



Waterton Pre-Schools

Health and Safety Policy

Wrenthorpe Pre-School

WATERTON PRE-SCHOOLS

Health and Safety Policy

Statement of Intent

This policy document includes our Statement of Intent, our organisational structure relating to Health & Safety roles and responsibilities and the methodology by which we will achieve a safe working environment for staff, pupils, visitors and other users of our site.

Statement of Principles

Waterton Pre-schools wishes all children and adults involved with them, to be safe and enjoy good health.

Our Aims:

- To provide a safe, secure environment and minimise the risk of accidents.
- To make everyone in the setting aware of health and safety issues.
- To promote good health and avoid the spread of disease.
- To comply with Health and Safety law and other legal requirements
- To ensure that the setting is considered as a safe and healthy place in which to work.
- To provide plant, equipment and systems of work that are safe and minimise the risk to health as far as reasonably practical
- To raise awareness among all users of the setting as to their responsibility for managing the health & safety of themselves and others.
- To provide sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work
- To ensure the dissemination of all relevant information from relevant bodies and organisations to the correct users.
- To regularly monitor and review safety procedures throughout the setting
- To create, maintain and update a central repository of relevant health and safety information.
- We expect all staff, parents and volunteers, to take reasonable care of themselves, and others, while in the setting, or doing pre-school activities.
- We ensure the staff member is competent to carry out these responsibilities, that she/he has undertaken health and safety training, and regularly updates her/his knowledge and understanding.
- We display the **Health and Safety Law poster** on the cloakroom notice board and staff are kept up-to-date with safety issues.
- We have **Public Liability and Employer's Liability Insurance**. The **Certificate for Employer's Liability Insurance** is displayed on the cloakroom notice board as legally required.
- We ensure all staff employed with us have an enhanced check done by the Disclosure and Barring service. Until this is received, the member of staff must not work.

Our Practice:

Quite clearly these educational and social priorities can only be fully realised within a physical environment that is both a safe and healthy place to work. This in turn can only be brought about by the dedicated co-operation of all within our school. Health and safety at this setting is an area where the staff, safety representatives and parents share common objectives. It is vital that we

all understand each other's duties, functions and responsibilities as well as our own because it is only by the co-operation and teamwork of everyone involved that health and safety objectives in our setting can be achieved.

Key Responsibilities

1. Overall responsibility for the management of health and safety within the organisation is: -

Rebecca Cook

and in each setting is the manager.

2. Responsibility for the day to day health & safety in the following areas is that of:

- Risk Assessment
- Policies
- Supervisor
- Security
- Food and Drink
- Cooking
- Hygiene
- Adult Safety
- First Aid
- Sickness
- Medication
- Accidents
- Outings and Walks
- Fire

General Responsibilities

The Trust and Committee will:

- Ensure that adequate funding is provided from the budget to enable the setting to be organised and run in a safe and healthy manner.
- Where funding for particular hazards is the responsibility of another party (e.g. the landlord), the committee, through the Manager will ensure the problem is highlighted and assess the hazard in order to render the problem area safe.
- Deal with any health and safety problems brought to them by the Manager, staff or parents, through their termly meetings or any emergency meetings, which may be called due to unforeseen circumstances.
- Ensure that the School Health and Safety Policy is brought to the attention of all staff and is implemented in school.
- Confirm compliance with statutory policies and procedures
- Ensure that appropriate risk assessments have been carried out
- Ensure that all members of staff receive appropriate training.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way:

The Managers will:

- Ensure that health and safety is incorporated into the planning and organisation of all setting functions.

- Ensure that adequate communication takes place between managers and employees to allow everyone to contribute to safe working. This consultation and communication will take place through:
 - Staff Meetings
 - Updated Policies
 - Inductions
 - Trust H & S Briefings
 - Risk Assessments
 - Training

- Carry out and or ensure that other appropriate staff (with delegated authority to) carry out suitable and sufficient assessments of hazards and risks within their areas of responsibility, to staff members, pupils and visitors/other users of the school. Ensuring the findings are recorded and acted upon in order to reduce risk.
- Attend health and safety training courses as appropriate.
- Ensure the provision of adequate training, instruction and supervision for all members of staff.
- Provide necessary information to staff members and their representatives on health and safety matters.
- Ensure that staff members who are delegated to carry out particular tasks are competent and fully aware of their roles and responsibilities.
- Investigate any accidents or near misses and bring these, along with any other health and safety problems, to the attention of the governors.
- Ensure adequate consultation takes place between managers and employees to allow everyone to contribute to safe working. This will be done in the following way

All Staff & Authorised Volunteers Will:

- Ensure that they are fully aware of their roles and responsibilities, co-operate with the school's policies, procedures and risk assessments and follow any information, instructions or guidance documents made available to them.
- Ensure that safe working practices are adopted at all times and comply with the findings/other outcomes of risk assessments, whether in school, as part of extended provision and or on educational visits.
- Attend health and safety training courses/events as appropriate.
- Undertake suitable and sufficient risk assessments within their areas of responsibility/ for activities to be undertaken as directed by the head teacher
- Bring to the attention of the Manager any accidents, near misses, dangerous equipment, defects or situations which may occur whilst in school or on educational visits.
- Report to Manager any problems that they feel they cannot deal with themselves.
- Have the responsibility to do what they can to take care of themselves, their colleagues, pupils and visitors. In particular employees should co-operate with their managers.
- We expect all staff, parents and volunteers, to take reasonable care of themselves, and others, while in the setting, or doing pre-school activities.
- We have two named staff members who are responsible for health and safety issues and also a committee member who liaises between the staff and the committee. The names of these people are displayed on the notice board in the cloakroom.

- We ensure the staff member is competent to carry out these responsibilities, that she/he has undertaken health and safety training, and regularly updates her/his knowledge and understanding.
- We display the Health and Safety Law poster on the cloakroom notice board and staff are kept up-to-date with safety issues.
- We have Public Liability and Employer's Liability Insurance. The Certificate for Employer's Liability Insurance is displayed on the cloakroom notice board as legally required.
- We ensure all staff employed with us have an enhanced check done by the Disclosure and Barring service. Until this is received, the member of staff must always work with a staff member who has already been checked

Risk Assessment

Our school acknowledges that risk assessments are a legal requirement mainly under the **Management of Health and Safety at Work Regulations 1999**, although most health and safety legislation require a risk assessment approach.

