



Health and Safety Policies and Procedures

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Reviews and Responsibilities

Member of staff responsible	Rebecca Bryant
Committee member responsible	Committee Chair
Date agreed with staff	
Date agreed at Committee	15 May 2024
Signed on behalf of Committee	
Print name & date	Tom Saunders 15 May 2024
Frequency of policy review	Annual
Date next review due	May 2025

Statement of Intent

The management of Lydiard Millicent Pre-School (LMPS) know that the health and safety of everyone is of paramount importance.

We make our setting a safe and healthy place for children, parents, staff, volunteers and visitors. LMPS recognises that it has a responsibility to ensure that the health, safety and welfare of staff is maintained, both on our premises and at any other site where employees work.

LMPS also understands that the health and safety of the children is of paramount importance and that stringent controls must always be put in place to protect the well-being of children.

LMPS also recognises that it has a responsibility to ensure the health, safety and welfare of any person visiting or carrying out works on any premises under their control are maintained.

The management will ensure that this policy is effective by:

- Complying with relevant health and safety legislation and codes of practice relating to the provision of childcare.
- Taking appropriate steps to prevent accidents or injuries.
- Providing appropriate and comprehensive procedures and guidelines.
- Providing healthy and safe places of work and equipment.
- Ensuring that staff receive the necessary instruction, information, training and supervision to enable them to carry out their duties effectively and safely.
- Appointing competent persons to ensure that the policy aims are met.
- Protecting the health and safety of other persons who may be affected by our business activities.
- Having suitable arrangements to allow for communication and discussion on health and safety matters.
- Reviewing regularly and where necessary update this policy and any relevant procedures.

Employees must recognise that they have an important part to play in the implementation of this policy by:

- Taking reasonable care of themselves, their colleagues, visitors and members of the public.
- Complying with all LMPS procedures and guidelines.
- Only carrying out activities that they are trained to undertake.
- Never interfering with, damaging or misusing any equipment, safety device, material or facilities provided for their work activities.
- Co-operating with LMPS in all aspects of health and safety.
- Ensuring that any health and safety hazards are adequately controlled and promptly reported to the management of LMPS.
- Ensuring that all accidents are properly reported in line with the relevant procedures.

Aim

We believe that the health and safety of children is of paramount importance, and we make our setting a safe and healthy place for children, parents, staff and volunteers.

LMPS aim to make the children, parents, staff and visitors aware of health and safety issues and to minimise the hazards and risks to make the environment safe and healthy.

Method

Overall responsibility for health and safety rests with the committee of LMPS.

Rebecca Bryant is the officer responsible for Health and Safety. She is competent to carry out her responsibilities, undertakes health and safety training and regularly updates her knowledge and understanding. Rebecca Bryant is responsible for the day-to-day implementation of health and safety issues, including risk assessments. She is also responsible for implementing procedures if an incident occurs. We display the necessary health and safety poster inside the kitchen area of the building.

Risk Assessment

We believe that the Health and Safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment.

Procedures

The Health and Safety Officer undertakes training and ensures that staff and volunteers have adequate training in health and safety matters.

Our risk assessment process covers adults and children and includes:

- Checking for hazards and risks indoors and outside, and in our activities and procedures. This includes activities away from our setting.
- Assessing the level of risk and who might be affected.
- Deciding which areas need attention.
- Developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- Assessing for students and for specific circumstances such as pregnancy.

Risk assessments are carried out for onsite and offsite activities.

We maintain lists of health and safety issues which are checked daily before the session begins and annually- when a full risk assessment is carried out.

Any areas that require maintenance/repair are emailed to Lydiard Millicent Primary School to enable them to facilitate the necessary repairs.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the wall inside the Pre-School next to the parents notice board.

No Smoking Policy

We comply with Health and Safety regulations and Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our setting a no-smoking environment- both indoors and outdoors. This also applies to the use of electronic cigarettes.

All staff, parents and volunteers are made aware of our no-smoking policy.

No smoking signs are displayed prominently.

Staff are not permitted to smoke during their working day or before or after work in work clothes.

Awareness and Training

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults can 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 of new children so that they understand the part they play in the daily life of the Pre-School. Also, any other health and safety issues arising during the academic year will be distributed to parents through the termly newsletter that they receive.

Where it is required Health and Safety training is included on the annual training plans of staff and health and safety is discussed at every staff meeting.

Children are made aware of health and safety issues through discussions, planned activities and routines.

There is access to a telephone on the premises.

Children's Safety

Only persons who have current DBS enhanced disclosure clearance have unsupervised access to the children.

We remind staff that they are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether these have been received before or during their employment at the setting).

Adults do not normally supervise children on their own. No child is left alone with a member of staff/volunteer without being visible to others.

All children are always supervised by adults, whilst allowing for the free movement of children and adults within the setting. Children can go to the toilet independently only after asking permission from a member of staff.

Parents are not allowed access to the children's toilets to ensure the safety of all children.

Whenever children are on the premises at least two adults are present.

There will be safe surfaces beneath and around all climbing equipment and such activities will be appropriately supervised.

The use of mobile phones is not permitted within the Pre-School by parents or staff.

Parents are asked for their children not to wear jewellery such as earrings that can be pulled, bracelets that can get caught whilst climbing or necklaces that may pose a risk of strangulation.

We carry out risk assessments to ensure children are not made vulnerable within any part of the premises, nor by any activity.

Safety of Adults

Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.

When adults need to reach up to store equipment or to change light bulbs, they are provided with safe equipment to do so.

All warning signs are clear and legible.

The sickness of staff is recorded and their presence at accidents. The records are reviewed termly to identify any issues that need addressing.

The involvement of staff in accidents is recorded.

All staff will be required to receive moving and handling training.

There are occasions where staff are required to work in the building alone to complete paperwork. We have a lone working procedure that is in place to ensure the safety of any member of staff who is in the building alone which all staff are aware of and must comply to.

Manual Handling

Lydiard Millicent Pre-School recognises its responsibility under the Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy and compliant with all statutory requirements and codes of practice.

Lydiard Millicent Pre-School understands manual handling as the transporting or supporting of loads by hand or by bodily force without mechanical help. This includes activities such as lifting, carrying, shoving, pushing, pulling, nudging and sliding heavy objects.

