



Health and Safety Policy:

Life Daycare believes that the health and safety of children and nursery practitioners is a matter of paramount importance. Life Daycare has developed procedures and safe practices to ensure children's health and safety is maintained, promoted and the spread of infection is prevented. Nursery practitioners are committed to providing a safe, healthy environment where children can learn and develop. Practitioners work closely with parents and health care professionals to ensure all children access nursery facilities safely.

Procedure:

In order to ensure the nursery maintains a high standard of health and safety, the nursery has several policies and procedures that are followed on a daily basis. The following table outlines the Health and Safety responsibilities and who is responsible for their implementation.

Responsibility	Person(s) responsible
Overall responsibility	Manager
Fire Safety and Regulations	Business Manager and Maintenance Team
Re-stocking First Aid Equipment	Management Team
Registering Children's Attendance	Management Team
Registering Group Attendance	Management Team
Monitoring staff, student and visitor attendance	Management Team
Dealing with emergency situations	Management Team and Room Leaders

Ensuring Practitioners have relevant up to date training i.e. 1 st Aid and Food Handling qualifications	Management Team
Reporting to OFSTED	Manager and Nominated Individual
Manual Handling and Lifting	Business Manager

From 1st September 2016 newly qualified early years practitioners (with a full and relevant level 2 or 3 childcare qualification) must also hold a current Paediatric First Aid (PFA) or emergency PFA certificate in order to be included in the ratios in our setting. There is a 3 month grace period from the new employee's start date for this training to be provided.

First Aiders at Work and Paediatric First Aiders:

Please see staff certificates in the rooms

Raising Awareness of Health and Safety to Staff, Children, Parents, Carers and Other Users of the Setting

On commencing employment all staff are expected to read and become familiar with this policy. Where amendments have been made a copy of the policy will be circulated for all staff to read.

Staff training records are regularly reviewed and training needs identified at the beginning of each term. Copies of certificates are located outside each room.

Signs are used throughout the nursery to ensure parents and carers are kept informed of the relevant health and safety issues.

Health and Safety is incorporated into children's everyday experiences. Children are encouraged to look after themselves, their peers and their environment. Relevant topics are discussed at an age appropriate level.

It is the responsibility of all practitioners to inform parents and carers of the health and safety regulations which affect their visit to the nursery.

Insurance

Life Daycare has insurance which covers public liability, employer's liability, outings, student and volunteer placements etc. The certificate of insurance is displayed.

Supervision of children

Nursery practitioners ensure all children are supervised at all times; this includes children sleeping on mats in quiet areas. Children in cots/prams must be checked every 10 minutes. Babies/children are never left unattended during nappy changing times. Older children may take themselves to the pre-school bathroom once they are able to do so independently thereby preparing them for the transition to school. However a practitioner must be

aware of the child's whereabouts and remain in the main playroom at all times in readiness to assist the child if necessary.

Children are supervised at all times when eating; toddlers and babies are monitored closely and babies never left alone with a bottle. Babies are always bottle fed by a member of staff. Children are supervised carefully when using scissors or tools including using knives in cooking activities.

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

Children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water. Special care is taken when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs. Including having one member of staff supervising large outdoor play equipment at all times, we strictly follow any safety guidelines given by other organisations or companies relating to the hire of equipment or services e.g. hire of a bouncy castle and a member of staff MUST supervise the children at all times. Staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors.

In the event of children leaving the nursery for an outing a risk assessment must be carried out prior to leaving the premises. Practitioners must take a first aid kit and a mobile phone on outings. Small groups of children may be taken on outings providing there are a sufficient number of practitioners remaining on the premises to maintain appropriate staff to child ratios.

Practitioners must seek written permission from parents to take children out of the nursery unless going for a local walk, written permission for which is sought on registering with the daycare.

Adults can only be left unsupervised with children once all relevant checks have been cleared. This includes an Enhanced Disclosure and Barring Service check for regulated activity, health checks, identification checks and references.

The nursery has many visitors and students visiting the nursery. In order for the nursery to be able to ensure all visitors are accounted for the nursery maintains a visitor's book that all visitors must sign themselves in and out of and provide details of the purpose of their visit.

Children must never be left unsupervised with a student or visitor that has not been cleared of all relevant checks therefore they will be accompanied by a nursery practitioner at all times.

Security

The building is secured by a buzzer system on the front entrance. Signs are in place to remind parents not to let anybody into the building with them even if they know who they are.

Staff, volunteers, students and visitors must sign in at the reception area and wear an appropriate identification badge at all times, if required.

All internal doors are fitted with elevated handles to prevent children leaving the building without an adult. Outdoor play areas are locked and secured at all times that children are outside.

Parents are reminded not to allow their children to bring toys etc into the nursery and Life Daycare does not accept responsibility for any personal belongings which get lost or damaged whilst on the premises.

Life Daycare provides storage for staff and student belongings. Mobile phones however must be stored in the cupboard in the nursery office and must not be taken into the rooms.

Risk assessments

Nursery practitioners identify and manage risks to children and adults through carrying out risk assessments. A risk is a likelihood of a hazard occurring and the hazard is anything that could cause harm to others. All activities need to be considered, significant risks are identified, measures are put in place to control or eliminate risks and all hazards and measures are recorded. Other risks that are identified must be controlled appropriately. For example a child standing on a chair is a risk and must be controlled; however this would not necessarily be recorded.

Risk assessments are required to be 'suitable and sufficient.' Risk assessments will be set up initially by the nursery manager and it is the responsibility of all staff in the room to conduct these checks throughout the day and report any concerns to the nursery manager.

Each room is checked at the beginning of the day or at the start of the group for hazards in accordance with each room's risk assessment. These assessments are reviewed once a year or as a result of change to the room.

In the event that a risk is identified throughout the day or when opening the nursery, a risk assessment is carried out to determine the severity of the risk and an appropriate course of action to control or eliminate the hazard.

The garden area is checked for hazards before children go out for outdoor play. This check is carried out in accordance with the nursery outdoor play risk assessment that is reviewed once a year or as a result of change to the area.

A risk assessment must be carried out prior to practitioners taking children on outings.

Monitoring and Review

The Health and Safety officer Sarah Unwin will monitor the results of assessments, the application of health and safety procedures, and risk control.

Consultation with employees on health and safety issues will take place through the health and safety items on meeting agendas. Urgent matters will be reported directly to the manager.