We will record our risk assessments, in part this will be through using curriculum lesson planning/schemes of work documentation, as well as by using generic risk assessment templates downloaded from the Health & Safety Advice Portal, these will be adapted to our Pre- School's specific requirements. In addition, we will also undertake activity, person or situation specific risk assessments and where appropriate document Safe Systems of Working (SSOW) as and when required. We will ensure that risk assessments are easily accessible to those who require them and that risk assessments are reviewed periodically (depending on the significance of the risks involved), following an accident, on the introduction of any new process/equipment/substance or other significant change in circumstances.

All Educational visits undertaken by any of our Pre- Schools will also be subject to a written risk assessment. Mounted on a portal called EVOLVE e.g trips out and managed by the local authority.

Our risk assessment process includes:

- checking for hazards and risks in our activities and procedures on an on-going basis. This applies both indoors and outdoors.
- considering risks to both adults and children.
- completing the checklist provided for the setting by the Pre-school Learning Alliance at the time of annual insurance renewal.
- reviewing the risk assessment.
 - a) when there are new activities or procedures.
 - b) when there is a physical change to the premises.
 - c) when an outing or special event is to take place.
 - d) if an employee becomes pregnant.
 - e) if a young person between the age of 16-18 years is employed.
 - f) after an accident or near miss incident.

Any measures required by the risk assessments are acted upon as soon as possible. If major change is required then an action plan is put in place with, if necessary, temporary measures to alleviate the immediate risk.

Outings and walks

- For all outings and trips, safety will be of paramount importance. For major outings where the whole group spends the session away from the school premises, a written

risk assessment will be carried out and the **Outings Policy** (see appendix 1) complied with.

- The ratio for Pre-school outings is one adult per two children whether walking locally or going on a coach.
- If small groups of children and adults go for walks etc. on school premises e.g. to the playground or wildlife area, then the deputy manager will decide on a suitable safe ratio.
- A mobile phone/walkie talkie must always be taken if small groups of children and adults go for a walk on school premises or to the shops etc.
- Transport used for outings will be legal and fully insured and have appropriate safety equipment fitted.
- Parental permission will be obtained for all major outings.

Awareness Raising

- Induction for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety.
- Health and safety issues are explained to the parents/carers of new children in the welcome booklet and policies are available for parents and carers to read.
- Health and safety is included in staff training and discussed at the playleaders and committee meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Safety Checks

- Checks are carried out according to a list at the start of each session and before outdoor activities commence. If during the course of sessions any safety issues are identified then the staff will assess them and take action as necessary.

Equipment and Activities

- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- Before purchase or loan or when they are donated, resources are checked to ensure that they are safe for the ages and stages of children currently attending Pre-school.
- Electrical equipment conforms to safety requirements and is tested annually by the School Caretaker. Any second-hand equipment will be tested before being used.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- Large climbing equipment is supervised as necessary to ensure children use it appropriately.
- Staff must ensure that children use equipment that is safe for their size and abilities.
- Children are taught to handle and store tools safely and to use equipment appropriately.
- Materials used are non-toxic and natural materials are kept clean and suitable for children's play.
- Children who are sleeping are kept safe and checked regularly in accordance with the sleep policy.

Storage

- All resources and materials are stored safely and to prevent them from falling or collapsing. Heavier materials are stored on lower shelves.
- All cleaning and any other hazardous materials are stored in the kitchen cupboard or the locked cupboard by the changing unit. The kitchen door must be kept closed unless there is an adult in the kitchen.

Registers

To ensure we have a record of everyone on the premises at all times: -

- Registers must be completed at the beginning and end of each session and children marked in or out as they arrive or leave.
- All staff on the premises must put their full names in the signing in book on arrival and sign out when they leave.
- Names of all others on the premises e.g. visitors, parents, extra children not on the register, must be put in the visitor's book and signed out on leaving.

Supervision of children

- No child will be left alone at any time. Overall staff ratios are at least in line with the EYFS regulations:
1 adult: 8 children aged 3-5yrs and 1 adult: 4 children aged 2-3 years.
- Staff should work together to ensure all areas are adequately supervised. Staff should inform other staff if they need to leave the play area for example, they need to go inside, outside, into the office, to the toilets or to the kitchen etc.
- A deputy manager will be in charge at each session.
- Unregistered helpers, e.g. parents on rota, students will not be put in sole charge of children other than their own. They will not be asked to take a child or group of children on their own into another room or to the toilet.
- Children are not allowed in the kitchen unless under close supervision.

Food and Drink

- Food served to children is healthy and nutritious and children are encouraged to appreciate the benefits of healthy eating.
- Staff who prepare and serve food or supervise the preparation of food, follow the **Food and Drink Policy** (see appendix 2) and the **Procedure for Serving and Preparing Food** (see appendix 3).
- A checklist of children's allergies is displayed in the kitchen and is listed in the register and must be checked before serving food.
- Adults must only carry hot drinks through the play area if it cannot be avoided. Great caution must be exercised when doing so.
- Adults in the classroom must drink hot drinks by, or in the kitchen. Adults do not place hot drinks within the reach of children.
- Children must wash their hands before coming to the table to eat and are supervised while eating. The children do not walk about with food and drink.
- A jug of fresh drinking water is available at all times.

Cooking

When children take part in cooking activities they:

- are supervised at all time
- are warned of all dangers of hot ovens, foods, trays etc.
- are kept away from hot surfaces and hot water.

Hygiene

- Advice will be regularly sought from the local Environmental Health Department, to ensure we comply with the latest recommendations.
- Our daily routines encourage the children to learn about and put into practice good personal hygiene.
- The classrooms and other areas are cleaned and bins emptied daily.
- We have regular cleaning days to clean and sort equipment and resources.

Adult Safety

- On induction, staff are advised to use safe lifting and handling practices.
- Adults must seek help when moving heavy items.
- Suitable steps are provided for staff to use when reaching to high shelves etc.
- Adults are given guidance about the safe storage, movement and erection of large pieces of equipment.
- Provision will be made to ensure staff in the office has healthy working conditions.
- Adults do not remain in the building on their own or leave on their own after dark.
- If it is a notifiable disease the appropriate authorities will be informed. Ofsted will be informed as soon as possible of any food poisoning affecting two or more children.

Smoking/Vaping

- In line with current legislation, there is a no smoking policy within the setting. Smoking is not allowed in any area including the outside play area.

Animals

- Generally, pets are not kept at the group. Before any pets or animals are brought into the setting, a risk assessment will be carried out, including checking for people's allergies, and considering their fears.

Fire

An outbreak of fire in a school can be extremely serious. Under the **Regulatory Reform (Fire Safety) Order 2005**, there is a legal requirement for each building to have an up to date fire risk assessment (WPA includes WPS). This will identify all sources of heat with the potential to cause fire along with considerations relating to the use and storage of combustible materials.