Manual Handling Procedure

Before carrying out any manual handling staff and visitors must think about the following:

- Think about the task to be performed and plan the lift
- Consider what they will be lifting, where they will put it, how far they are going to move it and how they are going to get there
- Never attempt manual handling unless they have read the correct techniques and understand how to use them
- Ensure they can undertake the task- people with health problems and pregnant women may be particularly at risk of injury.
- Assess the size, weight and centre of gravity of the load to make sure that they can maintain a firm grip and see where they are going
- Remove any unnecessary packaging if this will make the task safer
- Reduce the size and weight of loads to make handling easier
- Assess whether they can lift the load safely without help and if not get help or use the trolley
- If more than one person is involved, plan the lift first and agree who will lead and give instructions
- Plan the route and remove any obstructions. Check for any hazards such as uneven/slippery flooring
- Ensure lighting is adequate
- Avoid lifting unsafe loads

Staff are trained regularly on manual handling techniques during staff meetings.

Security

The gate into the Pre-School garden will be open as usual in the mornings but will be locked by 8.50am. If parents are late to the session, they will be required to go to the main entrance to gain entry. Children who arrive late will be required to wait until after registration has finished to join the session. The gate will be opened again at 11.30am for children to be collected and then locked again at 11.45am. Again, if parents are late, they will be required to go to the main entrance. The gate will be opened for end of day collections at 14.30pm. When the gate into the garden is unlocked the patio doors into the garden will be locked to ensure that no unauthorised access can be gained into the building. When the gate and door are unlocked staff supervise the exterior and interior doors and all children remain inside.

Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded, and staff sign children in and out of the session.

Children are only released into the care of individuals named by parents on the emergency contact form. When children are being collected by someone new, we will ask for a form of identification and a password.

Children's absences are monitored, and parents are required to inform the Pre-School when their child is absent and the reason for this.

The arrival and departure times of adults - staff, volunteers and visitors are recorded.

Our systems prevent unauthorised access to our premises.

Our systems prevent children from leaving the premises unnoticed.

The personal possessions of staff and volunteers are safely stored during Pre-School sessions.

Children are always kept within sight or hearing and preferably both at all times. In the event of a child being lost or not collected there is a clearly defined procedure to be followed.

Violent or threatening behaviour towards staff is unacceptable. In any situation of this kind, we will summon help and if necessary, call the police.

Procedure for Checking The Identity Of Visitors

If a visitor or prospective parent is unknown to the setting, we check their credentials and reason for their visit before allowing them to enter the setting.

We ask for at least one form of identification for any contractor who enters the building.

If further verification is required, we will contact their organisation to make further checks.

We ensure that visitors are always supervised throughout their visit.

Visitors are required to sign the visitors log on arrival and departure.

Premises

The registered premises are for the sole use of the Pre-School during the hours of 8.40am and 14.40pm. LMPS will take appropriate steps to ensure that the premises remain clean, are well lit, adequately ventilated and kept at an adequate temperature. We strive for a minimum temperature of 18 degrees centigrade and if the temperature drops to below 16 degrees centigrade our emergency closure procedure will be implemented. We ensure that the premises are maintained and kept in a suitable state of repair and decoration. Any issues are reported to our landlord, Lydiard Millicent Primary School for repairs.

Windows

Low level windows are either made from safety glass or are suitably covered to prevent breakage. Windows above ground level are secure so that children cannot climb through them.

Doors

We take precautions to prevent children's fingers from being trapped in doors. All doors that the children have access to are fitted with finger guards.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged, to avoid slips, trips and falls. Any issues are reported to our landlord, Lydiard Millicent Primary School for repairs.

Any spillages are cleaned up promptly to ensure that there are no slips or falls and there is a toilet check procedure in place to ensure these areas remain safe.

Walkways are left clear and uncluttered.

Kitchen

Children do not have unsupervised access to the kitchen.

All staff who are involved in preparing and handling food will be confident to do so and will hold a current food hygiene certificate.

There is a kitchen area which is suitably equipped for the preparation and storage of snacks and drinks for children and staff on the premises.

A daily fridge and freezer temperature check is carried out and recorded to ensure food is being stored at the correct temperature.

Cleaning materials and other dangerous materials are stored out of the children's reach.

The correct storage and usage information for cleaning materials is recorded in the Control of Substances Hazardous to Health (COSHH) book. The COSHH book is kept in the office with the risk assessment folder.

Food preparation areas conform to environmental health and food safety regulations.

All surfaces are clean and non-porous.

When children take part in cooking activities, they;

- are always supervised by an adult,
- are kept away from hot surfaces and hot water,
- do not have unsupervised access to electrical equipment.

Any cooking activity will be supervised by an adult and may be cooker, hob or microwave based.

Safety in the kitchen is explained to the children whenever they take part in a cooking activity.

Toilets

Parents are not permitted to enter the children's toilets to ensure the safety of children except in exceptional circumstances when a member of staff will also supervise.

New staff/volunteers are not allowed to enter the children's toilets until they have obtained DBS clearance.

Children are encouraged to use the toilet independently but are made aware that they must ask for permission first.

A non-slip mat is in place in front of the sinks to reduce the risk of children slipping over.

An hourly toilet check is completed by the member of staff in the craft area and signed to ensure floors and surfaces are clean and to ensure there are adequate supplies of toilet rolls, wet wipes, gloves, hand wash, hand towels and nappy sacks.

Outdoor Area

Children are always supervised whilst in the outdoor area, particularly children on climbing equipment.

We will ensure the safety of the children in the outdoor area through a combination of staff supervision and protection from hazards.

The outdoor area is securely fenced.

The outdoor area is checked for safety and cleared of rubbish and animal mess before it is used. Usually, hazardous indoor plants and outdoor plants are not on the premises; if they are present, they are inaccessible to children. Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.

Drains, pools or any natural water are made safe or inaccessible to children. Outdoor water activities are always closely supervised. Where water can form a pool on equipment, it is emptied before children start playing outside.

The outdoor sand pit is covered when not in use and is cleaned with a weak solution of Milton on a weekly basis.

A daily outdoor check is undertaken to ensure where possible that hazards are identified and eradicated.

We endeavour to ensure that children are suitably dressed for the conditions and types of outdoor activities. Parents are responsible for applying an all-day sun cream to their child before their session and hats are worn outside in summer months.

Sun Protection

At the Pre-School we want staff and children to enjoy the sun safely. We will use sunny weather as an opportunity to educate the children about how to keep themselves safe in the sun.

Children will take part in discussions about how we need to look after our skin and protect it from the sun's harmful rays. The message will be particularly re-enforced in the summer months.

The garden is quite open, and the amount of shade is limited. During hot, sunny weather we will emphasise the importance of covering exposed skin with sun hats and long sleeves and stress the benefits of wearing sun cream and drinking water. A gazebo covers the outdoor sand area for extra protection.

All children will be required to wear a hat when playing outside in the sun. We have spare sun hats to lend to children who have forgotten theirs.