Safety Checks

At Life Daycare we make sure that the nursery is a safe environment for children, parents, staff and visitors by carrying out safety checks on a regular basis in accordance with the timescales set out in the nursery checklists.

These include daily checks of the premises indoors and outdoors and all equipment and resources before the children access any of the areas. These checks are recorded to show any issues and solutions.

This policy should be read in conjunction with the fire safety, risk assessments, visits and outings and the equipment and resources policy.

All staff should be aware of potential hazards in the nursery environment and monitor safety at all times.

Dangerous substances

All dangerous substances including chemicals must be kept in locked areas out of children's reach. All substances must be kept in their original containers with their original labels attached. Safety Data Sheets (Control of Substances Hazardous to Health (COSHH)) and risk assessments must be kept for all substances and the appropriate personal protection taken e.g. gloves, apron and goggles.

Transport and outings

The nursery has a comprehensive documented policy relating to outings which incorporates all aspects of health and safety procedures including the arrangements for transporting and the supervision of children when away from the nursery.

Water supplies

A fresh drinking supply is available and accessible to all children, staff and visitors.

All hot taps accessible to children are thermostatically controlled to ensure that the temperature of the water does not exceed 40°C.

Room temperatures

All radiators have appropriate coverings to prevent hot surfaces coming into contact with the children.

Each room has a thermometer which is used to monitor the temperature and measures taken if the room becomes too hot or too cold. Staff should be aware of room temperatures in the nursery and should ensure that they are suitable at all times.

Staff must always be aware of the dangers of babies and young children being too warm or too cold. Temperatures should not fall below 18°C in the baby rooms and 16°C in all other areas.

Where fans are being used to cool rooms, great care must be taken with regard to their positioning.

Electrical Equipment

Electric appliances are PAT tested in accordance with current legislation and each appliance displays its own PAT test sticker.

All plug sockets in areas where children play are at an appropriate height.

Electrical sockets are all risk assessed and any appropriate safety measures are in place to ensure the safety of the children. All electrical cables are kept

out of the reach of children wherever possible and shielded by furniture where they need to be at floor level.

Windows and Doors

All rooms where children have access have fully opening windows to ensure adequate light and ventilation. Opening windows have been located above child's height and have appropriate safety catches.

Windows are either made with safety glass or have safety film placed over their surfaces to prevent shattering in the event of breakages.

Doors are fitted with finger guards and elevated handles for children's safety. Fire doors are clearly marked and are only left propped open if propped with an emergency closing door stop.

Floors and Stairs

All floors are covered with materials which are fit for purpose.

Floors are checked regularly to ensure they are free of dirt, damage and trip hazards. Any issues are rectified immediately or reported to the nursery office if they require further attention.

Indoor Areas

Life Daycare ensures that our premises including the overall floor space is fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Our indoor space meets the requirements of the EYFS which are:

- Children under two years – 3.5 m² per child
- Children two years – 2.5 m² per child
- Children aged three to five years – 2.3 m² per child

Stacked Furniture and Storage

Children's toys and resources are kept at a height which is appropriate for the age range of the children in each room. We encourage children to self select toys and resources and ensure they can do this safely and without risk of harm. Low storage units and shelving help us to achieve this aim.

Resources which are not for children's use are kept in separate areas away from children's play areas and are stored in a neat and tidy manner to prevent injury to staff.

Sleeping Children

Space is provided for children who require a rest or sleep whilst at nursery. Sleeping children are provided with their own bed and bedding which is stored in a named bag and cleaned regularly.

Practitioners sit with children while they go to sleep and continue to supervise them whilst they are asleep.

Parents and carers of babies and young children are consulted about how their children prefer to sleep and this is taken into account when settling children.

(See Sleep and Rest Policy).

Outdoor Areas & Outdoor play

Through the planning of children's interests, needs and progress, children have the opportunity to explore and discover the outdoors and use a variety of equipment. This will encourage children to make good progress in their development whilst getting physical exercise and fresh air.

Outdoor areas are risk assessed before children enter them and resources are set up keeping the safety of the children in mind at all times. The risk assessment also includes fences and gates to ensure the perimeter is secure. Any damaged equipment is removed and is either repaired or disposed of. All plants are selected and grown in accordance with relevant guidelines. A copy of poisonous plants is displayed in the staff room and is updated regularly.

We have water/weatherproof clothing for all ages of children and these are worn when playing out in wet weather. Parents are also reminded to bring appropriate playing out clothes for their children when coming to nursery.

(See Sun Protection Policy and Outdoor Policy & Procedure)

Poisonous plants

Trees, flowers and other plants can enhance the childcare environment, both inside and outside, and can provide wonderful learning opportunities for children. Many plants are colourful and children are attracted to the leaves, flowers and fruits. However many plants can prove to be harmful or hazardous and care must be taken to ensure that children do not come into direct contact with them.

Plants can prove to be harmful in the following ways:

- Ingestion – causing poisoning;
- Handling- causing irritation of the skin;
- Physical injury – from thorns and brambles;

Any part of a plant must be considered hazardous, particularly:

- Berries
- Seeds
- Leaves
- Flowers

Action to be taken

The list of more common hazardous plants that may be encountered can be found in the appendix. The keeping of hazardous plants as indoor shrubs will not happen at LIFE Daycare.

Outdoor play areas must be monitored on a weekly basis for the continued absence of hazardous plants. Where such plants are discovered they should

be removed immediately. Such checks will be performed as part of on-going risk assessments of the outdoor play areas.

First aid matters

In the event that a child becomes injured or poisoned then this must be treated as a medical emergency. Interim First Aid may be indicated in cases of skin irritation but in all cases specialist medical help must be sought, summoning an ambulance if necessary.

Where possible, staff should retain a part of the plant thought to have caused the skin reaction or poisoning to show medical staff. A record of all such incidents must be made in the relevant Accident Form.

Pets and Other Animals

If a child or a member of staff brings a pet from home to visit the nursery as a planned activity parents of all children who will be in contact or in the same area as the pet are informed. We obtain written permission from parents to ensure no child has an allergy or phobia. We complete a full documented risk assessment prior to the pet visiting and analyse any risks before this type of activity is authorised.

Pets will not be allowed near food, dishes, worktops or food preparation areas. Children will wash their hands with soap and water after handling animals and will be encouraged not to place their hands in their mouths during the activity. The staff will explain the importance of this to the children. Children will be encouraged to leave their comforters and dummies away from the animals to ensure cross-contamination is limited.