The Waterton Trust is responsible for ensuring that **a suitable and sufficient Fire Risk Assessment has been carried out**, that the findings have been appropriately communicated and that any significant hazards identified have been addressed, in addition that there is a process in place for reviewing/updating this on a regular basis.

Fire drills in our school are carried out **once per term** and are recorded in the School Fire Precautions Log Book.

The Managers are responsible for ensuring that fire drills are carried out, and that the findings are recorded and acted upon.

The Caretaker is responsible for ensuring that the Fire Precautions Logbook is readily accessible and is kept up to date. A secondary record is kept in the Pre-school office.

The Fire Precautions Log Book and a copy of our Fire Risk Assessment is kept

Enter: - Log Book

Location: - The Office, Wrenthorpe Primary Academy

In addition, we will ensure that when the setting requires painting, only paints providing a flame-retardant surface will be used in high risk areas, this will include assembly halls, drama/stage areas, means of escape routes, staircases, and any other areas where there is an added fire risk.

We will monitor on an ongoing basis our use and storage of combustible materials (liquids, solids or gases) to ensure they do not come into contact with sources of heat.

We will ensure that internal fire doors (that are not fitted with automatic volumetric closing devices) are kept closed to stop fire spreading. Fire doors will be regularly checked to ensure both the door and any closing devices operate correctly.

Fire exits and extinguishers should be accessible and clear at all times.

- The **Fire Procedure** (see Appendix 4) is clearly displayed in the main room and the cloakroom.
- Specific arrangements will be made for children with disabilities regarding **Fire Procedures**, according to their needs.
- Fire drills will be carried out at half term intervals and will be recorded with any relevant comments.
- Staff should familiarise themselves with the position and use of the fire blanket.
- In the event of a fire everyone will leave the building, in accordance with the **Fire Procedure**, assembling in the main school playground.
- If it is not possible to return to the premises within a reasonable time then the **Contingency plan for Emergency Evacuation** (see Appendix 5) will be followed.

Permission to Work (Including Hot Working)

The school operates Permission to Work (including Hot Working) permit process.

Intrusive Work

Our permission to work process must be followed for any work that is intrusive to the structure of the building.

The Trust is responsible for ensuring that the process is implemented in accordance with our Trust Guidelines.

Non-Intrusive Work

The Trust is responsible for ensuring that all non-intrusive work is risk assessed and a log kept on the **Every System**.

Asbestos

Asbestos is a naturally occurring mineral that has previously been used in the construction of buildings and other products (especially before the year 2000). It was mainly used because of its fire proofing and insulation qualities.

We take the management of asbestos seriously in our setting, **we maintain an Asbestos Register on site**, which is readily available to all who need to consult it and sign it.

This is kept **The Office, Wrenthorpe Primary Academy**

Staff are briefed once per year on areas containing Asbestos

The Head Teacher along with the Trust, as the duty holder under the **Control of Asbestos Regulations 2006**, has responsibility for the management of asbestos on site, although some functions and day-to-day issues may be delegated to other competent and trained members of staff.

The Trust is responsible for ensuring that the asbestos register and the information within it is brought to the attention of anyone likely to disturb asbestos fibres in the course of daily routines or proposing to plan or carry out work. All contractors must report to reception

(Examples may include site staff, surveyors, contractors, computer technicians, alarm/CCTV installers, visitors, helpers etc.)

Asbestos survey information in the form of Asbestos Management Reports and localised survey reports are kept in the asbestos register. Our school also operates a permission to work process for any work that is intrusive to the structure of the building.

Where invasive building works are to be carried out on the school premises (E.g. refurbishment, demolition, additional electrical wiring, installation of whiteboards and projectors etc.) a more in depth, asbestos survey will be carried out at the planning stage and certainly before work commences. **This survey must cover the full scope of works.**

The Trust are responsible for ensuring that asbestos is fully considered as part of the planning stages of any invasive works in school.

The Trust/Pre School Manager/Senior Admin/Caretaker is responsible for liaison with the landlord/contractors etc. to ensure

- the condition of asbestos materials are reviewed.
- any asbestos hazard risk assessments reviewed.
- any floor plan changes are recorded and updated.

Our school acknowledges that as long as the asbestos is in good condition and is not disturbed or damaged there is no risk to individuals. However, if it becomes damaged or disturbed, it can become a danger to health as asbestos fibres can become released into the atmosphere and therefore people can inhale these fibres.

Asbestos Hazard Management

This section deals with how specific asbestos hazard items are managed in our school. (This may be as simple as where pupils are and aren't allowed to congregate to more complicated arrangements where key holding may be required for restricted access).

The Trust/ Caretaker is responsible for ensuring that any asbestos hazards identified in appropriate reports that require specific management instructions are logged in this section. Also, this person is responsible for making sure this information is understood by anyone who will need to know it.

Legionella Risk Management

Our school acknowledges that Legionnaires' disease is a type of pneumonia. It is an uncommon but serious disease. Legionnaires disease does not spread from person to person. The germ which causes Legionnaires 'disease is a bacterium called Legionella pneumophila. People catch

Legionnaires disease by inhaling small droplets of water suspended in the air which contain the Legionella bacterium. However, most people who are exposed to Legionella do not become ill.

Outbreaks occur from purpose-built water systems where temperatures are warm enough to encourage growth of the bacteria, e.g. in cooling towers, evaporative condensers from water used for domestic purposes in buildings such as hotels and schools.

A Legionella Survey has been carried out at our school.

The Legionella Survey Report is located on **Every**

A Legionella Maintenance Program to prevent the occurrence of legionella bacteria is in place in our school, the Legionella Maintenance Program is located on Every which accompanies the Legionella Survey Report. Additional information on Legionella is also contained within our school risk assessment, Legionella.

The Trust is responsible for ensuring

- that the recommendations of the report are carried out.
- that appropriate members of staff are trained to understand the reports and carry out or arrange for work required in the maintenance program.

The Trust is responsible for ensuring that a competent person reviews the information in the Legionella Survey Report at least every 12 months or when changes occur to any systems affected.

The Trust is responsible ensuring the activities in the maintenance program are up to date and carried out on time.

Redbrick Contracts are responsible for carrying out or arranging the maintenance program and documenting the activities in the Log Book which accompanies the Legionella Survey Report.

Accidents

Even in a safety conscious school, accidents may still occur. All accidents to our staff or children will be recorded and investigated, as appropriate to find out what happened and how any similar incident can be avoided.

The Manager via the Trust will ensure that accidents are investigated and that major accidents, which are reportable to the Health and Safety Executive, are reported as appropriate to the HSE, your insurer and where appropriate to the Schools health & Safety Consultant, our health & safety consultant will where appropriate provide advice and or investigate significant accidents on our behalf.