We also encourage children to cover very exposed areas of the skin such as shoulders. Staff will set a good example by the clothing they wear in the sun.

We ask parents to apply a long-lasting high factor sun cream to their child before they come to Pre-School during the summer months. Staff will ask parents at the start of a session whether sun cream has been applied and then tick a box on the register to say that it has been applied. If this box is not ticked, children will not be able to play outside for more than 20 minutes unless their parent comes back into the setting to apply cream.

For children who require sun cream to be reapplied due to allergies, parents will be asked to sign a consent form to allow staff to reapply, as necessary. Parents will need to provide a bottle of sun cream with their child's name on for each session their child attends.

When a UKHSA Heat Health Alert is issued we will follow the UKHSA Advice for Supporting Vulnerable People Before and During Hot Weather document. This document is shared with staff and displayed on the staff notice board.

Cloakroom/Corridors

The children are not left unsupervised in the cloakroom and corridor areas.

As part of our discussions with the children they are made aware that they are not to play in the corridors without an adult.

The children are encouraged to hang up their coats to ensure that they do not cause a hazard on the floor.

Indoor Area

Children are always supervised whilst in the indoor area.

We will endeavour to ensure the safety of the children in the indoor area through a combination of staff supervision and protection from hazards.

The indoor area is checked for risks and hazards at the start of the day and throughout the day. Children are encouraged, as part of our golden rules, to not get too much equipment out at any one time to prevent trips and falls.

The internal door that leads out to the cloakroom area that is not used has a lock on the top to ensure the children do not gain access to this area without adult supervision.

Only age and stage appropriate equipment is used.

Food and Drink

Staff who prepare and handle food receive appropriate food hygiene training and understand and comply with food safety and hygiene regulations.

All food and drink are stored appropriately.

Adults are required to drink hot drinks in the kitchen area and do not carry them through the play areas. Hot drinks are not placed within reach of the children.

Snack and mealtimes are appropriately supervised, and children do not walk about with food or drink.

Fresh drinking water is always available for the children to access independently.

Information provided by the parent about special dietary requirements, preferences or food allergies is kept on the reverse of the cupboard door under the sink in the main classroom, on the reverse of the cupboard door in the kitchen where the cooking ingredients are stored and inside the reverse of the door of the medicine cabinet to ensure that children do not have access to food/drinks that they are not allowed.

We endeavour to provide healthy food and drinks for the children at snack time.

During taste testing sessions and when preparing for cooking sessions we thoroughly check all food labelling to ensure that children are not exposed to any foods/drinks to which they are allergic.

Electrical/Gas Equipment

All electrical/gas equipment conforms to safety requirements, does not pose a hazard to the children and is checked regularly.

All electrical equipment is PAT tested annually to ensure it is safe for continued use.

Our boiler/electrical switchgear/meter cupboard is not accessible to the children.

Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.

Storage heaters are checked daily to make sure they are not covered.

There are enough sockets to prevent overloading.

The temperature of hot water is controlled to prevent scalds.

Lighting and ventilation are adequate in all areas including storage areas.

Storage

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.

There is adequate space for storage.

We provide adequate ladders for staff to use to ensure that they can safely access items stored at height.

Hygiene

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.

Our daily routines encourage the children to learn about personal hygiene.

The management ensure that staff are informed and are aware of the importance of good hygiene practice in order to prevent the spread of infection. Staff are informed of and kept up to date with hygiene procedures.

We work with Lydiard Millicent Primary School and the after-school club to ensure that the room, toilet facilities and cloakroom are kept clean.

All resources and equipment, dressing up clothes and furnishings are cleaned as and when necessary. A record of cleaning is made in the cleaning record each time it is carried out.

The toilet area has a high standard of hygiene including hand washing and drying facilities.

We have a contract cleaner to ensure the Pre-School is kept clean.

We implement good hygiene practices by:

- cleaning tables between activities
- wearing protective clothing, such as disposable gloves as appropriate
- providing sets of clean clothes
- providing tissues and wipes
- ensuring sole use of paper towels
- double bagging used nappies
- double bagging dirty clothes
- using different coloured cloths for cleaning food areas and messy areas
- the use of an hourly toilet check to ensure the toilet areas are kept clean and adequately stocked

Nappy Changing

We wish to include all children in our setting and understand that children arrive at Pre-School at different stages in their development and that some children may still be in nappies or training pants. We work with parents towards toilet training unless there are any medical or developmental reasons why this would be inappropriate.

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained.

We see toilet training as a self-care skill that children can learn with the full support and non-judgemental concern of adults.

Nappy Changing Procedures

In order to care for the children's physical needs, we ask that parents/carers:

- Make sure that wherever possible children arrive at Pre-School wearing a clean nappy or trainer pants.
- Provide nappies, creams, wipes and bags for soiled nappies so that if it is necessary to change the child their individual needs can be met.
- We ask that children who are not using the toilet be sent to Pre-School wearing a nappy, rather than pull-ups to make changing them quicker and easier.
- We ask that once children are toilet training that parents put them in training pants/ pull ups to enable them to use the toilet easier.
- Discuss any issues arising from the policy with the child's key worker.

The Pre-School will ensure that:

Only a person with a relevant DBS check will change children's nappies or training pants/ pull ups. Children will be changed in a private, designated area which complies with Health, Hygiene and Safety regulations.

Although this area is private, it is not secret, and the member of staff can still be easily seen or heard by other staff members.

The designated area/mats etc will be cleaned before and after a child is changed with a suitable disinfectant cleaner and nappy roll is used on the changing mat as an additional barrier.

A child will never be left alone on the changing mat.

Staff will wear clean, disposable gloves for each child. Disposable plastic aprons are also available, if required.

Appropriate hand washing facilities will be available for the adult and the child. Hands will be washed using antibacterial soap and dried thoroughly with a paper towel or the hand dryer after completing the procedure.

Dirty nappies/pants will be double bagged and returned to parents/carers when the child is collected (in the bag in which nappies/wipes are provided).

The child's privacy will always be respected during nappy changing.

If a child has a toileting accident, staff will assist the child in changing in the toilet area. Staff will wear clean disposable gloves as before and the hand washing procedure will be followed as above. Children's bags with soiled clothing or nappies will be kept in the disabled toilet awaiting collection.

If a parent requests it, children will be assisted using a toilet trainer seat or potty. A clean seat/potty must be provided by the parents at the start of each session and will be kept in the disabled toilet. After use, the seat or potty will be cleaned with anti-bacterial spray and left in the disabled toilet for collection. The seat/potty must be taken home by the parents.

If the parent/carer has any queries or concerns about this procedure, they should talk to their child's key worker or any other member of staff.