Children should not play with animals unsupervised.

Food

In order to ensure the food children are offered has been stored, prepared and served safely, nursery practitioners attend training in Basic Food Hygiene and ensure they follow hand washing and food handling procedures.

In the event of a member of staff having suffered from food poisoning occupational health must be informed to determine the period of time that the person cannot handle food.

Nursery practitioners are committed to promoting healthy eating with children. This is reflected through learning experiences and the food that children are offered on a daily basis.

The nursery offers children cow's milk, soya milk for dairy free children or water at snack times and children have access to water throughout the day.

(See Nutrition, Meals & Healthy Eating Policy and Food Safety Policy).

Hot drinks

In order to safeguard the welfare of the children, staff, parents/carers, and anyone else who is present in the nursery there are strict guidelines on the consumption of hot drinks.

The drinking of hot drinks by children (including warm milk) will only be permitted in cups with lids or bottles. This is to ensure that no other child could be burnt or scalded if the cup were to tip. Children's hot drinks will only ever be 'luke-warm'.

The consumption of hot drinks by staff will be limited to areas that children do not have access to. If staff wish to take a hot drink into the classroom they must be in a screw top, sealed, insulated cup so there is no chance of drinks being spilled.

The consumption of hot drinks by parents/carers are restricted in our nursery due to health and safety therefore we ask parents not to bring any hot drinks on to the premises.

Working with parents as partners

Nursery practitioners work in partnership with parents to ensure the nursery meets children's individual needs and remains a safe environment where the main consideration is for the child's welfare. This is achieved through the nursery's procedures, consultation with parents, and where necessary, other professionals.

The nursery consults with parents to ensure all foods and drinks are suitable and meet the needs of each child. In exceptional circumstances that are agreed with the nursery manager parents are able to provide nutritious, wholesome food and drink for their child. Food must be brought into nursery in a sealed container that is clearly labelled to avoid confusion.

Alternative milk can be supplied by the parent provided the milk is brought into nursery in the original sealed container and is pasteurised. The parent may provide the nursery with cooled boiled water in bottles along with powdered formula milk in separate containers that has been appropriately measured. Practitioners will then mix the water and formula together at the time the child requires feeding. Parents are asked to label all bottles and containers.

Manual Handling

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

- How much the child weighs;
- What are their lifting capabilities as an individual;
- The environment;
- The task;

- If the lifting is necessary.
(See Good Handling Techniques Policy).

Smoking

The management of Life Daycare are very conscious of the links between smoking and potential damage to health.

Passive smoking has been medically proven to be one cause of lung cancer and heart disease in non-smokers as well as many other illnesses and minor conditions.

Section 2 (2e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is: "so far as is reasonably practical, safe, without risk to health and adequate as regards to facilities and arrangements for welfare at work".

Under the Health and Safety at Work Act, employees have duties to take reasonable care for the health and safety of themselves and others and co-operate with the employer as far as necessary to enable the employer to comply with the requirements of the Health and Safety at Work Act.

We have therefore instigated a NO SMOKING policy throughout our establishment. Smoking is not permitted in any part of the premises, entrances or grounds, at any time, by any person, regardless of their status or business with the company. This applies even when the children are not on the premises. Employees wishing to smoke during official break times must ensure that they change out of their uniform and that their hands are washed thoroughly before re - entering the rooms. This is to prevent children being exposed to secondhand smoke and chemicals present on clothing and fingers. This includes the use of e-cigarettes or other similar alternatives to smoking; these are also prohibited.

The management of health and safety at work

This smoking policy seeks to guarantee all employees the right to work in air free of tobacco smoke. All premises were designated smoke free on the 1st July 2007 and adequate signage was displayed to inform employees and visitors of the smoke-free status of the buildings.

Vehicles & Common areas

The policy of non-smoking applies throughout the nursery grounds and to the car park also.

Visitors and temporary staff

Visitors and temporary staff are expected to abide by the terms of this policy. Staff members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation which may put their personal safety at risk.

Help for those who smoke

This policy recognises that passive smoking adversely affects the health of all employees. It is not concerned with whether anyone smokes, but where they

smoke and the effects this has on non-smokers in the vicinity. However, it is recognised that the smoking policy will impact on smokers' working lives. In an effort to help individuals adjust to this change, help and support will be provided when needed.

Staff in breach of this policy may be subject to disciplinary procedures.

Office Policy

Some nursery staff will be required as part of their role to undertake office duties which may involve sitting at a computer. At Life Daycare we take the welfare of our staff very seriously therefore we have put safeguards in place to help protect the health and safety of all our employees. If an employee requires additional support it is their responsibility to inform the manager as soon as possible.

Staff using computers can help to prevent personal health problems in the office by:

- Sitting comfortably at the correct height with forearms parallel to the surface of the desktop and eyes level with the top of the screen;
- Maintaining a good posture;
- Using a copyholder when typing a document;
- Avoiding repetitive and awkward movements and keep frequently used items within easy reach;
- Changing position regularly;
- Using good keyboard and mouse techniques with wrists straight and not using excessive force;
- Making sure there are no reflections or glare on screens by carefully positioning them in relation to sources of light;
- Adjusting the screen controls to prevent eyestrain;
- Keeping the screen clean;
- Reporting any problems associated with using the equipment to the manager. A risk assessment will be conducted and specialist equipment will be considered as required;
- Planning work so that there are breaks away from the workstation.

Seating and Posture Procedure

- Good lumbar support from the office seating;
- Seat height and back adjustability;
- No excess pressure on underside of thighs and backs of knees;
- Foot support if needed;
- Space for postural change, no obstacles under the desk;
- Forearms approximately horizontal;
- Minimal extensions, flexion or straining of wrists;
- Screen height and angle should allow for comfortable head position;
- Space in front of keyboard to support hands/wrists during pauses in typing.

Waste Management and Sustainable Practice

At Life Daycare we value our environment and in order to keep our world safe and healthy for our children. We closely monitor the management of our waste and its disposal in accordance with local authority requirements.

Staff are made aware of the need to minimise energy waste and the nursery uses appropriate measures to save energy including:

- Turning off lights when not in use;
- Using energy saving light bulbs;
- Not leaving any equipment on standby;
- Unplugging all equipment at the end of its use/the day;
- Energy saving wash cycles on the washing machine.

The nursery recycles paper waste and ensures that where possible other sources of waste are recycled to reduce the effect on the environment.

Where age/stage appropriate we help the children to understand the importance of how to be healthy as well as recycling and saving energy.

