People who park on site should adhere to the speed limit and use the appropriate parking spaces.

Hazards

The Deputy Head of Centre, in conjunction with the Business Manager, will carry out regular risk assessments. However, it is the duty of staff to report, and the management team to act, on any hazard affecting children or staff as soon as they become aware of it.

Our primary activity is the care of very young children who have little or no appreciation of hazards or danger. It is the responsibility of all members of staff to ensure the safety and well-being of the children in their care. While every precaution is taken to protect the children from all hazards likely to cause injury, it remains the responsibility of all staff to be ever vigilant to any actual or potential hazard that may endanger a child. Any member of staff or carer noticing anything whatsoever in connection with equipment, the premises, another child or member of staff which is likely to cause a hazard to children in their care must immediately notify a senior member of the supervisory staff or the Governors.

These include the following (which is not an exhaustive list):

Electrical:

1. The Electricity at Work Regulations 1989 requires employers to ensure that all electrical equipment and systems are safe to use, properly installed and maintained, and worked on by competent persons.
2. Sockets must be protected by covers in Cherry and in community areas.
3. Electrical cables and appliances should be in good condition, without serious wear or damage. Leads must be kept tidy and not exposed, particularly if an appliance is positioned where a child could dislodge it by pulling on the lead. An appliance must never be used if there is any doubt whatsoever as to its electrical safety.
4. Staff must be particularly alert to damaged cables or electrical sockets at floor level, within reach of children. Repairs are not to be undertaken by members of staff. Staff should notify the office of any urgent repairs and non urgent repairs should be recorded in the communication book in Reception.
5. No electrical appliance is to be brought into the Centre by any member of staff, without prior approval of the Head of Centre or Senior Management Team and without inspection by the Health & Safety Officer.
6. All appliances that are use with the children are to have a yearly PAT testing all other Equipment will be tested every Three years.

Use of Visual Display Units (VDUs): Members of staff using VDUs should be aware that current research indicates no significant health risk from radiation either to them or, if pregnant, an unborn child providing the equipment is well maintained. There is a small risk of skin, eye and possibly respiratory irritation from dust particles drawn towards the screen and for this reason it is good practice to keep VDU screens free of dust. Correct body posture is important when using a VDU and appears to be a greater health risk than the potential hazard posed by radiation.

Heaters: The surface temperature of heating appliances must not be sufficient to cause injury to a child. If this is a possibility, the heater or radiator must be protected by an adequate guard (surface temperatures exceeding 43°C cause burns).

Stairs: Unless competent to do so, children must **not** be allowed to negotiate stairs without individual supervision.

High Surfaces, holding and carrying – Under 3s: Children must never be allowed to climb onto any surface or be held or carried in a manner at a height sufficient to cause injury should they fall.

Lifting: Members of staff must not attempt to lift any weight unless they are confident they are physically able to without injuring themselves. Before lifting, they must also satisfy themselves the surface they are standing on is secure. When lifting either children or objects, they must be aware of safe lifting techniques and do so in a manner that will neither cause injury to themselves nor to anyone else, particularly a child. Staff will be advised of safe manual handling procedures as part of their induction process.

Play – Lifting and Swinging: Lifting children above head height, swinging by arms or legs and all other forms of 'rough play' **are strictly forbidden**.

Play Equipment: All play equipment used by children must be safe and free from any damage that may cause injury. If a piece of equipment has not been used for some time, such as garden swings etc, it must be thoroughly inspected and tested by a member of the supervisory staff before use. If there is any doubt as to the suitability or safety of any play equipment, the item should not be used. If the equipment is beyond repair, it should be disposed of. If repairable it should be labelled '**Unsafe – Do not use**' and placed where it cannot be used until repaired.

For all children, a risk assessment is carried out for use of equipment for climbing in order to ensure suitable challenge.

Outdoors: A check will be carried out on the outdoor environment to ensure all is safe and there are no hazards. Any hazard must be reported to the Business Manager or the Head of Centre. All plants are safe as per list of poisonous plants. This list is held in the office and is available for reference should the need arise. The Grounds person regularly maintains the outdoor area.

Substances and Dangerous Substances: Hazardous substances or hot liquids must always be placed in a secure location or beyond the reach of children.