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 Pre-School.

Furniture, toys and equipment on the premises are in good repair and conform to BS EN safety standards or the toys (Safety) Regulations (1995) where applicable.

Large equipment will be erected with care and checked regularly.

The layout of play equipment allows adults and children to move safely and freely between activities.

Play areas are large enough to give scope for free movement and well spread-out activities. There are separate areas for different 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, protected from contamination and is suitable for children's play.

Physical play is constantly supervised.

Children are taught to handle and store tools safely.

We use safety scissors within the setting and children are taught how to use these in a safe and carry them appropriately.

Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Children are encouraged to tidy away equipment before getting anything else out to prevent accidents.

We check children who are sleeping regularly and if children fall asleep in-situ, it may be necessary to move them to make sure they are comfortable.

Animals

Animals visiting the Pre-School are free from disease, safe to be with children and do not pose a health risk.

We review the policy to take account of any current health issues and keep abreast of developments via the media.

Outings and Visits

Lydiard Millicent Pre-School believes that children benefit from being taken out of the setting to go on visits or trips to suitable venues for activities that enhance their learning experiences. We have procedures to keep children safe on outings and all staff and volunteers are aware of and follow these procedures.

Procedures

A risk assessment is carried out before the children are taken on an outing to identify any potential hazards, which includes travel arrangements as well as the location to be visited.

All venue risk assessments are made available for parents to see.

A letter will be sent to all parents/carers giving them relevant information for all major outings.

Parents will be asked to sign specific consent forms before major outings.

Permission to take children on small, local outings such as blackberry picking or visiting the church or school will be sought as part of each child's new starter forms, so that impromptu outings can take place.

The Pre-School closes for major outings to ensure that correct ratios are maintained whilst on the outing.

Our adult to child ratio for major visits is high, normally one adult to three children, depending on their age, sensibility and type of venue as well as how it is to be reached. The ratio for small local visits will vary and will usually be one adult to six children, depending again on the nature of the visit, the age of the children etc.

On major outings, named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.

Staff will take a mobile phone on outings (parents are advised of the mobile phone number) and supplies of tissues, wipes, nappy sacks and a mini first aid kit. The first aid kit contains accident forms just in case they are required. The mobile phone contains emergency contact numbers for all the parents. Each member of staff will carry disposable gloves to use when assisting children in the toilet.

We have agreed procedures for the safe conduct of outings, which will always be followed.

Staff will take a list of the children with them.

Any medication that is required will be taken on outings in case it is needed, as well as medical forms and allergy advice.

If coach travel is part of the outing, the number of people on the coach will be counted and double checked before leaving.

Staff have each other's mobile phone numbers to make contact easier.

A meeting point will be agreed at each outing venue, so that any individuals becoming separated from the group can easily re-join the main group.

The children walk in pairs between 2 walking ropes on minor outings to ensure their safety whilst they are walking around.

If A Child Goes Missing On An Outing

We minimise the risk of children getting lost on a Pre-School outing by ensuring that they are always closely supervised. Each child not accompanied by a parent or carer on the outing will have a member of staff or other appropriate adult allocated to them.

If a child is lost on an outing, the manager will instruct all adults and children to return to the agreed meeting point. Staff carry their personal mobiles during trips in case there is an emergency and the manager, or another staff member need to get hold of each other. A count will be taken

to confirm who is present/missing. Adults will be asked to confirm when the child was last seen, what they were wearing, and what their mental state was (happy, sad, unsettled etc).

The manager will dispatch staff (with mobile phones) to search for the missing child and alert officials at the venue that there is a child missing and follow their advice. Remaining staff and adults will be allocated additional children to supervise whilst the search is in progress.

If advised by officials at the venue, the police should be telephoned to report the situation and staff will follow their advice.

The chairperson should be contacted to inform them of the situation and of advice of venue officials and the police.

If the missing child's parents are not on the outing, the manager will telephone them to advise them of the situation.

If an investigation is required, the procedure laid out in the Lost Child Procedures will be followed.

Fire Prevention

We will take all steps possible to prevent fires occurring. Staff are responsible for:

- Ensuring that power points are not overloaded and, where possible, that plugs are removed from sockets at the end of each session.
- Ensuring that the Pre-School's no smoking policy is observed.
- Checking for frayed or trailing wires.
- Storing potentially flammable materials safely.
- A fire safety risk assessment is carried out and will be reviewed annually.

Fire Safety

The management of Lydiard Millicent Pre-School believe that children's safety is of paramount importance. We ensure that our premises present a minimal risk of fire ensuring of fire by ensuring the highest possible standard of fire precautions. Staff are familiar with the current legal requirements. Where necessary, we seek the advice of a competent person, such as a Fire Officer or a Fire Safety Consultant.

Fire doors are clearly marked, never obstructed and easily opened from inside.

All staff will inform the management of any situations that they notice could cause a danger to themselves or others in relation to fire safety.

All staff, volunteers and children are made aware of the fire exits and the assembly point.

Children will be made aware of the fire procedures during their settling in period and regularly from then on.

Fire drills are carried out regularly and without warning. They are logged in the fire drills book with the following information: date and time of drill, number of adults and children involved, how long it took to evacuate, whether there were any problems that delayed evacuation, any further action taken to improve the drill procedure.

Records are kept in a fire logbook of fire drills. Fire safety certificates and the records of the servicing of fire safety equipment are held by Lydiard Millicent Primary School, from whom we rent the setting.

Fire extinguishers are checked annually by the school, and staff will use them if they know how, and it is safe to do so.

Alarms and emergency lighting are checked and tested annually. This is arranged by our landlord Lydiard Millicent Primary School.

Smoke detectors/alarms and firefighting appliances conform to BSEN standards, are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer.

Fire Safety Risk Assessment

As our landlord, Lydiard Millicent Primary School carry out an annual risk assessment on the building and inform us of any recommendations that are required.

They will also carry out an internal fire safety risk assessment which will focus on the following for each area of the setting:

- Electrical plugs, wires and sockets
- Electrical items
- Cookers
- Matches
- Flammable materials- including furniture, furnishings, paper etc
- Flammable chemicals
- Means of escape
- Anything else identified.

Emergency Evacuation Procedure

Our emergency evacuation procedures are approved by the Fire Safety Officer, are clearly displayed on the premises, are explained to all new members of staff, volunteers and parents and are practised regularly, at least once each term. Records are kept of all fire drills and of the servicing of fire safety equipment.

Children are introduced to the sound of the fire alarm through regular fire drills.

Children, staff and parents are introduced to the emergency exits through regular fire drills.