All staff have a responsibility to report and record accidents in line with our **Accident and Incident Procedure** (see Appendix 6) and procedures **The Manager** will ensure staff are aware of the requirement and the location of accident report records. Our accident book/forms are kept in the office and classroom.

Vikki Collins, the Chief Operations Officer will review any accident reports to identify any patterns or trends. In addition, referring relevant reports to the head teacher/other senior manager to decide if and how investigations should be undertaken in line with school policy.

Vikki Collins, the Chief Operations Officer will carry out any accident investigations to see what lessons can be learnt and how similar incidents can be avoided. Risk assessments will also be reviewed in light of any lessons learnt.

Recording Accidents and Incidents

- Any injury occurring to a child whilst at Pre-school will be recorded on the Waterton Accident Form and the **First Aid Procedure** (see Appendix 7) will be followed at all times.
- Any injury occurring to an adult whilst at Pre-school or Pre-school business will be recorded in the Waterton Accident Form and the **First Aid Procedure** will be followed at all times.
- Any dangerous occurrences, incidents or near misses which do not necessarily cause injury but have potential to cause injury, upset or harm will be recorded in the using the Waterton Near Miss Form e.g. fire, personal attack, theft, lost child.
- Any serious illness suffered by anyone who has been on Pre-school premises will also be recorded on the Waterton Accident Form. Any incident where a child has been left unsupervised must be reported to Ofsted.
- These forms will be stored according to GDPR and data retention policy. Upon completion are forwarded to the Trust via the **Every System**.
- Any serious injury or dangerous occurrences will be reported to the Health and Safety Executive and Ofsted via the Trust
- The above summary information will be reviewed termly by the staff member responsible for Health and Safety. Any issues highlighted will be discussed with the manager and if necessary an action plan agreed in liaison with the management committee.

Existing Injury Form

- If a child comes into the setting with an existing injury this must be recorded on our Existing Injury Form immediately.
- Sections 1, 2, 3, 4 must be completed by parent.
- Section 5 to be completed by the staff member who deals with the existing injury.
- Section 6 to be completed by another person that is giving information on the injury.
- Section 7 is completed if the child comments on what has happened.
- Completed forms must be stored in the medical file once all staff have seen the form.

First Aid

Our school recognises that under the **First Aid at Work Regulations 1981**, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace. This should include arrangements for first aid based on a risk assessment of the school.

The following people hold a relevant first aid qualification. This information should be reproduced and displayed in prominent locations around school (e.g. school office, staff room, first aid room, staff handbook etc.)

Name

<ul style="list-style-type: none"> • Gemma Miles • Haley Hurdus • Jessica Rodi • Joanne Crossland • Juana Gutierrez • Lindsey Sykes 	<ul style="list-style-type: none"> • Nicole Lamming • Rachel Barker • Sophie Ambler • Vicky Bruce
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First Aid

- There will be at least one member of staff at the pre-school or on an outing session who holds a current paediatric first aid certificate. Generally, all staff who supervise children will have up to date First Aid training.
- Our first aid kit and those in the walk bags are regularly checked by a designated member of staff and re-stocked as necessary,
- The first aid kit is easily accessible to adults and is kept out of the reach of children
- Parent's written permission is obtained for medical advice or treatment to be sought for their child in case of emergency. The parent signs and dates their approval on the application form.
- The **Emergency Procedure** (see Appendix 8) will be followed in the event of a child or adult being seriously ill or hurt. In the case of a child, the child's parent/carer will be contacted; in the case of an adult the emergency contact person will be contacted. Medical treatment will be sought if necessary.
- If the child bumps their head, then parents/carers will be given a note with the accident report asking them to be vigilant and detailing signs for which to watch.
- Any spills of blood, vomit, excrement or other bodily fluids must be cleaned up in accordance with the **Procedure for Cleaning up Bodily Fluids and/or Faeces** (see Appendix 9).

The Manager keeps records of qualifications on site and there is a procedure in place for revalidating first aid certificates before they expire. These records are kept **the main office**

Medication

- To enable children who have short and long term medical needs to attend the group, we administer appropriate medication if required. A **Managing Medicines Policy** (see Appendix 10) is in place and is followed at all times.

Sickness

- Any adult or child who is unwell should not be in Pre-school, in line with the **Sick Children Policy** (see Appendix 11). In the case of infectious diseases, children and adults will be excluded for the appropriate time. In the case of sickness and diarrhoea, this will be 48 hours.

Electricity

Our school acknowledges that electricity has the potential to cause serious harm, or even death and is treated as a priority with regard to maintenance and repair work. The **Electricity at Work Regulations 1989** requires that all electrical systems and appliances are periodically inspected and maintained. Maintenance and repair of electrical equipment is the responsibility of the school.

Fixed installations i.e. socket, light fittings and general wiring throughout the school will be tested at least **every five years** by a competent electrician – lead by Wrenthorpe Primary Academy Compliance SLA

Portable electrical equipment will be inspected, tested and maintained in accordance with current Health & Safety Executive and the Institute of Electrical Engineers Guidance, further information is available in Risk Advice Note RAN12.

Where personal electrical equipment brought in by staff is permitted by their senior manager it will be classed as school equipment and should not be used until it has been PAT tested.

The Estate Manager is responsible for arranging the testing and maintenance of portable electrical appliances in school (including that brought in from home by staff).

The test certificates and recommendation documentation is kept on the **Every System**

The fixed electrical installation testing in our school is undertaken by: **Redbrick Contracts** and the portable appliance testing (PAT) are undertaken by **Redbrick Contracts** all documentation to confirm these tests have been undertaken is retained.

Gas

Under the **Gas (Installation and Use) Regulations 1994**, there is a requirement for all gas appliances (central heating boilers, gas water heaters etc) to be checked, serviced and maintained by a competent (Gas Safe Register formally CORGI registered) Contractor on an annual basis.

Redbrick Contracts is responsible for arranging the testing and maintenance the gas appliances. Gas servicing certificates and recommendation documentation is kept on **Every System** Gas appliance inspection and testing in our school is undertaken by: **Redbrick Contracts** all documentation to confirm these tests have been undertaken is retained.

In case of heating failure or breakdown, there may be a need to bring in supplementary heating to ensure an appropriate working temperature is maintained (usually Calor gas heaters).

Substances

Our setting recognises that the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** requires an assessment to be made of the work processes that involve the use of substances that are hazardous to health. The COSHH regulations do not solely apply to cleaning products. Consideration will also be given to cleaning, decoration, maintenance works, janitorial supplies, science, design and technology, art and other relevant curriculum substances.

