



VENN BOULEVARD NURSERY

HEALTH, SAFETY AND WELFARE POLICY

Reviewed By	Approved By	Date of Approval	Version Approved
Claire Goodaire	Venn Academy	Sept 2021	1.1
Gill Brigham	Venn Academy	Sept 2023	1.2

Policy Statement

The health, safety and welfare of all the people who work or learn at The Venn Boulevard Nursery are of fundamental importance. We aim to provide a safe, secure and pleasant learning and working environment for everyone. The school take responsibility for protecting the health and safety of all children and members of staff.

The Nursery will ensure that:

- All children are supervised by adults at all times and will always be in sight of an adult.
- A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency.
- Children do not have unsupervised access to kitchens or any cupboards storing hazardous materials.
- Children will only leave the group with authorized adults.
- A correctly stocked First Aid kit is available at all times.
- Risk Assessments on premises both indoors and outdoors are made before every session starts.
- The outdoor area is securely fenced.
- Equipment is checked regularly and any dangerous items are repaired or discarded.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Equipment offered to children is developmentally appropriate, recognising that materials suitable for older children may pose a risk to younger, less mature children.
- On outings the adult to child ratio will be at least 1:2, unless the walking bus is used and then ratios may be 1:4. This will ultimately depend on the nature of the outing and the relevant Risk Assessment will be carried out.

Personal, Social and Emotional Development

We teach children about health and safety in order to equip them with the skills, knowledge and understanding that will enable them to live, positive, successful and healthy lives. Staff take every opportunity to educate children in this regard as part of the Early Years Foundation Stage. We teach children respect for their bodies and how to look after themselves. We discuss these issues with the children in circle times. We also show them how to move and play safely through physical development. Within the Nursery we try to promote the safety of everyone, so children are encouraged to spot hazards and risks and inform a member of staff.

Healthy Snacks

Children have snack time throughout each session where milk and fruit are provided. We will notify Ofsted of any food poisoning, as per the Healthy Food and Drink Policy.

Lunchtime

Children that are in the setting for a full day have the option for a school meal or parents and carers can provide a healthy packed lunch.

Child Protection

The named person with responsibility for child protection for all the nursery children as well as the school is Claire Goodaire (Executive Head) and Gill Brigham (Nursery Manager).

The Venn Boulevard Nursery will follow the procedures for child protection, as per the Child Protection Policy. We require all adults employed in the Nursery to have an up to date Enhanced DBS record, in order to check that they are suitable to work with children. All the adults in our setting share responsibility for keeping children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents and carers, while they may naturally be upset, will nevertheless accept that the Nursery has acted in the best interests of the child.

Security

While it is difficult to make the Nursery site totally secure, we will do all we can to ensure that the setting is a safe environment for the children to play and learn in and for staff to work in. We review security measures regularly and carry out daily Risk Assessments. We also draw upon the advice of experts such as the Police or Firefighters and other consultants. We require all visitors who arrive in normal Nursery hours to sign in at the main office and wear an identification badge at all times whilst on the school premises.

Registered providers will inform Ofsted of any significant changes or events relating to the premises on which childcare is provided.

The school gates are only opened to allow parents and carers to access the site on arrival and departure of the school day. At all other times the school gates are locked and an intercom system is used to restrict and safeguard all children in our care. All visitors must report to the school's main reception (see Visitor's Policy).

Stranger Awareness

Staff are constantly alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and we would never release a child to anybody other than a named adult that the parents and carers have identified as a suitable person to collect their child. Children's names and identity are protected at all times and staff will not disclose information about any child attending the Nursery to any person other than those immediately responsible for the child. If the child was the subject of a child protection issue, information would only be shared with Social Services or other agencies involved in a strictly confidential manner.

Parents and carers have a responsibility to inform staff daily if anyone other than themselves is collecting their child. Staff ensure that the adult collecting is named on the list of suitable adults to collect their child. An agreed password should be used to check the identity of the adult by the Nursery staff if they are unsure who the adult is. If we are unsure who someone is a parent or carer will be contacted to confirm the identity of the person.

Safety of Children

It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. If a member of staff has any concerns about the children's safety, they should bring them to the attention of the manager before that particular activity takes place.

We do not take any child off the Nursery site without the prior permission of the parent or carer. If an accident does happen and it results in an injury to a child, the staff will do all they can to aid the child concerned. We keep a First Aid box in the Nursery and in the kitchen area. All staff are First Aid trained.