We dispose of all clinical waste including nappies and bodily fluids according to health and safety regulations (HSE).

Personal Protective Equipment (PPE)

We identify and assess all activities for staff to undertake during the course of their employment with us. We will only specify personal protective equipment as the first form of defence should we be unable to eliminate the risk to our staff immediately. We will as far as is reasonably practicable implement the hierarchy of control measures.

For nappy changing and ill children we provide white plastic aprons, gloves.

Where we provide personal protective equipment we will ensure it is fit for purpose the environment in which it is to be used and that it fits the wearer correctly to give the level of protection the equipment was designed for.

We will ensure that staff are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to our staff as may be necessary and that such equipment will be free of charge.

Lone Worker Policy:

This policy should be read alongside the Health and Safety Policy and the Safeguarding (Child Protection) Policy. Life Daycare will protect their staff as far as is reasonably practicable from the risks of lone working. Working alone is not in itself against the law and it will often be safe to do so. Where lone working is necessary or unavoidable the staff member undertaking the lone work and the setting manager must consider and decrease the potential risks involved.

No staff member should be lone working alone within the building at any time. However there may be occasions when this isn't always possible due to:

- Toilet breaks

- Lunch cover
- Nappy changes
- Comforting a child that may be unwell in a quiet area
- Following a child's interest
- Supporting children in the toilet area that may have had an accident
- The duties some team members have, e.g. management, opening and closing the setting, carrying out cleaning or maintenance at the setting and staff operating outside operating hours.

There are also two other occasions in which LIFE daycare will allow staff to lone work:

- Named staff approved by the manager in the preschool room may work alone with up to 8 children. This member of staff will be approved by the manager and the door into the next room will be left ajar;
- Named staff approved by the manager in the baby room who have a single child to look after.

When assessing the suitability of lone working consideration will include how lone workers manage tasks such as talking to parents and supervising activities whilst maintaining child safety and welfare. We will also ensure that each member of staff required to work alone has the training and/or skills for the role; e.g. paediatric first aid certificate, child protection/safeguarding training, food hygiene training and if children younger than school reception age are present; hold a level 3 qualification. We always ensure that our staff: child ratios are maintained. We also ensure that at these times there are staff in the office and that the phones in each room are working. Any spare staff are deployed to these rooms first.

Personal Safety

- Lone workers must follow all instructions contained in the procedures below;
- In exceptional circumstances if the worker acts differently to the procedure agreed they must inform the manager or delegated contact immediately;
- The phones in the room will be checked to ensure they are working.

Risk Assessment

Risk assessments must be carried out for and by all individuals whose working practice makes them vulnerable and recommendations should be made to eliminate or reduce the risk as far as possible. Where individuals work alone in buildings or carry out home visits managers should complete the relevant risk

assessments. If the safety of an individual is doubted, attempts should be made to eliminate lone working.

Procedure

Individuals will receive information, instruction and supervision in respect of the hazards and risks associated with lone working. All individuals are to take relevant and sensible precautionary measures whilst lone working. If a member of staff feels that they are putting themselves at risk through lone working they should discuss the situation with their manager. Further efforts by the manager shall be made to eliminate or reduce hazards starting with a process of reassessment of the task.

Risks of Lone Working

Risk assessments for site based lone workers must include:

- Safe entry and exit if in the building alone,
- Location,
- Safety of equipment for individual use,
- Channels of communication in an emergency and
- Site security if working in the building alone.

Risk assessments for mobile lone workers must include:

- Premises risk assessment where applicable,
- Arrangements for home visits including consideration of alternatives,
- Travelling between appointments/clients etc,
- Reporting and recording arrangements,
- Communication and traceability and
- Personal safety and security.

Following completion of risk assessment consideration must be given to any appropriate action that is required.

Safety Contact

Lone workers will be provided with a designated contact. The designated contact should keep their phone with them at all times and ensure that the agreed contact is made at the correct times. Where deemed the appropriate course of action (e.g. lone working contractors) the lone worker should:

- Inform their designated contact when the lone working commences;
- Advise the contact of the expected length of time that the lone working will take place over;

- 'Check in' with their contact every hour or as appropriate to the risks associated with the lone work;
- Inform their designated contact when they have finished lone working; and
- Inform their contact of safe arrival at home/their next destination.

All designated contacts must be made aware of the line manager's number. In the event that the lone worker does not telephone their designated contact after an outreach the designated contact must inform the line manager. The line manager will endeavour to contact/check on the employee however if there is no response the police shall be informed.

Monitoring and Review

Any staff member with concerns regarding lone working risks should discuss these with their manager. The risk involved in unique situations will be reviewed on an individual basis.

Emergency Closure Policy:

There are certain circumstances which could result in Life Daycare having to be closed; we aim to rectify the closure as soon as possible and keep all parents/carers informed of the situation.

In cases of extremely bad weather usually snow we will follow the decision of the nursery manager with regard to whether the nursery will open or not. The circumstances in which the nursery will be closed will have to be exceptional. It should be assumed that the nursery will be open unless it is impossible to reach, even by staff that can travel on foot and wherever possible, families will be contacted via telephone and should check our website, Facebook or announcements on the Radio.

If only a handful of staff are able to get to the nursery we will merge the nursery rooms and endeavour to meet the needs of the children in our care. It will be at the discretion of the manager to decide if at that point the nursery has to be closed for example if there is any deterioration in weather conditions which may impede staff in their journey home and the collection of children.

In the event of an early closure parents should make arrangements to pick their child/children up early. If a child is to be released to a carer not listed on the emergency contact list a phone call to the office will be necessary first and a password agreed.

Please make certain you leave work/home early so you arrive on time to collect your child. Late pickup charges will still apply.

Each child's safety is of the utmost importance and the final decision to have your child attend the nursery in bad weather is ultimately yours.

Heating breakdown/power cut

Should the heating system break down at the nursery the manager will make a decision if the nursery is to open or close. Should it be too cold parents/carers will be contacted to collect their children. Appropriate numbers of staff will stay with the children until all of them have been collected.

As both of the above situations are beyond our control and of *force majeure* nature refunds for “closed” or “partial” sessions will not be given.

Snow

If high snow fall is threatened during a nursery day then the duty manager will take the decision as to whether to close the nursery. This decision will take into account the safety of the children, their parents and the staff team. In the event of a planned closure during the nursery day we will contact all parents to arrange for collection of their child.