Our setting has an inventory on site of all hazardous substances

The Manager is responsible for ensuring that appropriate staff are informed and suitably trained regarding hazardous substances.

The Cleaner/Manager is/are responsible for keeping the inventories up to date.

Data sheets are available on site for all hazardous substances that are being used, these are kept in locations where hazardous substances are stored. Additionally, separate risk assessments are carried out for the work processes which involve hazardous substances.

The Manager is/are responsible for ensuring that data sheets are available to staff on site and that appropriate assessments have been carried out. A copy of the COSHH Inventory is upload to the Every portal and reviewed annually

Inventory Location	Type of Inventory
The main office	Cleaning & Janitorial

Site Safety and Security

Our setting takes the safety and security of staff, pupils and visitors seriously. **A secure perimeter fence and suitably robust and lockable gates secures our site**

Any issues regarding damage or access to the site should be reported to **Premises via Every**

The Manager and Trust are responsible for ensuring that regular documented inspections of the internal and external areas of the site are carried out. Full details of all internal and external checks undertaken on our site are detailed on the **Every System**.

Our site is also protected by a monitored intruder alarm system.

General safety

- Precautions are taken to prevent children's fingers from being trapped in doors.
- The outdoor area is securely fenced and kept clear of hazards. Adults and children are alerted to the dangers of poisonous plants.
- Personal possessions of staff and volunteers are to be stored in personal lockers or in the office, away from the children.
- Electric sockets must have covers fitted when not being used.
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas and the office.
- Non-hazardous cleaning materials are purchased if possible.

Security

- Parents or carers must give clear information as to who will be collecting their child from each session.
- The outdoor area is securely fenced and there is an electronic security system in place for the outer gate, the main door into the cloakroom and the door into the main setting.
- Parents or carers are responsible for their children until the start of, or after the end of, the session they are attending. Children not collected will be treated in accordance with the **Uncollected Child Policy** (see Appendix 12). Staff will supervise the departure of children and mark them out of the register. Extra care must be taken on days when there are changes to routines e.g. end of term sessions, trips etc. to ensure no child leaves until an authorised adult collects them.

- Both gates will be locked once parents have left and before children are allowed out to play. If a child is missing at any time, the **Missing Child Policy** (see Appendix 13) will be followed. This is displayed in the office.
- There will be a member of staff on the double doors in the cloakroom at all times when the door is open and the gate unlocked.
- The door to the cloakroom from room 2 (the lunchroom) will normally be closed except during free flow play to the outside. This is especially important when the outer gate is open for parents to come through. The door has a high handle which children cannot reach. Staff members admit and release parents and children as required.
- Staff taking children to play outside will follow the **Outdoor Procedure** (see Appendix 14).

Last Review Date July 2022

Next Review Date Jan 2023

Appendix 1

Outings Policy

Statement of Principle

We believe children benefit from getting out of the setting to go on visits to local parks or other suitable venues that provide additional activities and enhance their learning experiences.

Our Aims

Our setting ensures that there are procedures to keep children safe on outings and that all staff and volunteers are aware of them and adhere to the procedures as follows

Our Procedure

- For children to go on major outings, we will request separate written permission from parents/carers. The application form gives permission for local walks etc.
- All outings will have a risk assessment carried out for all outings in line with the Health and Safety Policy. A deputy manager will visit the location before the visit to assess risks and consider the plan for the outing and take any action necessary.
- Our adult to child ratio is one adult to two children on all major outings and outings off the school grounds.
- The deputy manager in charge of the outing will ensure that children have helpers assigned to them, and that everyone is aware of what is expected of them.
- All children taken out of the setting e.g. on school grounds or local walks are recorded in the register and a head count of them will be completed before departing and on return.
- We will take a mobile phone on all outings for use in emergencies. This includes local walks or walks in the school grounds.

- We will record and keep details of the vehicles used to transport children, with named drivers, appropriate insurance cover and apparatus.
- A minimum of two staff will accompany children on outings and a minimum of two will remain with the rest of the children.

On major outings, take the following:

- Register including younger children
- Staff signing in book
- List of adults
- Details of all contact numbers etc in the master file
- A Mobile Phone
- Accident Book
- First Aid Kit/Children's Medication
- Snacks and water
- Nappies/Spare clothes/wipes and disposable bags
- List of children's allergies
- A copy of our Missing Child Policy

Consider children's need for food and drink, sun and safety and appropriate clothing.

Appendix 2

Food and Drink Policy

Statement of principle

The sharing of refreshments and food can play an important part in the social life of Pre-School as well as reinforcing children's understanding of the importance of healthy eating.

Our Aims

To provide nutritious food that takes into account children's individual needs, in a pleasant environment.

Our Practice

- We provide nutritious food for all snacks avoiding large quantities of saturated fat, sugar, salt, additives, preservatives and colourings
- At snack time a variety of healthy snacks, milk or water are provided by pre-school
- We respect and update medical and personal dietary requirements identified on the child's application form.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- Multi-cultural foods are offered to ensure that children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try unfamiliar foods.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- We display the menus of meals/snacks for parents to view
- We organise meal and snack times so that they are social occasions in which children and staff participate

- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves
- The dietary rules of religious groups and also of vegetarians/vegans are known and met in appropriate ways.
- We have fresh water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time of the day.
- In accordance with parent's wishes, we offer children arriving for the before and after sessions an appropriate meal or snack.
- We provide children with utensils that are appropriate for their age and stage of development and take account of their eating practices in their culture.
- We give parents providing packed lunches for their children information on healthy eating, suitable containers and where to store their lunch boxes. We discourage packed lunch boxes containing highly processed foods, fizzy drinks and sweets or chocolates.
- We distribute occasional treats brought in by parents/carers for the children at the end of the Pre-school session or snack time. If parents request that their child does not have sweets then we will comply with their wishes.

Appendix 3

Procedure for Storing, Preparing and Serving Food

Consult the allergy checklist before ordering hot dinners or preparing food. This must be update at least termly or when a new child starts.

1. All staff involved in storing, preparing and serving snacks or meals must have had basic food hygiene training.
2. The person responsible for storing, preparing and serving foods must carry out daily/weekly checks on the kitchen to ensure standards are met consistently and recorded on the appropriate chart.
3. Anyone handling food must wash their hands in the hand washing sink provided and dried with a paper towel before touching any food.
4. Disposable plastic aprons and gloves must be worn whilst preparing and serving breakfast, snack or lunch.
5. Anyone preparing food must cover any cuts with a waterproof plaster and long hair must be tied back.
6. Wash fruit or vegetables for snacks thoroughly.
7. Check milk cartons to ensure they are in date. Use in date order.
8. Any surface or table used for food and drink must be sprayed with an anti-bacterial solution, wipe with a blue roll or yellow cloth and allowed to dry.