Should an incident involving an injury to a child take place, a member of staff who has been First Aid trained will be called to assist and SLT will be immediately notified. If necessary emergency assistance will be called for.

We record any accident on an Injury form and we inform the parents or carers of the injury at collection time (unless it is a head injury) the parent or carer then has to sign the form.

Should a child be quite seriously hurt, we contact the parents or carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents and carers inform us when contact details change. If we cannot reach the parent or carer or emergency contact, we will refer to the registration form for other emergency contacts. If no one can be contacted the manager and Senior Leadership Team will take the appropriate action e.g. take the child to the hospital.

Fire and Other Emergency Procedure

Procedures for fire and other emergency evacuations are displayed prominently in all rooms. Fire drills are held every half term for different sessions and this is recorded on the school fire drill record.

The fire bell is rung and children are helped to put down any games or activities and walked towards the door and then out to stand on the car park. A walking line is made using Charlie the Caterpillar walking ring/line for older children and evacuation trollies for the babies and smaller toddlers.

- Fire doors must never be obstructed
- Details must be recorded on the fire drill record

Staff are to check all areas, pick up the register, phone and walk out with the children to the muster point. The school fire warden team are responsible for ensuring all buildings are empty. Health and Safety Policy for The Venn Boulevard Nursery is

followed.

If parents or carers are signing the children in or out when the fire alarm is heard. All children that are signed in the setting must be escorted out by staff members. Parents and carers with a child not signed in will be asked to report to the muster point on the playground, until the school site is deemed safe. Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system.

Educational Visits

The Nursery takes very seriously its responsibilities for ensuring the safety of children whilst Off-Site Visits (see the policy for Off-Site Visits).

Seat Belts

We use coaches and mini buses only when seat belts are provided. We instruct the children to use seatbelts at all times when the bus is moving. When children use mini buses, age appropriate car seats will be used. The driver of the mini bus is responsible to check that all car seats are fitted correctly before any journey is taken.

Medicines

Most pupils will at some time have a condition requiring medication. For many the condition will be short-term, perhaps the duration of a short absence from Nursery. Parents and carers must complete a medicine form giving details of the child's condition and time to be administered. All medication must be clearly labelled with the child's details and will be kept in a locked cupboard. Records will be kept of all medication received and administered by the Nursery. We endeavor to administer the medicine at the prescribed time however if this differs the new time will be stated to the parent/carer/guardian. If the child has medical needs that needs regular medication it may be necessary for a health professional to train all practitioners regarding the treatment. A child with medical needs will have an individual health care plan in place. All staff understand the procedures stated in the Administering Medicine Policy and all Nursery staff have completed the relevant training.

Internet Safety

We regularly use the internet in Nursery because it has many educational benefits. In order to minimise the risk of children coming across unsuitable material, we provide constant supervision and we use only a filtered service, selected links and child-friendly search engines. We also seek parental permission before using photographs of children or their work on the Nursery's website or in newsletters and other publications. Parents and carers also sign an agreement for Tapestry which is the Nursery's online learning journeys.

The Health and Welfare of Staff

The Nursery takes very seriously the need to safeguard the health and welfare of our staff. This includes their professional development, which we address in our CPD Policy. We also pay particular attention to the assessment and prevention of work-related stress. Thus, complying with health and safety law. If a member of staff is experiencing stress at work, they should inform the managers without delay.

The Nursery will not tolerate violence, threatening behavior or abuse directed against members of staff. If such incidents do occur, the Nursery will take the matter very seriously and take action in line with the LEA's Policy.

The Nursery, in consultation with professional advisors, carries out regular risk assessments, with the object of keeping the Nursery environment safe. The manager implements the school's health, safety and welfare policy on a day to day basis, and ensure that all staff are aware of the details of the policy as it applies to them. Practitioners taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Non-Collection of Children

All adults are aware of the system in operation for children's arrivals and departures to our setting. One adult will be on the outside gate, one adult will be at the signing in and out point and the rest of the staff will be with the children. If for any reason a parent or carer is unable to collect their child at the end of the session the manager will make sure two members of staff stay on duty to care for the child. The Boulevard Centre's Policy for un-collected children stated the procedures in place when a child is not collected.

Lost/Missing Children

In the highly unlikely event of a child becoming lost whilst at Nursery we would carry out the procedures stated in the Missing Child Policy and Offsite Policy.

Policy written by: Venn Academy Trust

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