In the event of staff shortages due to snow we will contact all available off-duty staff and/or agency staff and group the children differently until they are able to arrive. If we are unable to maintain statutory ratio requirements after all avenues are explored we will contact our inspectorate to inform them of this issue recording all details in our incident file. If we feel the safety, health or welfare of the children is compromised then we will take the decision to close the nursery.

Any other need for emergency closure

Should there be any other need for the nursery to close; the following procedure will be followed:

If we need to close during a session the manager and staff will contact the parents/carers of children present.

If we need to make a decision to close before the session has begun the manager will endeavour to contact the parents/carers of all children due to attend on that day. If they are unable to make contact with all the parents/carers they will arrange for a notice to be displayed outside the premises or arrange for a representative to be at the premises to inform parents/carers.

Critical Incident

Here at Life Daycare we understand we need a plan for all eventualities to ensure the health, safety and welfare of all the children we care for. With this in mind we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. This policy includes:

- Flood
- Burglary
- Abduction or threatened abduction of a child
- Terrorist attack/ national emergency

If these incidents impact on the ability for the nursery to operate we will contact parents via phone/email/text message at the earliest opportunity.

Flood

There is always a danger of flooding from adverse weather conditions or through the water/central heating systems. We cannot anticipate adverse weather; however we can ensure that we take care of all our water and heating systems through regular maintenance and checks to reduce the potential for flooding in this way. Our central heating systems are checked and serviced annually by a registered gas engineer and they conform to all appropriate guidelines and legislation.

If flooding occurs during the nursery day the nursery manager will make a decision based on the severity and location of this flooding and it may be deemed necessary to follow the fire evacuation procedure. In this instance children will be kept safe and parents will be notified in the same way as the fire procedure.

Should the nursery be assessed as unsafe through flooding, fire or any other incident we will provide care in another location/parents with alternative arrangements in sister nurseries/options for childcare facilities in the local area.

Burglary

The onsite security team follow a lock up procedure which ensures all doors and windows are closed and locked after vacating the premises. Alarm systems are used and in operation during all hours the nursery is closed.

The manager will always check the premises as they arrive in the morning.

Should they discover that the nursery has been broken into they will follow the procedure below:

- Inform onsite security team and the police with as many details as possible, i.e. name and location, details of what you have found and emphasise that this is a nursery and children will be arriving soon.
- Contain the area to ensure no-one enters until the police arrive. The staff will direct the parents and children to a separate area as they arrive. If all areas have been disturbed staff will follow police advice, including following the relocation procedure wherever necessary to ensure the safety of children.
- The manager on duty will help the police with the enquiries, e.g. by identifying items missing, areas of entry etc.
- A member of management will be available at all times during this time to speak to parents, reassure children and direct enquiries.
- Management will assess the situation following a theft and ensure parents are kept up to date with developments relating to the operation of the nursery.

Abduction or threatened abduction of a child

Here at Life Daycare we take the safety and welfare of the children in our care extremely seriously. We have secure safety procedures in place to ensure children are safe whilst within our care; this includes safety from abduction.

Staff must be vigilant at all times and report any persons lingering on the premises immediately. All doors to the nursery are locked and unable to be accessed unless staff members allow individuals in. Parents are reminded on a regular basis not to allow anyone into the building whether they are known to

them or not. Visitors and general security are covered in more detail in the visitors policy.

Children will only be released into the care of a designated adult see the arrivals and departures policy for more details. Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so the nursery is able to support the child. The nursery will not take sides in relation to any custody battle and will remain neutral for the child. If an absent parent arrives to collect their child the nursery will not restrict access unless a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will consult our solicitors with regards to any concerns over custody and relay any information back to the parties involved.

If a member of staff witnesses an actual or potential abduction from nursery the following procedure will be followed:

- The police must be called immediately;
- The staff member will notify management immediately and the manager will take control;
- The parent(s) will be contacted;
- All other children will be kept safe and secure and calmed down where necessary;
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number (if used), time and direction of travel (if seen) and any family situations that may impact on this abduction.

Terrorist Attack or National Emergency

If a suspicious package/device has been found or in the opinion of the Police Incident Officer safety is at risk the final decision to evacuate will rest with the local Constabulary.

Evacuation should not take place as a matter of course as unnecessary evacuations will result distress and disturbance to members of staff, children and wasteful deployment of the emergency services and the encouragement of further threats.

If Life Daycare receives a terrorist threat by any means please inform the security team immediately. To assist in verifying a telephone threat record as many details as possible and telephone through to the security team immediately.

If you find a suspicious object or item of mail:

Although unlikely it is possible that an incendiary or explosive device could be found on the premises without any prior warning or threat being received. Any suspicious letter or package received at the nursery or bag, parcel, holdall or object left unattended for some time in the nursery must be reported immediately to security. Ensure that no one approaches it and that it is strictly left alone. If you discover a suspicious object or item of mail it should be reported immediately. Staff, children and the general public should not touch the object.

Staff should:

- Be vigilant for suspicious objects left in secretive places such as rubbish bins, toilets, empty units, car parks etc.
- Make sure that you report any suspicious person.
- Do not be complacent regarding matters of security as complacency creates a threat to you, your colleagues and the children's safety.
- Challenge strangers and make sure any visitors display identification and sign in the visitors book.
- Keep windows and doors locked and do not allow access to people you do not know.
- If you spot a suspicious vehicle, do not ignore it but report it to management who will decide whether to report it to the police.

Letter Bombs

Postal bombs are likely to be flat letters weighing up to 4oz or in a packet the size of a book.

Suspicious letters should be handled as little as possible and placed in a clear plastic folder so that fingerprints and other forensic evidence is left for the police to examine.

Look out for packages which;

- Smell of marzipan or almonds;
- Rattle, feel springy or stuffed with cardboard which may indicate a trap;
- Have stains or holes in the envelope;
- Have a foreign postmark or foreign writing style.

What happens when a threat has been received?

Once the Security team/Police are aware there is a threat they will notify Life Daycare via word of mouth from security officers or they will phone immediately. You are to search the premises as quickly as possible. In the event of finding something suspicious do not touch it and alert the security team/police immediately.

Terrorist threat evacuation

Do not evacuate the building unless being told to do so. In the case of a terrorist threat procedures may have to change to accommodate circumstances for instance; if there were a suspected bomb around the main entrance to the building you would have to evacuate the building via an alternative exit.