9. Children must wash their hands before coming to the table to eat their snack or meal.
10. At 11.15am, a lunch-time supervisor must collect the dinner trolley and take it to its designated position.
11. Use serving utensils whenever necessary.
12. Children will be encouraged to discard unwanted food or wrappings etc in an appropriate bin.
13. All aprons must be replaced after helping a child with the toilet.
14. Waste food is disposed of daily.
15. Staff food must be kept in a separate fridge.
16. Food is stored at the correct temperature 5-8 C and is checked daily to ensure it is in date and not subject to contamination.
17. Fridge temperatures are checked daily and recorded on the fridge temperature chart attached to the main fridge.
18. All cloths must be discarded at the end of each day.
19. All confirmed cases of food poisoning must be reported to the manager, Environmental Health and Ofsted.

Appendix 4

Fire Procedure

On discovering a fire

- Smash glass on alarm in cloakroom
- Dial 999 to call emergency services

On hearing the fire alarm

- Gather the children to the appropriate exit
- Release the intercom locking system (black button on the emergency release box above the exit door)

Staff in classroom 2

- Close the shared area door
- Gather the children and exit through classroom 2 door into the cloakroom

The Deputy Manager

- Check the shared area, kitchen, children's sleeping area and toilets in classroom 1 and 2
- Gather the children's register and the staff and visitor's signing books
- Allocate one member of staff to unlock Reception class gate if required

On evacuating Pre-school

- Everyone will normally exit the building via the cloakroom

- Proceed to the main school playground via the big green gate, turn right up onto the path, toward the playground
- If the above route is unsafe, turn right out of the doors or to go out through the main school entrance

Once everyone is evacuated from the building the deputy manager will inform all parents via the text service

Appendix 5

Evacuation Policy

Most recent review: SEPTEMBER 2020

INTRODUCTION

The school operates a Health and Safety policy. In compliance with the Health and Safety at Work Act 1974, the policy objectives are:

- To comply with all statutory requirements for health and safety and welfare;
- To ensure premises, equipment, materials and systems are made and kept safe without risk to people using them;
- To ensure all people on the School site have an active, effective and positive attitude towards health and safety.

In summary the policy is:

- All areas are to be kept in a clean and tidy condition;
- All rubbish is to be cleared away;
- All gangways and staircases are to be kept clear at all times;
- All exits are to be established before commencing work on site;
- All spillages of water, chemicals, etc., are to be cleaned up immediately;

- No machine/equipment is to run without all the necessary guards and safety equipment in position and in full working order;
- No person is allowed on site under the influence of alcohol and/or drugs;
- To establish fire extinguisher points and fire exit points.
- No smoking is permitted on school premises or on school transport.

Our Caretaker Mr KellyLand is the First Fire Officer who meets at least twice a year with the Governor responsible for H&S.

In addition, a further 4 Staff have received Fire Officer Training: J Coyle, K Sanders, S Mayman & J Moodley.

FIRE DRILL PROCEDURES

The fire alarm is a continuous horn sound.

A fire drill is held at least 3 times a year.

On hearing the fire horn all occupants of the school, including pupils, staff and other employees, should walk quickly and silently, using fire exits where indicated, to the assembly point on the large playground.

ALL STAFF MUST TAKE THEIR KEYS AND SCAN KEY WITH THEM.

THERE ARE MANY GATES AROUND SCHOOL, WHICH ENSURE THE SAFEGUARDING OF PUPILS DURING THE DAY, WHICH NEED TO BE OPENED IN ORDER TO EVACUATE PUPILS TO THE ASSEMBLY POINT.

Pupils are required to line up in classes and staff will check numbers and call names using their register. Staff and other employees will be checked in by the Senior Admin Officer and/or the Admin Officer.

Communications between the PRU and Wrenthorpe Academy are regular. Office staff notify each other if Fire or Evacuation procedures need to take place.

Wheelchair users/children using crutches/children who have a physical disability and adults and children who may have a PEEP.

All fire escape routes are kept clear to ensure wheelchair users and any staff or pupils who may have a Personal, Emergency Plan (PEEP) are able to leave the building quickly and safely.

All pupils who use a wheelchair have one to one support. The support staff member is responsible and would ensure that the pupil evacuates the building by the quickest and safest route. The staff member would not waste time changing the wheelchair mode from indoor to outdoor use. They would use a common -sense approach to evacuating the child as quickly and as safely as possible.

Children who have a disability may not have a one-to-one assigned. It is the responsibility of all staff to ensure the safe evacuation of children who may require additional assistance. All children or adults with a PEEP have clear instructions on their PEEP which will be adhered to.

ARRANGEMENTS TO MINIMISE RISK OF FIRE

Smoking is banned throughout the school and on all school premises. Contractors working around the buildings have monitoring procedures in place. Electrical fixtures, wiring and appliances, kitchen equipment, smoke and heat detectors are properly maintained and their use monitored by the Caretaker. Staff are urged to turn off and unplug computers and electrical equipment after use. Staff and pupils are reminded not to cover any electrical appliance or heater nor place anything on it.

Staff have Fire Safety awareness training once a year which is led by the Caretaker. Staff are aware that they must (where possible) action to stop a fire after first raising the fire alarm and ensuring the safe evacuation of the children in their care.

ARRANGEMENTS TO MINIMISE RISK OF CASUALTIES SHOULD A FIRE OCCUR

All fire routes, signage, lighting, fire doors, fire fighting equipment, bells, alarms, heat and smoke detectors are subject to rigorous maintenance and checks.

At least one fire drill per term is carried out involving the whole school community.

PROCEDURES: On hearing the fire horn or seeing a fire (having raised the alarm) school personnel are to carry out the following procedures:

Office Staff

- Telephone the fire brigade (unless warning has been provided from the Fire Officer that a drill is to take place)
- Take the Emergency Register Print Out outside and the Staff and Visitor Sign In Register – check all persons are present on the assembly point and report to the Fire Marshall
- Take outside the GRAB BAG (located in school office) which includes for example - emergency contact list of all pupils
- Check the immediate space around the school office is empty
- Move, on the safest route, to the assembly point

Fire Marshalls

- Wear your yellow jacket to indicate to all others where you are/who you are
- HT and DHT take the emergency school mobile phones

Staff

- Move the class/group you are with, on the safest route, to the assembly point.
- **Remember to take padlock KEYS and scan key to open any gates**
- Check that all pupils are present and report this to the Fire Marshall.