A number of substances used in the Centre for cleaning, sterilisation and washing are dangerous if they are either taken by the mouth, or if they come into contact with the skin. These include, but may not be confined to, disinfectant, sterilising fluid and dishwashing powder. All of these products are properly marked and members of staff should familiarise themselves with the particular hazard involving each product and the treatment from accidental skin contact, etc. All hazardous substances must be stored out of reach of children, in locked cupboards or on a high shelf. COSHH records will be kept and updated.

Members of Staff: The actions of adult members of staff, through inexperience, ignorance, bad practice or otherwise, can also present a hazard to young children. It is the duty of every member of staff to report any action that they consider may jeopardise or prejudice the safety of a child to supervisory staff or to the Head of Centre.

Safe Stacking and Storage: Materials or individual items must be stacked or stored in the Centre safely. These include heavy items placed on any surface that a child may be able to reach. Staff must ensure there is no danger of injury to any other person, particularly a child, from either falling or spillage if containing liquid.

Gangway and Exits: Gangways and exits must be kept clear at all times. All notices must be current and fully legible and not obscured by any other material.

Ladder Safety: Ladders must not be used or stored within the vicinity of any child. Staff must not climb a ladder unless they are confident the ladder is safe and positioned securely and another member of staff is present to steady it.

Food and Drink

Food and Safety in Preparation Areas:

To conform to Environmental Health Standards, daily records will be kept in the 'Safer Food – Better Business' working document. When handling food, staff members should be aware of the requirements of The Health and Hygiene Act 1999.

1. Food is to be prepared and stored according to the regulations.
2. All kitchens are to be kept tidy and all work surfaces and floors to be cleaned and sanitised after each food preparation.
3. All equipment must be used in accordance with manufacturer's instructions and any faults reported immediately.
4. Protective clothing must be worn at all times by food handlers.
5. Food handlers must adopt the highest standards of personal hygiene.
6. All equipment must be stored safely so as not to cause risk to others.
7. All foods must be used within the stated 'Use by Date', otherwise it must be discarded.

Food and Drink Service: All food and drink must be fit for consumption and served at the correct temperature conforming to recommended temperature guidelines. It should not be given to children without first being tested by an adult, particularly for correct temperature. Particular care should be taken with food which has been in the microwave, as it can have deceptively high internal temperatures.

Food being transferred to partnership Nurseries will follow a set protocol recording temperatures of food when leaving and entering in the premises where food is to be served (safer food guidelines to be followed)

Cleanliness: While general daily cleaning is undertaken by a cleaner, it remains the individual responsibility of all members of staff to ensure a high standard of cleanliness of the premises (particularly toilets and areas where food is prepared or eaten). If for any reason areas cannot be cleaned satisfactorily using normal cleaning materials, the supervisory staff must be notified immediately.

Waste Handling and Disposal: Safe handling and disposal of waste is very important in a nursery. Members of staff must ensure they use protective gloves when handling waste materials, particularly clinical waste including soiled nappies and blood. Should skin contact take place, the affected area must be thoroughly sterilised immediately. Should any areas or surfaces come into contact with clinical waste, they must also immediately be cleaned and sterilised with disinfectant. It is equally important to dispose of all waste products safely using sealed plastic bags, which should be double sealed in the case of clinical waste.

Any member of staff discovering insufficient facilities to ensure safe handling or disposal of nursery waste must immediately inform a member of the supervisory staff, who must take the necessary action to correct the situation.

All members of staff are responsible for personal hygiene and safety:

1. Hands must be washed:
 - After visiting the toilet personally or with children.
 - Before handling food and eating.
 - After blowing own nose or wiping that of a child.
 - After changing a nappy.
2. Nursery protective clothing must be worn and washed regularly.
3. Hair to be tied back and jewellery etc. kept to a minimum.
4. All illnesses to be reported to the management and, if serious, referred to a GP.
5. Facilities in staff rooms and toilets to be kept clean and tidy.
6. All skin abrasions to be covered.
7. Hand gel is available in each area for adult use.
8. Food Hygiene and First Aid are essential training and will be ongoing throughout the year.

Smoke Free Environment

Please refer to Appendix IV.

Accidents and First Aid

1. All accidents must be reported to the Senior Management Team immediately. Details must be recorded in the accident book and either signed by the member of staff or, if relating to a child, it must be signed by their parent or guardian on collection.
2. First aid must only be administered by qualified first aiders.