Post Evacuation

Once a return to the building is authorised you are to carry out a complete search of the nursery and contact the buildings team to state 'all clear'.

Intruder Policy:

This policy aims to inform staff and parents/carers of the procedures to follow in the event of an intruder being identified at Life Daycare. Staff are aware

that it is their priority to maintain the safety of the children in their care as well as their own safety.

An intruder is an individual who has not followed our established visitor procedures. If a staff member observes somebody in the nursery who appears suspicious or who they know has not signed into the visitors' book they should (if it is safe to do so) approach the individual and ask for their name and the purpose of their visit to the nursery. If the staff member does not feel comfortable in approaching the individual they should alert the manager of the situation.

The person approaching the potentially suspicious individual must determine if the person poses a safety hazard or just needs to be aware of the settings visitor policy. If the visitor has a legitimate purpose for being in the nursery but was unaware of the visitor procedures, they will be told about procedures they should follow in the future, asked to sign in and the manager will be made aware of their presence.

If there is reason to believe that the intruder poses a safety hazard, they will be politely greeted and asked the purpose of their visit to Life Daycare. This will not be done by an individual at least one other staff member will either be present or they will observe the conversation from close by. The manager will be informed of the situation immediately.

If the intruder has no reason to be there but leaves when asked security will be reviewed and the police will be informed. If the intruder refuses to leave the manager will call the police. If they try to leave prior to the police arriving staff will not attempt to prevent this. They will take note of the method and direction of the individuals travel and pass the information onto the police.

If the intruder appears agitated we will try to calm them by remaining calm ourselves. If it is not possible for the manger to call the police, a code word/phrase will be used to signify that emergency help must be called.

Children will as soon as possible be taken to a secure place as far away from the intruder as possible. If the individual has a weapon or becomes aggressive towards staff or children we will follow the procedures set out in our lockdown policy and procedure. If there is an abduction or threatened abduction of a child we will follow the procedures set out in the critical incident section of our emergency closure policy.

If the individual stays until the police arrive we will explain to police exactly what has happened. In the presence of the police we will also verbally ask the person not to return to the nursery.

After the event all incidents and follow up actions will be logged and passed on to relevant agencies and authorities as soon as possible. In any event there will be a thorough investigation of the incident and a report will be made by all staff involved. Security procedures will be fully scrutinised.

Lockdown Policy and Procedure:

Here at Life Daycare, we recognise the potentially serious risks to children, staff and visitors in emergency situations. The Lockdown Policy aims to ensure the safety of all children, educators, families and other visitors to the service in the event of a threat.

Examples of such critical incidents are:

- Children/staff/visitor being taken hostage,
- A siege of service property,
- A disaster in the local community,
- Unusual amounts of media attention, and
- Aggressive trespassers.

If an event takes place that requires a "Lockdown", the following should occur:

- The person who witnesses the event or issue must try to raise an alarm with the most senior person in charge.
- The most senior person in charge will determine the need for a "Lockdown" and raise the appropriate alarm (call out "lockdown"). If the person who witnesses the event is not able to locate/get to the senior person they must raise the alarm themselves.
- Emergency services must be contacted immediately on 999. Staff will follow instructions given to them by emergency services.
- Staff are to close and lock all doors and windows and turn the lights off. Children should remain under the desks or down low and out of sight during the lockdown period under the supervision of staff.
- If children are outside staff should get them inside as quickly as possible even if they are not from their room.
- Staff must check the sign-in sheet and check all signed-in children are present. Any absences must be reported to the Nominated Supervisor as soon as it is safe.
- All staff, children and anyone else present will remain in the locked room until the "All Clear Signal" is given by the person in charge. They will state that "The lockdown has now ended". Staff must be aware that they could be in lockdown for some time.

This policy should take place in conjunction with our fire evacuation procedure and critical incident section within the emergency closure policy should the need for evacuation arise.

Fire Safety, Prevention & Evacuation Procedure:

Fire Safety & Prevention

The nursery manager carries out a fire safety checklist regularly. This checklist assists the manager in maintaining all fire precautions that are in place. The designated fire marshal is Erin Gardner or Sarah Unwin in Erin's absence.

Evacuation Drills

A copy of the Fire Safety check is kept in the nursery office. The office also has an evacuation log where evacuation drills are recorded. Any action to be taken to improve the procedure is recorded.

Fire evacuation drills are carried out and recorded every 6-8 weeks or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The fire points and alarm will be tested once a week and recorded by building maintenance.

It is the responsibility of all staff to minimise the risk of fire by complying with the following basic rules:

- All staff are trained in emergency procedures.
- Ensure the fire escape corridors are kept clear with a minimum of 1 meter.
- That rubbish is not left lying around or in the corridor and rear doors.
- A sign reading 'FIRE EXIT' must at all times indicate all fire exit routes.
- Such exits shall be kept clear of obstructions at all times. A clear route to all fire escapes should be maintained for fire safety in accordance with the appropriate legislation.
- Do not use unauthorised electrical equipment that has not passed its appropriate electrical test.
- Do not allow naked flames near combustible materials.

All fire extinguishers and blankets are checked annually in accordance with the nursery's procedure.

Fire evacuation procedures are displayed in all rooms and corridors and staff are encouraged to familiarise themselves with the evacuation procedures.

New members of staff will be given details of evacuation procedure on their first day as part of their induction pack.

Fire Evacuation Procedure

In the event of a fire the following procedures **MUST** be followed:

- Sound the alarm / call the emergency services.
- On hearing the fire alarm; **calmly** stop all activities.
- All staff are to get the children to line up at the room's fire exit door (in 0-2's use evacuation cot situated in the sleep room and in the under 2s change area if needed to evacuate non-walking children). Children will be taken out of the nursery through the fire doors located in each of the rooms or through the nearest available exit.
- The management team and named members of LIFE Church staff will assist in evacuating babies.
- Staff must also take with them:
 - o The room register