Support staff, volunteers, Governors, students

- If you are working alongside the class teacher take direction from him/her and assist with the evacuation of pupils
- If you are working with a group of pupils elsewhere in school, **DO NOT RETURN TO THE CLASSROOM**. Take the pupils, using the safest route, to the fire assembly point and then join the class group in order for the class teacher to check numbers

Catering staff

- Ensure that all appliances are turned off
- Ensure the Dining Hall and Kitchen are empty
- Move, on the safest route, to the assembly point

Cleaning staff

- Check that the area you have been working in is empty
- Turn off any equipment you may have been using
- Move, on the safest route, to the assembly point

Grounds staff

- Ensure that any maintenance equipment is turned off
- Check for any pupils in the immediate area
- Move, on the safest route, to the assembly point

VISITORS TO SCHOOL

- **All visitors must sign in and out of school**
- **All visitors to school are made aware of our safeguarding guide for visitors**

Contractors working on site

- All contractors working at school are asked to sign in and out of school and asked to read the Health and Safety guidance.

Peripatetic staff

- Check that the room which you are using is empty
- Move, with the pupil(s) you were teaching, on the safest route, to the assembly point and ensure pupils join their class group

FIRE MARSHALLS be prepared to brief the Fire Brigade on

- The safety of school pupils and staff
- The location and type of fire

ACTION ON A MISSING PERSON

The Fire Safety Officer is to ascertain their whereabouts without putting himself or others at any risk. The Fire Marshalls will assist with this.

INSTRUCTIONS FOR ADULTS ON DISCOVERING A FIRE

Push centre of Fire Activation Point.

Call the fire brigade on 999 and ask for FIRE. State “This is Wrenthorpe Academy Wakefield and we have a fire

The school telephone number is 01924 378001

If safe to do so, use fire equipment to put out the fire.

FIRE DRILLS

All details of Fire Drills are recorded in the WMAT School Fire Log (the Caretaker photographs this insert to add to the Termly Every Activity confirming the drill has taken place. The Headteacher keeps a record of all fire drills which take place in school and the time taken for evacuation.

Any matters arising from the drill which need attention are reported to the Headteacher whose has responsibility to ensure that appropriate action is taken.

Appendix 6

Procedure for Recording Accidents and Incidents

Accident to child

1. Any accident or injury to a child or anything that leaves discolouring to the skin, eg graze, red marks, small wounds, major occurrences is to be recorded.
2. All accidents must be recorded by the member of staff that witnessed it, unless in extreme circumstances they are unable to do so.
3. The following details will be entered in the accident book, which is a duplicate book with numbered pages kept in the mail tray on the wall:
 - The child’s name
 - The date of occurrence
 - The time the accident happened
 - If known, what happened and the resulting injury
 - Treatment given where deemed necessary

- How the child was after the incident
 - Signed by the playleader dealing with the occurrence
 - To be read and signed by the parent/carer of the child when collected at the end of the session they attend
4. The deputy in charge of the session must be made aware of the accident by the member of staff who witnessed it and the coloured “an accident has occurred” sign to be placed in the register.
 5. If the child bumps their head, then parents/carers will be given a note with the accident report asking them to be vigilant and detailing signs for which to watch.
 6. If child is going to school, the accidents slip to be put in an envelope and given to the child. The child’s teacher/carer is informed what has happened and asked to make parents/carers aware of the accident report if possible when the child is collected.
 7. If it is essential that parents know what has happened that day, then direct contact will be made by phone. Parents will be notified of more serious accidents in accordance with our Emergency Procedure for Child or Adult seriously hurt or ill.
 8. The more serious the accident the more detail is required, with names of witnesses and diagrams in the case of serious injury.
 9. Serious injury eg requiring hospitalisation of the child will be reported to OFSTED, Local Child Protection Agencies and the Health and Safety Executive.