Reporting Injuries, Diseases and Dangerous Occurrence Regulations 1999: All fatal and major injuries that occur to any staff as a result of work activity must be reported to the enforcing authority (either Health and Safety Executive or Local Authority). All injuries to employees which result in them being off work for more than three days must be reported as above. Certain diseases and dangerous occurrences must also be reported. If a member of staff is injured whilst at work it is their responsibility to ensure they have completed the IRF form (with a member of the SLT) on the same day as the injury.

Accident/ Incident Records: Accident and incident records are kept in the office for both staff and children. Each form is recorded and then placed in the child's/adults personal file. Community accident forms are kept separately in a file (stored in the main office).

Ofsted are to be informed of any accidents which result in children needing to be taken off site e.g. to hospital.

Sickness

The health and well being of children at the Centre is very important to us. To minimise the spread of infection we follow the guidance from the Health Protection Agency. Please refer to Appendix I.

Medicines

Medicines must be clearly labelled and stored out of reach of the children either in a refrigerator located appropriately or in a first aid cupboard which has been marked for this use.

Medicines for long-term/chronic illness, asthma inhalers and epipens will be administered by staff who have received appropriate training.

The senior person on duty must be informed of any child receiving medication, details of the ailment, the prescribed treatment, drugs and dosage. Particular care should be taken if a child is known to suffer breathing difficulties such as asthma. Medicine must only be dispensed to children with the permission of parents or, in an emergency. Children may not be admitted into nursery for the first 24 hours after being prescribed medication. If a parent asks for medicine to be given to their child they must make such requests to the senior person in charge, who must ensure that the dosage and frequency is fully understood.

A daily register must be kept for administering all medication. This must record the child's name, medicine, dosage and frequency and must be signed by the member of staff administering it and a witness. When children are known to be receiving medication, the register must be checked at regular intervals during the day. All medicine must be clearly marked with name and manufacturers label and stored in the fridge.

Children with a medical condition/allergy have an 'Education Healthcare Plan' which describes the child's condition, needs, symptoms and all contact details for parents and other medical professionals involved (if applicable). It also describes what to do in the event of the medical condition/allergy occurring. All the child's details will be on this plan including full name, date of birth and address.

If the Centre requires additional advice from any other professionals involved, permission will be sought.

Please refer to Appendix II.

Last reviewed: 07.02.18
Ratified by the Governing Body:
Next review: 08.07.20



Allergies

A list of children with Children with allergies and dietary needs are kept in each room. These are reviewed and updated regularly.

Links to other Policies:

The Health and Safety Policy links with the majority of the Centre's other Policies.

All appendices to this Policy have been amalgamated to form the overall Health and Safety Policy.

Appendix I- Health and Safety Policy

Sickness- Information for Parents

The health and well being of the children in the Centre is very important to us. To minimise the spread of infection we follow guidance from the Health Protection Agency.
Parents are asked to inform us if their child is ill, as some illnesses can be particularly hazardous to pregnant women and other users of the Centre.

Parents are asked to respect the following:

Diarrhoea and/or Vomiting:

Children must be kept away from the Centre for 48 hours after the last occurrence.

Conjunctivitis:

Children may return to the Centre after medication has been administered, except when there is an outbreak of infections, when 24 hours exclusion will be required.

Raised Temperature:

Children should not return to the Centre until their temperature has returned to normal (generally 37.5 degrees) for 24 hours.

Chicken Pox:

Children may return to the Centre 5 days after onset or when the last spot has formed a scab.

Other Infectious Diseases:

If an outbreak of other infectious diseases occurs, the Centre will follow the current exclusion recommendations of the Health Protection Agency.

In the event of illness the following procedure will be followed:

- The Child's Key Person will call the parent/ carer to inform them of their child's illness. If staff are unable to leave the room due to ratios, a member of the admin team will cover them to make the phone call.
- If the child shows no improvement within 1 hour, the parent/main carer will be asked to collect the child. Calpol may be given (following the set procedures in the Medicines Policy) at the parent's request.

Appendix II Health and Safety Policy

Medicines- Information for Parents

The Parent/carer must inform the senior person on duty of any prescribed medication required and complete a medicine request form for their child, detailing the name of the medication, dosage to be given and frequency. They must date the form and sign to give permission.