- o First aid kit
- o Emergency contact list
- o Emergency blankets
- The emergency blankets are in a bag which can also be used to store the rest of the equipment making it easier to handle.
- Management will collect the staff register, visitors' book and a mobile telephone and leave after doing a check of each room plus toilets via the closest exit meeting the rest of the staff and children at the fire congregation point to take a register.
- Staff with children in the outdoor play area will get the children to line up and to join the line of children exiting from inside.
- Staff who are on breaks must exit the building through the closest fire exit – **do not return to your room** correct ratios will have been maintained. Assist your room's children once they have exited the building.
- Students should follow the same rules as the staff and help children in the room they are located in to exit through the closest fire exit or leave via the nearest exit if they are on their break.
- Close all doors behind you wherever possible.
- The assembly point is located in the car park. Here names will be checked against the register.
- The register and the signing in sheet for that day will account for all adults and children. The manager will check the staff register and the room supervisors will check the names of all children in their room with the help of their staff teams. The visitor's book will be checked to see if visitors are all accounted for.
- If a fire exit is blocked the nearest fire exit must be used and another route found to the meeting point.
- Parents will be informed using the mobile phone brought out by the manager. As a precautionary measure each room will bring with them their box of contact numbers.
- Advise the fire service on arrival if all persons are accounted for.
- Should there be a situation where children, staff or visitors cannot all be accounted for advise the fire service that **THIS IS A PERSONS REPORTED INCIDENT.** Once the Fire Service receives this coded message they will mobilise additional resources to the incident. Do not attempt to go back in if any children or adults are not accounted for.
- Do not enter the building until it has been stated as safe by the fire service.
- The maintenance and security team are aware of the nearest fire hydrant point to the nursery and will direct the fire service and save them valuable time in locating a water supply. Fire hydrants are identified by a letter H on a post which also indicates the distance from the post to the underground water outlet. This is particularly important in the winter months when there may be a covering of snow on the ground.
- The maintenance and security team are be aware of the location of cut off points for electricity in the building and will advise fire fighters.

If you are unable to evacuate safely:

- Stay where you are safe,
- Keep children calm and together,
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

Bomb, Gas Leak, Flood and any other emergency

Evacuation procedures as for fire will be followed staff will be mindful of the meeting point for each separate occurrence. In the case of suspected gas leaks no electrical switches should be used as this may create a spark igniting the escaped gas. Incidents will be logged in the incident book.

Emergency Refuge

In the event of an emergency resulting in the nursery being unsafe for re-entry, all children and staff will be escorted to the youth and community building on site. Contact details are kept behind the staff signing in register which will be taken out of the building as matter of course should an emergency occur.

First Aid Cover and Procedures:

An accident is classed as an event which results in an injury. An incident is classed as a situation where a child is hurt by another child i.e. biting. Accidents must be dealt with by a practitioner who is a qualified first aider. If an accident or incident should happen when there is no first aider nearby practitioners or students should deal with the event immediately and seek the help of a qualified first aider as soon as possible.

All staff know the importance of keeping calm in an emergency and the need to assess the situation quickly and calmly. Depending on how the person is injured determines how they will be treated.

Basic rules are set out for dealing with:

- Minor cuts and bruises
- Severe bleeding
- Broken bones and spinal injuries
- Burns
- Eye injuries
- Asthma attacks
- Choking

Information on how to deal with these situations is available to staff at all times and is kept on a notice board in the staff kitchen.

First Aid Boxes are located in each room for ease of access. A guide to basic first aid is also kept with each first aid box.

First Aid boxes and equipment are checked every month by Evie Bennett.

Missing and out of date supplies are re-ordered at the same time. Sterile items will be kept sealed in their packages until needed.

Consent to provide emergency first aid is gained when a child registers with the nursery.

Parents and Carers are informed of any accident involving their child and are asked to sign an accident form to acknowledge that they have been informed. On some occasions parents and carers may be informed by telephone prior to coming to collect their child so they have advance notice.

Accidents and incidents are reviewed by the business manager termly to help identify any potential trends or re-occurring causes of injury which may be contributing to accidents within the nursery. Any issues are logged and amended immediately to prevent any further accidents from happening. The accident file will be kept for at least 21 years and 3 months.

Major Accident Procedure

In the event of a major accident:

- We will provide plastic gloves and aprons;
- A member of staff who is a qualified 1st aider will take appropriate action;
- If able to be moved the child is taken to a quiet area and the person in charge notified;
- The person in charge will then assess the situation and decide whether the child needs to go immediately to hospital or whether the child can wait for the parent/main carer to come;
- In the child needs to go straight to hospital an ambulance will be called;
- The parent/main carer will be contacted and arrangements will be made to meet the parent/main carer at the hospital. A member of staff will accompany the child to hospital;
- If the child does not need to go straight to hospital in an ambulance but their condition means they need medical attention the parent/carer will be contacted and asked to collect their child;
- The child will be made as comfortable as possible and a member of staff will stay with them until the parent/main carer arrives. If the main carer/parent is unable to collect the child in person they must nominate someone who can collect the child;
- A report of the accident will then be recorded on an accident form by the member of staff who saw the incident or was the first to find the child. This record will be signed by a parent/carer;
- If necessary a RIDDOR form will then be completed and a copy sent to the HSE office;
- Ofsted will be notified;
- The co-ordinator will then consider whether the accident highlights any actual or potential weakness in our policies or procedures and act accordingly making suitable adjustments where necessary.

Emergency Treatment

Should a child require emergency hospital treatment a member of the management team or the child's key person will accompany the child to hospital. All the child's relevant forms and records will be taken along to the hospital. The parent/carer will be informed immediately by the remaining staff in the building.

Once the child has been treated and is in the care of his/her parent/carer the incident will be recorded at the nursery and a report will be made to OFSTED in line with current legislation.

A review will be held to help identify if there is anything that could be done to: a) prevent a similar incident occurring and b) improve the emergency treatment procedure.

If an incident involves a member of staff a member of the management team will accompany the member of staff to the hospital and the same procedure will be followed. Again all the relevant forms relating to that member of staff will be taken to the hospital.

Staff members are responsible for ensuring that a copy of their next of kin details are kept in the office in case the nursery needs to make contact with them.

Febrile Convulsions

A febrile convulsion is a type of fit which occurs when a young child has a high temperature. This type of convulsion is very common in children between the ages of six months and five years if a child has one convulsion it is possible that another might occur during a further episode of fever. Nearly all children will grow out of the tendency to have febrile convulsions and it is highly unlikely that a child will suffer any long term problems as a result of these fits. If a child develops a fever as a result of an infection such as a cold, sore throat etc the following measures are useful ways of preventing convulsions:

- Nurse the child in light indoor clothing. Do not over-wrap.
- Give children's paracetamol (such as calpol) every 4 to 6 hours. Use the dose recommend on the bottle.

If a child does have a convulsion:

- Keep calm;
- Turn the child on their side, with a cushion under his/her bottom;
- Lay them on a bed or floor, away from hard objects;
- Do not put anything, such as a spoon or finger in their mouth.

