

Health, Safety and Security Policy

Security

We take the security of the children, staff, parents, and visitors very seriously and we will take every step to ensure security is maintained at all times.

The following steps will be taken:

A facial recognition system has been installed on entrances to the nursery to increase the level of security. Only people that are registered to the setting will be able to have instant admission between the hours of 7.30-6.00pm. All registered people are made aware of the importance of maintaining this security by not allowing anyone else entrance who might be stood behind them at the doors.

C.C.T.V. will be in place at every entrance to the Nursery so we are able to monitor who is coming and going from the building.

Photographs of all parents and people nominated to collect the children will be available to the staff in each area on our connect database or within the children's individual files.

If we are in doubt about any person, they will not be permitted to enter and will have to wait until confirmation has been obtained.

A visitor's book will be kept in the reception area. This will be used to log exactly who is in the building and for what reason.

Identification badges will need to be shown before any maintenance person or official representative can enter.

Standard ratios will be kept for each area, they are as follows:

3 months – 2 years = 1:3

2 years – 3 years = 1:4*

3 years – 5 years = 1:8

*Although updated legislation from September 2023 states that the minimum required ratio for two year olds is 1:5, woodlands will be sticking to a 1:4 ratio for the time being.

Fire Safety

Fire Safety will be regulated by an appointed Health and Safety Co-coordinator who will regularly carry out the following checks:

We have a no firefighting policy in the building; priority is to evacuate the children from the building as per our fire drill procedure.

All fire exits are free from obstruction and clearly identified

Fire alarm systems are regularly serviced and checked

Smoke detectors are in working order and checked regularly

The fire drill procedures are displayed in each area and staff are fully informed through induction processes, drills, and policies

Daily registers are accurate and kept updated

Emergency contact details are correct for each child

Fire extinguishers are in suitable locations and are annually serviced

There is a Fire Blanket in the kitchen area

A blanket box is readily available for the younger babies during drills and is situated close to the muster point.

Fire drills are carried out at least termly and at various times of the day

All materials used within the main nursery play areas are non-flammable and in line with regulations.

A comprehensive staff induction will ensure they are aware of all fire drill procedures.

When the fire alarm sounds the evacuation procedure will be as follows:

The room leader or person in charge will collect the register and the laptop.

The staff will gather the children calmly into a line at the door nearest the fire exit which will be the exit by assigned fire exits.

The children will file out following a member of staff to the assembly point. The staff will stay with the children as the management check the building thoroughly.

Once all children are evacuated from the building the register will be taken to ensure that all children and staff are present and correct.

All staff and children will remain in position until told that the building is all safe to re-enter.

Bomb Evacuation Procedure

If we were to receive a bomb threat at our setting or the surrounding area we will carry out the following:

If an alert is received directly to Woodlands, the office team will immediately set off the fire alarm in the main building.

A call will be placed by an office team member to the Police to alert them of the threat.

Automatically, all staff will begin an evacuation of the building following their normal fire procedure to the muster point.

A member of the office team will meet at the muster point to guide the staff as to how we will be evacuating the setting premises dependant on where the alert has been received for.

Children will be taken safely and calmly towards the designated safe muster point for each setting and remain there until told it is safe to return.

We will follow any Police and Authority advice and only call parents when safe to do so or necessary.

All registers, Laptops and emergency contacts will be taken off site with us by room managers/person in charge and the main management team.

The building will not be re-entered until given authorisation by the authorities to do so.

Risk Assessment

A Risk Assessment will be carried out and recorded on every room. Any potential risk will be identified, located, minimized, and eradicated where possible. The risk assessment will be closely monitored and reviewed annually.

A risk assessment will also be carried out on external areas such as the car park, play zone and garden.

A separate fire risk assessment will be carried out for the whole building.

Accidents

All accident forms will be reviewed on a regular basis to identify areas of concern. Any areas of concern will be identified and rectified. All staff are responsible for reporting faulty or hazardous equipment. Staff will report this directly to our maintenance person who will respond immediately.

All accidents or incidents will be recorded using Woodlands standard Accident Form. All sections would be completed with specific facts on the accident. All head injuries will be monitored closely, and the parent informed via telephone immediately. Should we feel the accident requires external medical treatment the appropriate services would be called, or the parent would be informed to collect their child.

Manual Handling

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling, and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

All staff are required to complete manual handling training upon joining us and update this regularly. The training course covers the Legal Framework relevant to Manual handling, as well as outlining the responsibilities of both employer and employees. Within the training, staff will learn how to appropriately identify and manage risks when it comes to manual handling, as well as how to take care of their body and prevent injury. Staff will also learn all about the correct way of lifting both children and other objects, including how to plan their lift by risk assessing the weight, stability and position of what they will be lifting. How to position themselves, how to position their body during a lift and how to carry objects are all topics also covered within the training course.

Sterilising

All continuous play provision that has been used throughout the day will be sterilised by each room. Specific sterilising mats will be used along with a Selgiene antibacterial/sanitising solution spray. These will be left overnight to dry naturally and then tidied away before the children attend their morning session. At least twice a year a deeper clean of the nursery's resources will be completed. This will include Woodlands Play Zone area.

First Aid

We will ensure every staff member has a relevant Emergency or Paediatric First Aid Certificate that is compliant with the Statutory Guidance (April 2017). The appointed person that has overall responsibility for all incidents requiring First Aid will be Angela Vulliamy or in her absence a member of the senior management team.