In the event of a sudden rise in temperature (e.g. above 38 degrees)

Non-prescription medicine may be administered to support pain and fever relief e.g. if a child temperature goes above 37.5, consent must be given via telephone from a parent, the parent will be asked to come and collect. If a parent is uncontactable a senior member of the leadership team must be consulted.

Children should not attend the Centre for 24 hours following the first dose of any new prescribed medicine being given.

This is to ensure that the child does not experience an allergic reaction to the medication. Children should not return to the Centre until they are well enough to do so.

Previously prescribed medicines: Once a child has had at least two doses of a prescribed medicine which they have had in the Centre before, they are allowed to return if they are well enough. Staff will keep a record of medicines that have been prescribed on the child's file. This will be noted on the child's information form at the front of file.

An ongoing medicine form will be filled out if a child requires daily medication e.g. for treatment of asthma. Longer term medication will need an 'Education Healthcare Plan' to state needs etc.

Children under 16 years old should never be given medicines containing aspirin unless a doctor has prescribed the medicine specifically for that child.

**Appendix III
 Health and Safety Policy**

Fire Drill Procedure

- On hearing the fire alarm, staff must escort the children/families calmly and safely to the fire assembly point (see chart below).
- The Head of Centre/designated person will call 999.
- The Fire warden will ensure all people are present.
- The fire warden will check the area and ensure persons have been evacuated and fire doors have been closed.
- When the children/families are assembled the staff member will take the register. *(This area is far enough away from the building and deemed safe by the fire department)*
- The fire warden will report to the Head of Centre/ designated person that all children/families are present.
- If it is necessary for the children/families to be evacuated further away from the building the fire department officer will take over from the fire warden and redirect to a safer distance.
- Children must be kept occupied i.e. singing songs.
- You will not return to the building until the all clear has been given by the Head of Centre/ designated person.
- In the event of not being able to return to the building, the children will be taken to a secure area. The fire warden will unlock areas to enable a safe exit, inform the parents and arrange the collection of the children. Parents who are with their children will be able to be signed off and leave the area.

Assembly Points	
Cafe Area	Bike shed at the front of the building.
Cherry	Garden shed (this is signposted).
Community Rooms	Bike shed at the front of the building.
Kitchen Area	Cherry area. Staff to check laundry room on exiting the building and assist with care of the children in Cherry.
Office Area	Staff are to go out of the side door into the Galfrid school grounds and walk round to the Cherry Gate area. Staff to assist with care of the children in an emergency.
Willow	Climbing frame in main playground.

Signed:
 Rikke Waldau- Head of Centre

Date:

Appendix IV Health and Safety Policy

Smoking

Introduction

Smoking is not permitted on any part of the premises or grounds (including entrances/exits/car parks), at any time, by any person, regardless of their status or business with the Centre (this includes E cigarettes). Because of our commitment to the well-being of children and the wider health of the community, this smoke free policy extends to the use of our building outside Centre opening hours.

This policy seeks to:

- Comply with the Health & Safety Work Act 1974.
- Protect the children, staff and members of the community from exposure to second hand smoke.
- Raise awareness of the dangers associated with exposure to tobacco and smoke and promote the benefit of a smoke free lifestyle to our children.
- Take account of the needs of those who smoke and to support those who wish to stop.

Visitors

All visitors, contractors and deliverers are required to abide by the smoke free policy. Staff members are expected to remind parents and visitors of the no smoking policy- however they are not expected to enter into any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted in vehicles being used on Centre business, including taxis.

Support for Smokers

We will supply information and contact details of local NHS Stop Smoking Services for our local area or the 'Smokefree' free phone helpline 0800 022 4 332.

Disciplinary Action

Staff who disregard this policy will be disciplined according to usual disciplinary procedures.

Monitoring and Reviewing

This policy will be monitored annually and reviewed every year to ensure it continues to meet the aims described above.

Appendix V Health and Safety Policy

Sleep

The Key Person will be made aware during the child's induction for signs of tiredness and will put the child down if they show these signs, or will put them down if they are due to sleep according to their routine. Children's home routines are reflected in nursery to help settle them in, Staff will endeavour to keep the routine as home.

Children have the opportunity to sleep on beds according to their age. All beds are safety approved. A record is made of when the child falls asleep and when they wake up. Children are visually monitored whilst asleep in the room.