In case of an emergency, the manager/senior member of staff inside the building will call all children in the Pre-School room to line up immediately and lead them through the nearest emergency exit to the assembly point on the playground, taking the register (which includes details of visitors), emergency contact details, first aid kit and telephone with him/her, providing it is safe to collect these items. Any children in the toilets must be collected, if it is safe to do so, and led to the assembly point with the other children.

If there are children in the garden area, a second member of staff will call all these children to line up immediately and lead them to the assembly point.

The manager/deputy/H&S officer will take the register to ensure that all children are accounted for and check that all staff and visitors are accounted for.

Under no circumstances will anyone return to a burning or dangerous building to search for anyone unaccounted for. The emergency services should be informed immediately if they need to search for anyone.

The normal evacuation time during practice should be under 2 minutes.

In the event of a real fire the manager/deputy should call the emergency services, whilst the register is being taken. The priority is to evacuate everyone safely and to keep the children calm.

In the event of a real emergency, parents should be called as soon as possible to collect their children, using the contact list in the register or on the mobile phone.

At all times, staff will follow the advice of the emergency services.

Terrorist Attack/Threat

In the event of a terrorist attack/ threat staff will follow the procedure that is displayed with the fire drill, and this will be explained to staff, volunteers and parents.

Lockdown Procedure

Lydiard Millicent Pre-School recognises the potentially serious risk to staff, children and visitors in emergency or harmful situations. A lockdown may take place where there is a perceived risk of threat to the Pre-School, its staff, children, visitors or property. Where possible the Pre-School managers will act to ensure the safety of all personnel in the following situations:

- In instances where personnel, visitors, parents, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is potential risk from spills or poisonous fumes
- In Instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In the event that unauthorised person(s) considered dangerous, are on nursery grounds.

A lockdown will be initiated by the session manager through 3 long whistle blows. Lockdown procedures will be practiced termly.

First Aid

At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes paediatric first aid training for infants and young children.

Our first aid kit is always accessible to adults and is kept out of reach of the children. It complies with the Health and Safety (First Aid) Regulations 1981 and contains the following items:

- Triangular bandages (ideally at least one should be sterile) x4
- Sterile dressings:
- Small x3
- Medium x3
- Large x3
- Composite pack containing 20 assorted individually wrapped plasters x1
- Sterile eye pads
- Sterile finger dressings
- Burns dressings
- Conforming bandages
- Guidance card as recommended by the HSE.

In addition to the first aid equipment, we supply:

- 2 pairs of disposable gloves
- A plastic disposable apron
- cold packs in the fridge.
- A children's thermometer in the medicine cabinet.
- Eye wash
- A foil blanket
- Scissors for cutting clothing (only if necessary).
- Tweezers
- Gauze for cleaning grazes.
- Nappy sacks for blood stained first aid products.

Information about who has completed first aid training and the location of the first aid box is supplied to all staff and volunteers.

Medication is only administered in line with our administering medicines procedure which states we will only administer prescribed medication.

At the time of admission, parents' written permission for emergency medical advice or treatment is sought. Parents' sign and date their written approval.

In the case of minor injuries or accidents we normally inform parents/guardians when they collect their child and ask them to read and sign the accident report, unless the child is unduly upset, or we have concerns about the injury. In this instance we will contact the child's parents for clarification of what they would like to do. Any child who has sustained a head injury will be given a head injury advice form with the time and date of accident and guidance for the parents of what to look out for following a head injury.

An ambulance will be called for children requiring emergency treatment. We contact parents immediately and inform them what has happened and where the child has been taken if necessary. An adult will always remain with the child if the parents cannot accompany the child.

Reporting And Recording Accidents And Incidents.

Lydiard Millicent Pre-School follows the guidelines of the Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents. Child protection matters or behavioural incidents between children are not regarded as incidents and there are separate procedures for this.

Our accident records are kept safely and accessibly. All staff are aware of where they are and how to complete them.

Accident forms involving children are signed by the parent or guardian on collection.

Accident records are reviewed once every half term to identify any potential hazards or actual hazards. This involves looking at and recording what happened in each individual accident to look at any trends in the type of accident but also looks at the number of accidents occurring in each different area of the Pre-School. This also involves looking to see what staff were present at each accident to identify if any further training/supervision is required.

The information from these reviews is discussed at every staff meeting to ensure all staff are kept up to date.

We have separate records for children and adults.

Parents are required to complete an existing injury form if their child has injured themselves outside of Pre-School. This is then reviewed to see if anything additional needs to be done whilst the child is in the setting to prevent further damage to the injury.

Parents are provided with a head injury advice letter if their child has a head injury at Pre-School that explains what to look out for.

Accident books are kept for a minimum of 21 years, and we comply with the Data Protection Act 1998.

Ofsted is notified of any serious injuries that occur (see serious injuries list), the death of a child or adult or any visit to hospital that requires a stay of 24 hours or more. They are also notified of any instances which involve food poisoning affecting two or more children looked after on our premises

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the local office of the Health and Safety Executive:

- any accident to a member of staff, parent, child, volunteer or visitor requiring treatment by a General Practitioner or hospital.
- Where there is a death of a child or adult on the premises.
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- Any dangerous occurrence is recorded in our incident book.

All incidents are reported by telephone (0845 300 9923) to the Incident contact centre of the Health and Safety Executive. The ICC will complete all the necessary forms and pass them on to the relevant enforcing authority. A copy is sent to us for our files- this satisfies the RIDDOR requirement to keep a record of all reportable incidents.

Information supplied to the HSE in a RIDDOR report is not sent to insurance companies. If appropriate, we will contact our insurers separately.

Incident Book

We have ready access to telephone numbers for emergency services, including local police. As we rent the premises, we ensure we have access to the person responsible and that there is a shared procedure for dealing with emergencies.

We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive.

These incidents include:

- Break in, burglary, theft of personal or the setting's property.
- An intruder gaining unauthorised access to the premises.
- Fire, flood, gas leak or electrical failure.
- Attack on a member of staff on the premises or nearby.
- Any racist incident involving staff or family on the setting's premises.
- Death of a child.
- Terrorist attack, or the threat of one.

In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it, if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made should also be recorded.

In the unlikely event of a terrorist attack, we follow the advice of the emergency services about evacuation, medical aid and contacting children's families. Our standard Fire safety procedure will be followed. The incident will be recorded once the threat is averted.

In the unlikely event of a child dying on the premises, the emergency services are called, and the advice of these services are followed.

The incident book is not for recording issues of concern involving a child. This is recorded in our behaviour incident book.

Administering Medication

Children taking medication must be well enough to attend the setting. We agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain the health of a child, they are given correctly and in accordance with legal requirements.