There will be a First Aid station and accident forms in each area of the Nursery that will be for the children only, a separate book and First Aid Box for the staff will be in the main office. It will be every person's responsibility to ensure all accidents and incidents are recorded in the proper manner. A standard form must always be used, and it is important to remember that the parent is required to sign the form before the child leaves the Nursery on the same day.

Only qualified First Aiders will be allowed to administer first aid to both children and staff. If a serious accident should occur the appointed First Aider at Work will assess the situation and contact the emergency services or doctor prior to informing the parent. The nursery manager will ask a member of staff to accompany the child on the way to the hospital or doctors until the parent arrives. The child's health details, accident form and emergency contact details will be taken to the hospital or doctors to assist the medical staff.

The Health and Safety coordinator will make regular checks on the first aid stations to ensure they have the correct contents, if new items are needed Angela Vulliamy or a member of the management team will be informed, and the items will be purchased.

Hot Drinks Policy

All staff are welcome to access hot beverages whilst on their designated lunch breaks within the staff room. Hot drinks are not permitted to be drunk or carried in any place where children play. Hot drink facilities can be found in the staff room and staff can use them free of charge.

Medication

All qualified members of staff will be allowed to administer medication when consent has been given by the parent. It will be the parent's responsibility to complete a medication form that will be available in each area. The form must be completed in full, including a signature, date, dosage, and time before it is administered alongside a staff member. The second staff member will be asked to check the medication form to ensure the form matches the medication and the correct child. They will witness the medication being given and sign to say the correct dosage was administered.

All medication is stored out of sight and reach of children, with a designated storage space in each unit or in the unit's fridge if specified on the medication. All medication kept on site must be clearly labelled with the child's name.

In the event of medication being used more than one day either subsequent forms can be completed daily, or an on-going medication form can be completed if it is dated daily and signed for by the parent.

All parents must complete a medication form before we are able to administer the medication. Calpol or Nurofen will never be given at nursery to reduce a temperature for a child to remain at nursery. Calpol or Nurofen can be administered by a member of the management team to reduce a temperature under the following circumstances:

The parent has been contacted and is in the process of coming to collect their child.

The child's authorisation form which indicates whether the parent is happy for Calpol to be administered without a specific medication form being written has been completed by the parent prior to administering the medication.

Prior consent has been sought from the parent by a member of the management team and they have a witness to confirm this. This decision would never be taken lightly and only under exceptional circumstances would this be an option.

Allergies and Allergic Reactions

We have several children who have specific allergies or dietary requirements. All of these are taken extremely seriously. The following points are adhered to:

A letter from a medical practitioner and the parent is kept on file confirming the allergy or intolerance.

For severe allergies the child will have their own designated yellow medical bag that would contain their care plan, medication, and medication form. The key person or responsible person would always carry this bag with them.

All staff will be made aware of the condition and the treatment required.

The Catering Manager will be informed where the allergy or intolerance is food related. They will be told the days they attend, and this will also be confirmed daily when providing the Catering Manager with the food numbers and dietary requirements for the day.

Medication and incident forms will be completed, and the parent would sign to say they have been told on the same day of the incident.

All staff who has received Paediatric first Aid training will be qualified in administering an Epi-Pen and identifying the signs and symptoms of allergic reactions. Where necessary Woodlands will seek immediate attention from the Emergency services in order to meet the child's medical needs. The parent would be contacted after the services have been called.

Where the parent is absent a Woodlands staff member would accompany the child in the emergency vehicle.

Relevant authorisation forms would be completed by each parent on their first visit or day of registration.

Confidentiality Policy

We will ensure all records are kept in a secure place where only the staff can access them. Under no circumstances will parents have access to other children's personal records. This will also extend to verbal communication between employees and parents. There will be no discussion about confidential details with any other person but the parent or authorized carer of the child.

The only exception to this rule will be when the parent has given authorisation to the nursery to discuss their child with possible outside organizations such as Health Visitors, ISSO's, Social Service Representatives, etc.

Every child, parent, visitor, and employee has the right to discuss issues of any content confidentially with a chosen person. We will take measures to ensure this happens by using a separate private area to play areas. Any written records of a delicate nature will be stored in the nursery office, which is kept locked when the manager or a management team member is absent. Any documents that contain personal information will always be kept on nursery premises or at our designated lock-up off-site.

The nursery will ensure it complies with all aspects of the GDPR rulings and will make necessary changes in line with current legislation.

It remains the responsibility of every employee to ensure that all information is kept confidential. This relates to their own personal roles within the company; however, every employee is responsible for maintaining a high level of confidentiality in the wider context.

When passing on information via the e-mailing system, Woodlands will determine the information's sensitivity and whether it should be password protected.

Should a security breach occur, the incident will be investigated thoroughly and acted upon. The company's disciplinary procedures will be followed if necessary.

All documentation is filed and stored in a secure and lockable area for at least 10 years, depending on the document's content. Due to the length of time we have been open, historical documents will be stored off-site in a lockable and secure unit. Ofsted was made aware of the need to do this when they visited us in December 2015. In addition, they were made aware of the site change in 2019.

Photographs of children are permitted to be displayed and used on our websites or when using our Learning Journey software Tapestry if prior permission from the parent has been sought.