Once the child is asleep they will be allowed to sleep in the position they have adopted (if they are at the age where they can easily roll onto their side or tummy). When children are laid in their beds any toys are removed, although we do allow dummies or comforter.

When the staff check the children they will check their skin tone rise and fall of the chest to observe breathing and look for signs of overheating. E.G A flush looking child.

The sleep room has a temperature record sheet where the room temperature is recorded, this is to ensure the room does not become too warm. The ideal temperature for a child to sleep in is 18 Degrees.

Please note we do not force children to sleep however if we feel they are showing signs of tiredness we do encourage them to rest for a bit.

Appendix VI Health and Safety Policy

CCTV

The Centre's static CCTV System is used for the purpose of monitoring who enters the building to ensure the safety of children and staff at the Centre. It is also used for the prevention, detection and investigation of criminal activity. Rebecca Mack, Business Manager, has been appointed to oversee the system and procedures.

Visitors to the site are notified of the use of CCTV by signs in and around the building which detail a contact name and number for any enquiries in relation to the use of CCTV. The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so. A regular maintenance programme is in place to ensure quality of images and to check whether the date and time are accurate.

Unless required for evidence, the retention period of any images recorded by our CCTV footage is 30 days- at which time digital images will be deleted and overwritten. The location that will be used for viewing of images will be the Admin Offices. The Head of Centre, Deputy Head and Business Manager are authorised to access the images collected. Images will only be released to third parties if authorised by the Head of Centre.

Should any images be required by the Police, the following protocol will be followed:

1. The requesting officer must have a rank of PC or higher.
2. The Centre must provide a response to a request within five days.
3. If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

During times of Centre closure, the CCTV system will continue to operate as normal. There is no guarantee that the CCTV will be operating continuously.

This policy is published under the Freedom of Information Act.

Appendix VII

Lone Working Procedure

This procedure is for all staff that attend a visit, or meet with a family outside of the Centre.

1. The staff member will fill out the visit log that is kept in reception, ensuring that they inform a member of the Admin Team of their departure time and when they expect to return, or finish the visit.
2. Once the staff member has completed the visit, they will contact the office to let them know that they are on their way back, or that they are continuing onto another appointment.
3. If after 15 minutes of the expected return time, the Admin Team have not heard from the staff member, they will call them to find out their whereabouts.
4. If there is no answer to the phone call, a text message may be sent and the Admin Team will liaise with others in the staff member's team to see if they have heard from them.
5. If contact can still not be made, every effort will be made to call the person whom the staff member was visiting, to see if they are still present. The response will then be shared with a member of the Senior Leadership Team, who will assess the situation at this point. If the staff member was due to go on to another visit, the Admin Team or Senior Leadership Team member will also try contacting this person.
6. If there is no response from the person whom the staff member was visiting and/or contact can still not be made with the staff member, an accompanied member of the Senior Leadership Team will go to the location of the visit.
7. At this point, failing contact with the staff member, the police will be contacted on 01223 358966 or 101. The staff member's next of kin will also be called.

Lone working on site

1. Any staff member that is working alone on site, will use the 'Buddy system'. The 'Buddy' is the person they will inform that they are on their own in the Centre and will be the person they call when they leave the Centre. The 'Buddy' will be either a personal contact, or a member of the Senior Leadership Team.
2. On any given day, the member of the Senior Leadership Team who is working the late shift until close, will ensure that all staff have left the building before they leave.
3. If locking the premises, the person responsible will check the building over once all staff and families have left. An allocated time has been allowed for this process and the 'Buddy system' will apply once again.

Appendix VIII Health and Safety Policy

Sun Protection

The Fields Children's Centre respects that children need to play outdoors in the warm weather. To make this a safe time, we will follow and adhere to the guidance set out by the Health Authority. This is as follows:

- Keep children in shady areas of the garden between 11:00 am and 3:00pm- this is when the sun is at its strongest.
- Be aware of allergies.
- Children must wear a sun hat outside at all times.
- Freely accessible drinking water **must** be available **at all times**.
- Children should wear loose clothing and have shoulders covered e.g. no strappy tops.
- Babies 6 months and under should not go in the sun at all because their skin will burn quickly, shaded areas are fine.
- Children should not wear sunglasses unless specifically prescribed by a doctor or optometrist as they pose a health and safety risk.