The convulsion should stop in five minutes or less but the child may be very sleepy for sometime afterwards. Parents/carers will be informed to collect the child and should let the family doctor know about the incident so that the child can be examined. If a convulsion lasts more than ten minutes or if the child has two or more fits without waking up between them urgent medical attention or an ambulance should be sought and the emergency treatment procedure followed.

Dealing with Blood

Always take precautions when cleaning wounds as some conditions such as Hepatitis or the HIV Virus can be transmitted via blood.

Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

The nursery will not necessarily be aware if there is a child carrying Hepatitis or who is HIV Positive on their register.

Needle Puncture and Sharps Injury

Blood-borne infections may be transmitted to employees who injure themselves with needles, broken glass etc. For this reason great care must be taken in the collection and disposal of this type of material. For the safety and well-being of the employees all needles, broken glass etc should be treated as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

Bodily Fluids

Ensure the area is cordoned off immediately and remove all children from the area. Move the child to the bathroom and sit them on a chair. One member of staff is to stay with the child and one with the bodily fluid.

One member of staff cleans up the child:

- Put on your gloves and apron;
- Change all clothes if necessary and rinse before bagging, write the child's name on the bag of clothes;
- Ensure the child is cleaned properly, i.e. face etc in sink if needed;
- Wash hands with antibacterial soap;

One member of staff to clean the floor/surface as follows:

- Puts gloves and apron on;
- On lino/solid surface:
 1. Sprinkle with sand and sweep up and put in plastic bag then place in the nappy bin;
 2. Wash floor/surface with liquid sanitizer and blue roll/toilet tissue.
- On fabric/carpet:
 1. Remove all solids with blue roll/ toilet paper and place in plastic bag, in the nappy bin;
 2. Saturate the area with liquid sanitizer and clean with bathroom cloth if possible, put fabric in washer after rinsing;
 3. Dry with paper towel extract as much wetness as possible;
 4. Once the area is clean and as dry as it can be chalk round the damp area and place a chair in the middle so children and staff don't sit on the wet patch;

5. Place rubbish in the nappy bin including the cloth that was used to wipe the area;
6. Wash hands with antibacterial soap.

One member of staff is to stay with the child and notify management; one member of staff is to wipe the bathroom with washroom disinfectant and spray air freshener if needed.

Accident Recording Procedure:

Every accident will be recorded on an accident form. This is especially important in respect of the children in a nursery environment and the procedure to be adopted is as follows:

- All accidents and incidents involving children are recorded on relevant forms. Forms are to be completed by the practitioner who was present at the time of the accident or incident.
- Any member of staff who sees or is made aware of any accident to a child, member of staff, trainees, volunteers or visitors must check whether it has been recorded in the accident book immediately or before the end of session.
- Witness statements should be taken.
- Photographs of any injuries and the environment which it occurred should be taken.
- If an incident or accident results in a child receiving a bump to the head a separate "bump note" should also be completed. This is then brought to the attention of the manager who is responsible for checking on the child and the details of the event.
- In the event that a child bites another child or adult and draws blood both parties should seek medical attention. An accident and/or incident report form must be completed to reflect this.
- The manager or person in charge must notify Ofsted, the Local Safeguarding Arrangements Team and the Health and Safety Executive (HSE) of any serious injury that the child sustains at nursery. These injuries may include; dislocations, broken bones, cuts or bumps that require emergency hospital medical attention.
- Accidents involving a member of staff must be recorded in the staff accident log book. This is kept in the office and is reviewed by the nursery manager. In the event that a member of staff or parent sustains an injury at nursery an accident/dangerous occurrences form must be completed and returned to the Health and Safety Executive (HSE).

- If a visitor is involved in an accident and is injured the setting should record all their personal details. The visitor should be contacted the following day to determine if they will be sick from their place of work. A record of their total sickness from their place of work should be recorded and the HSE should be advised if appropriate under RIDDOR.
- Once an accident form has been filled out regarding a child the parent must be informed and asked to sign the record. We keep this in our accident file and the parent should be asked if they would like a copy. However information will not be shared about any other child who may have been involved in the incident or accident at the time.
- Accident forms must be filed in the accident file once signed.
- All incidents and accidents are monitored termly by the business manager. Monitoring ensures that any issues or concerns are raised and dealt with on a regular basis and measures taken to prevent further accidents or incidents of that type.

Existing Injury Policy

If a child has an accident which results in an injury, bruise or mark, whilst not on nursery premises it is important that parents/carers or the person dropping off the child inform a staff member the next time the child is attending nursery. It is a requirement of EYFS (Early Years Foundation Stage) that all settings log and record any existing injuries for children for which they are providing care.

Recording of existing injuries

The staff member will detail the circumstances, location of injury, bruise or mark on the Existing Injury Form and will ask parents/carers to sign and date the information providing an explanation of how the injury occurred.

Discovery of existing injuries – disclosure by a child or visible discovery

Where a staff member has not been informed by the parent/carer of an existing injury and becomes aware of an injury by a disclosure by a child or by discovering a visible injury the staff member will contact the parent/carer to establish if the injury was pre-existing. If the parent/carer confirms that the injury was sustained prior to arrival at the centre then this will be recorded and an existing injury form will be completed.

Non- confirmed existing injuries

In the event that the parent/carer does not confirm that the existing injury occurred prior to arrival at the setting, and staff discover the injury whilst the child is in the care of the nursery then the practitioner will speak to the parent at the end of the session and ask them to complete the accident at home form. If a parent denies the accident happened at home then advice will be sought from the Designated Safeguarding Co-ordinator and other appropriate policies may be applied dependant on circumstances (e.g. Accident/Incident policy or the Cause for Concern policy). The Designated Safeguarding Co-ordinator will need to establish whether the injury has been sustained within the setting as part of this process. This may include reviewing internal records, any CCTV footage and taking statements from staff members/witnesses in accordance with relevant policies and procedures.

Recording Procedures

The nursery have a central file with Existing Injury Forms and a Summary Log Sheet to track and log all Existing Injury Forms needing to be used on any given day.

If the parent/carer or person dropping of the child informs a member of staff that the child has sustained an injury to the head (neck or above), staff need to establish the date and time of the incident and seek clarification from management in relation to head/bump monitoring and also complete an existing injury form.

If for any reason a staff member is concerned about the explanation, injury, mark or bruise the Cause for Concern Policy and Procedure will be followed.