There is a clear procedure with regards to administering medication. If a child has not had the medication before we ask that parents keep them at home for 48 hours after administering the first dose to ensure there is no reaction to the medication. We will only administer prescribed medication which must be in date and prescribed for the current condition. The only exception to this rule is to administer Calpol in the event of a child having a dangerously high temperature to prevent the risk of febrile convulsions. We keep a children's thermometer in the medicine cabinet to check a child's temperature and if it is deemed necessary a dose will be given. Parents signed consent for this at the time of admission. Parents will be contacted to collect their child in this instance.

If necessary, we will access help and advice from appropriate sources such as nurses through the health service and we will work with the family and other partners to understand how any care plans can be best delivered.

If medicine is to be given, the procedure includes the following:

- medication must be handed to staff at the start of a session
- medicines are stored in their original containers, are clearly labelled and are kept in the medicine cabinet out of reach of the children unless it requires refrigeration. The session manager is responsible for ensuring that medicine is handed back to the parent at the end of the session.
- the parent is required to complete a permission to administer medication form before staff can administer.

The written consent form includes the following information:

- Full name of child
- Date of birth
- Name of medication and strength
- Name of prescribing doctor/ nurse/ dentist/ pharmacist
- Dosage to be given at Pre-School
- Timing of dosage to be given, if applicable
- How the medication should be stored and how long it should be given for
- Any possible side effects that may be expected
- Signature, printed name, contact details of parent/guardian and date.

Any regular medication required will be taken on outings in case it is needed along with a copy of the child's medicine consent form.

The administration of medicine must be recorded accurately each time it is given and signed by staff. Parents must sign the record when they collect their child to acknowledge the administration of a medicine. The medication record must include:

- Name of child
- Name of medication
- Date and time of dose
- Signatures of staff and parent.

A senior member of staff will administer medication and will have a witness present

If the administration of prescription medicines requires technical/medical knowledge, then individual training is provided for staff from a qualified health professional before the child can attend the Pre-School unaccompanied. Training is specific to the individual child concerned.

Any children with long term medical conditions that might require on-going medication will have a risk assessment carried out. Parents will contribute to this risk assessment, they will be shown

around the setting, understand the routines and activities and point out anything they think may be a risk factor for their child. For some medical conditions staff will need to have training to understand the condition as well as how the medication is to be administered correctly.

If necessary, an individual health plan for the child is drawn up with the parent; outlining the staff's role and what information needs to be shared with the other adults who care for the child. The individual health plan should include measures to take in an emergency. Parents receive a copy of the individual health plan and each contributor including the parent will sign it.

For life saving medication we must have:

- a letter/care plan from the child's GP/Consultant stating the child's condition and what medication if any is to be administered
- written consent from the parent or guardian allowing staff to administer medication.
- staff training if necessary
- we may also need to inform our insurance company of the additional risks and await confirmation of coverage before a child can attend unaccompanied

Treatment such as asthma inhalers or Epi-pens are immediately accessible in an emergency.

Asthma

During the induction process, parents will have the opportunity to explain their child's needs and appropriate support will be offered. They will be asked to complete a consent form for staff to assist their child with medication if necessary.

Immediate access to reliever inhalers is vital. The reliever inhalers of children are kept in the medicine cabinet in the Pre-School room. All inhalers must be labelled with the child's name by the parent, and it is the parents' responsibility to check the inhaler's expiry date and that it has not run out. Pre-School staff will remain vigilant to asthma symptoms and will administer inhalers if necessary. The appropriate medication form will be completed for parents/carers to sign at the end of the session.

The Pre-School endeavours to ensure the environment is favourable to children with asthma. The Pre-School has a non-smoking policy.

Asthma attacks

The Pre-School uses the following procedure in the event of an asthma attack:

- Ensure that the reliever inhaler is taken immediately
- Stay calm and reassure the child
- Help the child to breathe by ensuring tight clothing is loosened.

The child's parents will be called at the onset of an attack, because of the age of the child.

During an asthmatic emergency, the following procedures are used:

- Keep calm. Talk to the child, reassure them that they will be helped and looked after.
- Give the child space to breathe. If possible clear other children from the area.
- Allow the child to find a comfortable position. Do not insist that they lie down; they will probably feel more comfortable sitting upright.
- Use reliever inhaler to give two puffs.

If child's respiration rate returns to normal, continue to monitor them and contact parents.

If the child becomes more distressed or the situation becomes more serious, give two more puffs of reliever and call an ambulance, state clearly "ASTHMATIC ATTACK". Stay with the child, using the routine of two puffs of reliever every two minutes up to a maximum of 10 puffs. Follow the advice of 999 whilst waiting for an ambulance to arrive.

Keep a note of the time of the attack and the number of 'puffs' of inhaler given prior to the parents/ambulance arriving.

Never use a paper bag to treat an asthma attack.

At all times staff will trust their instincts when dealing with an incident of this nature. They will not hesitate to call for help if they are worried about the condition of a child experiencing an asthma attack.

Managing Children With Allergies Or Who Are Sick Or Infectious.

We provide care for healthy children and promote health through identifying allergies and trying to prevent contact with the allergenic substance and through reducing cross infection of viruses and bacterial infections. This includes teaching the children about good hygiene. We ask parents to work with us to limit the spread of illness to other children and members of staff.

Procedure For Children With Allergies

When a child starts at the Pre-School, we ask parents whether they suffer from any known allergy. This is recorded on the registration form. If a child has an allergy, a risk assessment is carried out to detail the following:

- the allergen (the substance, material or living creature the child is allergic to, such as nuts, eggs, bee stings, cats etc)
- the nature of the allergic reaction e.g. rash, anaphylactic shock, breathing difficulties
- what to do in case of an allergic reaction, any medication used and how to administer it, e.g. epi-pen.
- Control measures, such as how the child can be prevented from contact with the allergen review.

This is kept in the risk assessment folder in the office and all staff are sent a copy to read. Staff are all made aware of which children have known allergies. A list of children's allergies/special requirements is kept on the reverse of the cupboard door under the sink in the main classroom and inside the door of the medicine cabinet. An additional copy is kept in the kitchen on the reverse of the cupboard door above the microwave. All staff know where the lists are displayed.

A consent form allowing staff to administer the necessary medication must be completed by the parents/ guardian and kept in the child's file. For life saving medication such as Epi-pens, written confirmation must be obtained from our insurers to extend our insurance before a child can attend the Pre-School. If a child needs an Epi-pen whilst in attendance at the Pre-School, they will need to be accompanied by a parent/carer until staff receive Epi-pen training.