Staff's role in supporting the guidance:

- Check with parents that sun cream has been applied before child has entered the Nursery re apply sun cream in the morning and afternoon as necessary before going outside.
- Ensure that all parts of body that are exposed are covered in sun cream e.g. feet, backs of necks, face, ears and backs of hands. If a child is allergic to sun cream, ensure that their parents/carers bring in a bottle of sun cream clearly labelled with the child's name on it.
- Encourage children to play in the shade between 11:00am and 3:00pm and time limit if necessary.
- Ensure that children are wearing appropriate clothing e.g. a T – Shirt, not a strappy top
- Make drinking water freely accessible and regularly encourage children to have a drink.
- Provide activities that do not involve too much physical energy in the heat of the day.
- Ensure children are wearing their sun hats in the garden and positively encourage this e.g. staff may wear their own hat as a role model to the children.

Appendix IX Health and Safety Policy

Outings and Walks

The Fields Children's Centre aims to give children a wide range of experiences both within the Centre and outside as part of the Early Years Foundation Stage Curriculum. We may sometimes go on visits or on walks around the local area to offer new experiences.

The following procedure will be followed before children are taken out of the Centre for walks or outings.

- Parental permission must be given before a child can be taken off the premises for a walk or outing.
- The parent/carer must be informed if the child is going out on a day trip and transport is being used.
- The ratio for taking children out of the premises on walks or outings is 1 adult to 2 children. In Daycare, staff will accompany the babies/children and in Education staff and parents are required to accompany the children.
- A full risk assessment must be carried out for the walk or outing. The assessment must take into account the nature of the walk or outing and whether it is necessary to exceed the ratio.
- A qualified member of staff must attend the walk or outing. At least one person must hold a paediatric first aid qualification. Staff must ensure they take a first aid kit with them.
- Staff must inform a member of the Senior Leadership Team that they are leaving the premises, with a list of children and staff who are going as well as details of where they are going (including a map if possible), time of departure and time due back.
- A mobile phone must be taken- staff must ensure that the mobile phone has a fully charged battery.
- Children must be kept safe on the outing either by holding hands with an adult, in a pushchair, or on reins.
- If transport is required, records must be kept about vehicles in which children are transported, including insurance details and a list of named drivers.
- Students will not be included in ratios on walks or outings.

Appendix X

Lock down Procedure

Responsibilities

The Field's Children's Centre lock-down procedure aims to ensure that all children, staff and Centre users remain in a safe and secure location in the event of a possible personal/Centre threat and that the exposure to danger and possible risk of harm are minimised.

1. Initial Notification

- 1.1.** In the event of a critical incident requiring 'Lock Down', the person witnessing the incident must try to notify the Main Office to raise the alarm. The Main Office staff member will notify the Head of Centre (in the Head's absence, the Deputy will be notified).
- 1.2.** The Head of Centre will determine the risk and need for a 'Lock Down'. The Main Office will call the police and The Galfrid, if required, whilst the Head and other staff members will call via the internal phone system to announce 'Lock Down'.

2. Movement Around The Building

- 2.1.** All children, staff and Centre users will remain in the areas they are in, if safe to do so, e.g. move nursery children inside if there is a stranger on the premises (see Outdoor Play Area Risk Assessment). Staff members will make safe efforts to close and lock rooms and windows which could permit access into the room. All lights are to be turned off. Staff must try to ensure children and Centre users are kept calm and as quiet as possible. A register/head count should be taken at this time. Others may need to take sanctuary in different rooms from their own.
- 2.2.** If the alarm is raised during home/arrival times everyone is to be directed to their rooms as long as it is safe to do so. If children are outside playing, staff are to promptly direct children into the building, if it is safe to do so.

3. All Clear Signal

- 3.1.** The 'All Clear' will be signaled by a member of the Leadership Team informing all concerned.
- 3.2.** A roll call should be taken in each area. Everyone should remain in their own rooms and the Head of Centre will decide an appropriate course of action if required. The Centre Emergency Plan will then be followed to log the incident, inform relevant authorities, parents etc. and investigate the incident.

4. Drills and review of procedure

- 4.1.** The Field's Children's Centre will carry out an annual drill to highlight any issues and review the procedure.
- 4.2.** Review of the procedure will be carried out immediately after a 'lock down' drill.