Managing Children Who Are Sick Or Infectious

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents, or other authorised adults, if a child become ill at Pre-School.

Ofsted is notified of any infectious diseases affecting either children or adults in the setting which a qualified medical person considers notifiable.

We ask parents to inform a member of staff if their child has any illness, so that we can display a sign to inform parents, staff and visitors that we have had a case of that infection or illness in Pre-School. This allows other parents to be on the lookout for symptoms in their child.

Children who are ill with an infectious disease should not be at Pre-School and they should not return until the risk of passing on the infection has passed. Children who are not well enough to take part in all Pre-School activities including outdoor play should be kept at home.

Any child who has suffered from sickness or diarrhoea in the previous 48 hours will not be allowed to attend Pre-School.

Where there is a risk of an epidemic or pandemic in the community, we will always follow the advice of the Health Protection Agency, including closing the Pre-School if necessary, to prevent the spread of infection. If any child or adult at the Pre-School contracts a notifiable disease, we will inform Ofsted and follow the advice given by the Health Protection Agency.

If a child appears unwell during the day- for example if they have a temperature, sickness, diarrhoea or pains particularly in the head or stomach we will call the parents and ask them to collect the child, or send a known carer to collect the child on their behalf.

The following guidance is taken from the children's information service:

Rashes And Skin

Disease/Illness	Exclusion period	Comments
Chickenpox	5 days from onset of rash	It is necessary to wait until spots have healed or scabbed.
Cold sores	None	Many healthy children excrete this virus at some time without having a sore.
German Measles	5 days from onset of rash	The child is most infectious before the diagnosis is made and most children should be immune due to immunisation so that exclusion after the rash will prevent very few cases.
Hand, foot and mouth disease	Exclusion for Pre-Schoolers until sores have healed. 5 days from onset of symptoms, this also applies if a staff member contracts it.	Usually a mild disease. Exclusion is required for Pre-Schoolers as the disease spreads rapidly in the younger age group.
Impetigo	Until sores are crusted or healed. If given antibiotics exclusion is 48 hours after first dose.	Antibiotic treatment by mouth may speed healing. If sores can be reliably covered exclusion may be shortened.
Measles	5 days from onset of rash.	See other considerations.
Ringworm	None	Proper treatment by the GP is important. Scalp ringworm needs treatment with an anti-fungal by mouth.
Scabies	Until treated	Outbreaks have occasionally occurred in schools and nurseries. Child can return as soon as properly treated.

		This should include all the persons in the household.
Scarlet Fever	5 days commencing from antibiotics.	Treatment recommended for the affected child.
Warts and Verrucae	None	Affected children should have verrucae covered up.
Monkeypox	When there has been no temperature for 72 hours, no new lesions in previous 48 hours, all lesions are scabbed over, there are no lesions in the mouth, any lesions on face, arms and hands have scabbed over and fallen off and fresh skin is showing underneath. Once these criteria have been met seek medical advice before returning to confirm isolation can end.	If someone in the same household has Monkeypox the recommendation is that all family members stay at home.

Diarrhoea And Vomiting Illness

Disease/Illness	Exclusion period	Comments
Diarrhoea and or vomiting (with or without a specified diagnosis)	48 hours after the last episode of sickness or diarrhoea.	
Salmonella	As above	
E Coli 0157	48 hours after symptoms have resolved.	Seek advice from the Wiltshire Health Protection unit.
Rotavirus	48 hours after symptoms have resolved.	Parents should be advised to see the GP.
Food poisoning	48 hours after sickness or diarrhoea has stopped.	Child should be well enough to return.
Conjunctivitis	24 hours after treatment commences.	In the event of an outbreak contact Wiltshire Health Protection Unit.
Glandular fever	None but the child must be well enough to attend the setting.	In the event of an outbreak contact Wiltshire Health Protection Unit.
Head Lice	Once treatment has commenced child can return to Pre-School.	Treatment is recommended in all cases where lice or eggs have been seen.
Hepatitis B	Acute cases will be too ill to attend. A GP will advise when to return.	Be particularly careful with bodily fluids. Contact local health protection for more information.
Meningococcal Meningitis/ Septicaemia		Seek advice from Wiltshire Health Protection Unit.

Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school	Meningitis is a notifiable disease.
Meningitis (viral)	No exclusion is required. Once the child is well the risk of infection is minimal.	See GP for recommended treatment.
Mumps	5 days from onset of swelling.	Most infectious before diagnosis is made. Most children should be immune due to immunisation.
Threadworms	Treatment is required for the child.	Treatment is recommended for the child and the rest of the family.
Tonsillitis	4 days	Most cases are due to viruses. See GP for recommended treatment.
Hepatitis A	Exclude cases from pre-school while unwell or until 7 days after onset of jaundice (or onset of symptoms if no jaundice, if under 5 or where hygiene is poor.	Older children are more infectious prior to the illness. Exclusion is justified from onset of jaundice or stools becoming pale for the under 5's.

Respiratory Illness

Illness	Exclusion period	Comments
Influenza	No precise exclusion but if symptoms are present the child should stay at home.	Most infectious just before and at onset of symptoms.
Tuberculosis	Yes—can return after 2 weeks of treatment if well enough.	Generally, requires prolonged, close contact for disease to spread. Not usually spread by children. Seek advice from Wiltshire Health Protection Unit.
Whooping cough	5 days from commencement of antibiotic treatment.	Treatment is recommended though non-infectious coughing may continue for many weeks.
Covid 19	Minimum of 3 days for children under 5. Minimum of 5 days for adults.	

Infectious Diseases

Parents should inform the Pre-School if their child has been diagnosed with an infection like measles, chickenpox, a serious stomach complaint or a contagious infection. They MUST inform the Pre-School if their child has had rubella (German measles) in case they have been in contact with anyone in the early stages of pregnancy.

Head Lice

We request that children with head lice do not attend Pre-School until they have been successfully treated. The contagious nature of head lice means that it can rapidly spread among a class making

it a far more difficult problem to eradicate than if it were isolated and treated in the initial stages. We ask parents to check their child's head regularly so that any outbreaks can be dealt with swiftly.

Antibiotics

If a child has never had antibiotics before they need to remain at home for 48 hours after the first dose in case there is an allergic reaction to the medication. This applies to different types of antibiotics also.

Activities

If a child is unable to join in with usual Pre-School activities such as trips, visits and outdoor play then they need to remain at home until they are well enough to return.

Medical Emergencies

We hold a bottle of Calpol on site only to be used in a critical medical emergency such as to alleviate the risk of a febrile convulsion whilst waiting for parents to collect their child.

Records

In accordance with the Early Years Foundation Stage Statutory Framework, safeguarding and welfare requirements we hold:

Adults

- the names and addresses of all staff on the premises, including temporary staff who work with the children and emergency contact details of all staff.
- all records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.

Children

- adults authorised to collect children from the setting.
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident.
- the allergies, dietary requirements and illnesses of individual children.
- the times of attendance of children, staff, volunteers and visitors.
- accidents and medicine administration records.
- incidents.
- Consents for outings and emergency treatment.

Emergency Closure Procedure

An emergency is an event which threatens to disrupt the normal running of the Pre-School. This includes fire, burglary, accidents, infectious diseases and adverse weather. This list is not exhaustive.

Emergencies may happen inside the Pre-School or outside it, during session times or outside hours. The key to coping with an emergency is good planning and preparation. This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of the children, staff and other individuals is maintained.

In a real emergency, it may be necessary for the person to respond as they see fit and we recognise that this will be the case when dealing with real life, changing situations. However, this procedure gives a common approach which should make coping with an emergency easier.

Preparation

The manager, deputy manager, admin assistant and the committee chair should have a copy of the emergency procedure, be familiar with its contents and keep a copy at home. In an emergency, there may not be access to the Pre-School room, so key details (child name/contact number/sessions attended) should also be kept securely with the procedure, off-site by the manager/deputy manager and the administrator.

The administrator is responsible for making sure that these details are kept up to date and that the manager/deputy manager has a copy.

As the Pre-School building is rented from Lydiard Millicent Primary School, we may be affected by any school closure. We will follow the advice of the school in responding to an emergency or initiating Pre-School closure based on an emergency. If the Pre-School initiates closure, the admin assistant will inform the headteacher.

We prepare for emergencies by having an up-to-date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contact lists up to date.

Action to take

In case of an emergency, the headteacher will take overall charge and the Pre-School manager/deputy manager will work closely with them. The school contingency plan is as follows:

The priorities are;

- The safety of the children
- The safety of staff and other adults
- Minimising damage to buildings
- Getting back to normal as soon as possible

The headteacher will decide whether the school buildings (including the Pre-School) should be evacuated. The headteacher or manager/deputy manager is responsible for calling the emergency services. As part of the Pre-School emergency evacuation procedures, Pre-School staff should also be familiar with the process for calling the emergency services themselves. For example, if a fire is discovered in the Pre-School, they should initiate calling the emergency services as well as sounding the fire alarm and evacuating the children.

If the decision to close the school is taken early in the morning, the headteacher will call the Pre-School manager at the earliest opportunity. The Pre-School manager will contact all other staff. The closure of both the school and the Pre-School will be announced on local radio stations and the information will also be added to our Facebook page.

All staff should ensure that they have access to a mobile phone, as the usual telephone service may be disrupted. If the mobile network is down, we will use the website (if there is electricity) and local radio to communicate with parents.

The school are responsible for locating and turning off water, gas and electricity, as necessary.

If parents must be called to collect their children, children will be looked after safely by staff until they can be contacted. Depending on the emergency, this may be in the Pre-School room, the school hall or other school room or it may be outside. If parents cannot be contacted the uncollected child procedure will be followed.

Telephoning parents to ask them to collect their children will be the responsibility of the office administrator and in their absence the manager/deputy manager will take joint responsibility for the task.

Infectious diseases

We ask parents to inform a member of staff if their child has any infectious illness, so that we can display a sign to inform parents, staff and visitors that we have had a case of that infection or illness in Pre-School. This allows other parents to be on the lookout for the symptoms in their child. Healthy children, with no symptoms, even if they have travelled to a region where there is an outbreak of a disease, should not be kept away from the Pre-School. An exception to this rule would be if there is a recommendation by the British Government or Public Health England that stipulates that children should be isolated.

Children who are unwell with an infectious disease should NOT be at Pre-School and they should NOT return until the risk of passing on the infection has passed. If a child displays the symptoms of an infectious disease, the parents should be contacted to take the child home and to seek medical advice, they should not return to the setting until they are symptom free.

Where there is a risk of an epidemic or pandemic in the community, we will endeavour to follow the official government health guidelines, including closing the Pre-School if necessary, to prevent the spread of infection. If the decision is taken to close the Pre-School, it will be taken by the Chair in conjunction with the appropriate health authorities and the Pre-School manager. It will take effect from the end of the current working day and there is no need to send children home early unless they are displaying symptoms.

If the Pre-School is forced to close because of an emergency during the week in which a head count (to determine free entitlement) is carried out, we will contact the Early Years and Childcare Team to discuss alternative head count arrangements.

Charging

If the Pre-School is forced to close because of an emergency, fees will not be refunded for closures of up to a week (5 Pre-School days). After this period, the committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than a week.

In addition, the following policies and documentation in relation to health and safety are in place.

Risk assessment.

Record of visitors.

Fire safety procedures.

Emergency evacuation procedures

Fire safety records and certificates.

Operational procedures for outings.

Administration of medication

Prior parental consent to administer medicine

Record of the administration of medicines

Prior parental consent for emergency treatment

Accident record

Terrorist attack/threat procedure

Lone working procedure

Incident record book

All records are reviewed regularly to identify any issues which need to be addressed.

Useful phone numbers

Ofsted – 0300 123 1231

HSE - 0845 300 9923 (major and fatal incidents only) or on-line at www-hse.gov.uk/riddor

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	April 2009	Checked against PSLA guidelines & to reflect change in staff member responsible for H&S
1.1	April 2009	Added EYFS key themes and commitments
1.2	June 2009	Clarified staff responsibilities and location of paperwork
1.3	June 2009	Numerous small changes
1.4	October 2009	Changes following H&S course
	May 2010	Policy reviewed no change
1.5	November 2010	Small change in relation to allergy information
	May 2011	No amendments required
1.6	December 2012	Updated to reflect new premises
1.7	December 2013	Small change to Smoking Policy
1.8	June 2014	Changed from a policy to a procedure, following new EYFS guidelines
1.9	December 2014	Minor change, remove section regarding bins being emptied every night as cleaner does not always come until following morning
1.10	October 2016	Procedure has had lots of changes made to ensure it is up to date with current legislation and with current procedures in the setting.
1.11	November 2018	Minor changes to wording and small additional details added.
1.12	May 2020	Changes to wording and several appropriate policies incorporated into the Health and Safety procedure
1.13	May 2021	Document formatting and amendments
1.14	July 2021	Lockdown Procedure added
1.15	July 2022	Minor changes to wording. Exclusion period changed for Covid 19 in line with government recommendations and Monkeypox added.
1.16	July 2023	Small additional details added
1.17	May 2024	Change in member of staff responsible