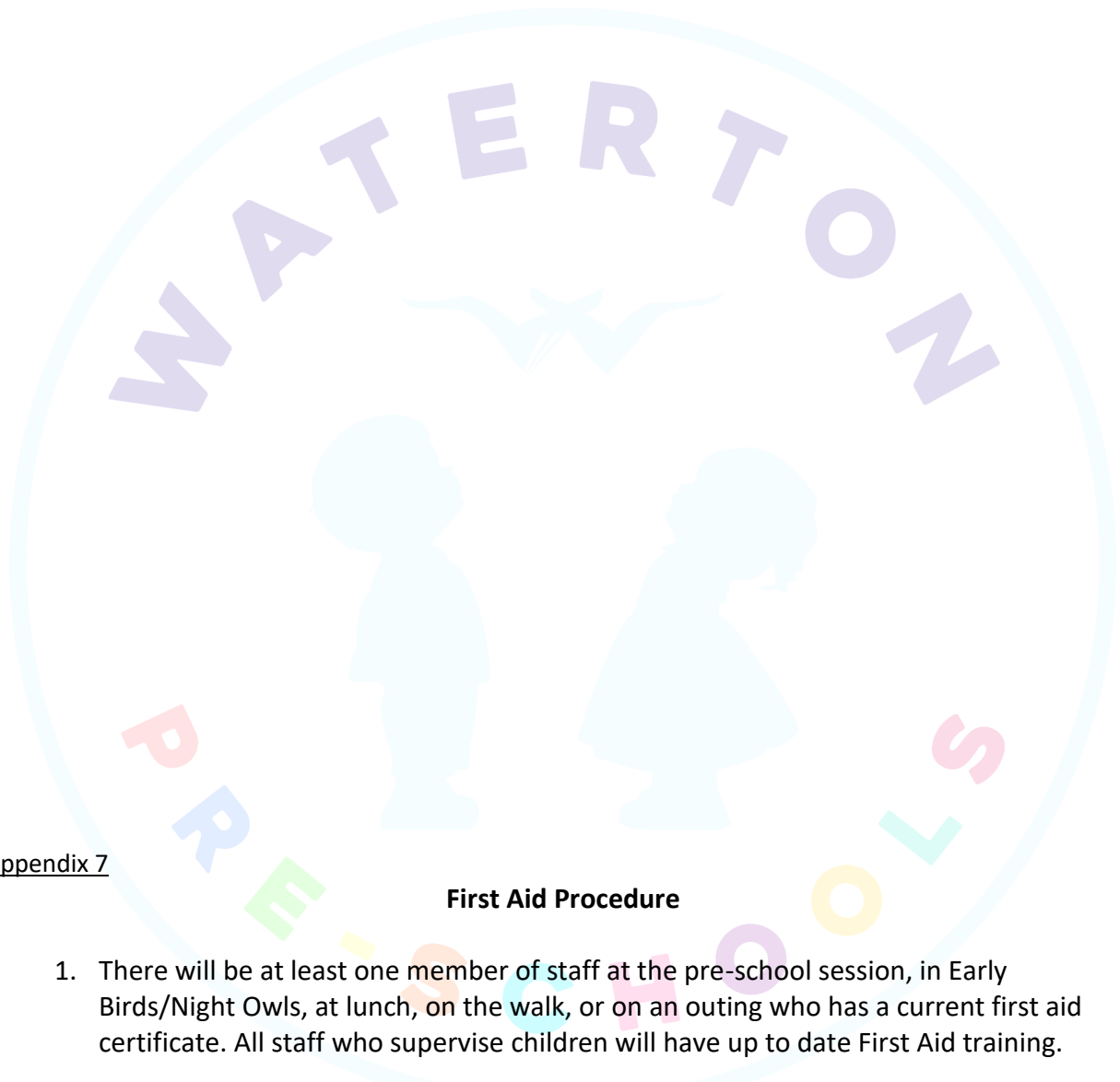
Accident to adult

1. Accidents to adults, either staff or visitors will be recorded on a pre-printed sheet in the adult accident book following the above process as appropriate. The adult accident book is kept in the medical file.
2. The accident record is then removed and filed in the health and safety file drawer leaving just the date and reference number in the accident book.

Incident

1. Details of any incident which could have resulted in serious harm, upset or injury to a child or adult are recorded in the Incident File kept in the office. Information about who was affected must also be included if appropriate. Examples of incidents include: fire, gas leak, break in, ‘near miss e.g. heavy object falling off high shelf or door and gate left open, personal attack, theft, missing child, death of a child or adult.
3. Actions taken, including those to prevent continuing danger, must also be written up.
4. If the emergency services are involved or if a report is made to the police this must be recorded with any crime number.
5. If necessary it will be reported to Ofsted and/or the Health and Safety Executive under RIDDOR.
6. Follow up including any insurance claim will also be recorded.

Also see: -



Appendix 7

First Aid Procedure

1. There will be at least one member of staff at the pre-school session, in Early Birds/Night Owls, at lunch, on the walk, or on an outing who has a current first aid certificate. All staff who supervise children will have up to date First Aid training.
2. Our first aid kit is regularly checked by a deputy manager and re-stocked as necessary,
3. The first aid kit is easily accessible to adults and is kept out of the reach of children.
4. Parent's written permission is obtained for medical advice or treatment to be sought for their child in case of emergency. The parent signs and dates their approval on the application form.
5. There is an emergency procedure which will be followed in the event of a child or adult being seriously ill or hurt.

6. In an emergency the child's parent/carer shall be called. If we are unable to contact the child's parent/carer, if necessary the child shall be taken to hospital in an ambulance, in accordance with our emergency procedure. If necessary the police will be called to contact the parent/carer.
7. If there is any doubt about the need to go to hospital, then NHS Direct will be called for advice on the number 111.
8. All accidents must be entered into the accident book, in accordance with the procedure for recording accidents and incidents. Parents or carers are required to sign the report. They are then given a copy. If a child is not picked up but goes on to school then the top copy of the accident report is given to the child and the school is made aware of what has happened and asked to make parents aware of the accident report if possible. If it is essential that parents know what has happened that day then contact will be made by phone. If a child is staying for Night Owls then the Pre-school deputy manager on session will inform the Night Owls' deputy/manager of the accident and the accident book is signed by the parent/carer when they come to pick up their child. They are then given a copy.
9. If the child bumps their head, then parents/carers will be given a head bump form with the accident report asking them to be vigilant and detailing signs for which to watch.
10. Any spills of blood, vomit, excrement or other bodily fluids must be cleaned up in accordance with the procedure for cleaning up bodily fluids and/or faeces.

Appendix 8

A Child or Adult Seriously Hurt or ill Procedure

1. The person in charge of the session will ensure the ill child or adult receives First Aid and that the other children are supervised and kept calm.
2. If it is extremely urgent, e.g. bad asthma attack, severe bleeding or an unconscious person, then ring 999 for an ambulance first. The school reception office will be alerted so they can direct the paramedics to the correct room.
3. In the case of a child, the parent or carer shall be called and told of the emergency. If not available their listed emergency contact will be informed. In the case of an adult their listed emergency contact will be called.

4. If necessary the police will be called to contact the parent.
5. When contact has been made with the parent, arrangements will be made to meet at either pre-school or the hospital. A member of staff will escort the child and stay with them until the parent arrives.
6. In the case of an ill or injured adult an appropriate person will be allocated to accompany them to the hospital.
7. In a less extreme case, when the parent or carer of a child arrives, an ambulance will be called if the child needs urgent hospital treatment. Advice may be sought from NHS Direct on 111. Otherwise, the parent/carer will be given support if required e.g. a friend or a taxi called, to take their child to the Accident and Emergency Department of the local hospital.
8. As soon as possible after the accident the details will be written up in accordance with the procedure for recording accidents and incidents.

Appendix 9

Procedure for Cleaning Up Body Fluids and/or Faeces

1. Disposable gloves and aprons must always be used when changing nappies or soiled clothing.
2. To clean any surface, floors etc where body fluids have been spilt disposable gloves and aprons must be worn. Any spills of blood, vomit or excrement or other bodily fluids, must be cleaned up using disposable tissues, wipes, newspaper etc.
3. If possible, these must be flushed down the toilet, if too bulky, e.g. hand towels, newspaper, nappies etc, then they must be put into a plastic bag, tied and then put into a second plastic bag for disposal.

4. Soiled clothing must be put in a plastic bag and then into a second plastic bag and returned to parents /carers.
5. After initial cleaning, surfaces must be washed with hot water, using a disposable cloth or paper towel etc or mop for the floor. An appropriate cleaning fluid must be used at the correct dilution, as described on the container. If anti-bacterial solution is used, this must be sprayed onto the surface undiluted from the bottle.



Appendix 10

Managing Medicines Policy (to be inserted)



Appendix 11

Sick Children Policy

Statement of Principle

A sick child is one who is not in a fit condition to participate in the activities of the setting or one who has an infectious disease which may be passed on to others. Sick children should not be brought into Pre-school, Early Birds or Night Owls.

Our Aims

To make sure all parents/carers are aware of our policy on sick children so that our setting is free from infection and diseases.

Our Procedure

- We do not provide care for children who are unwell, have a temperature, sickness and diarrhoea or who have an infectious disease.
- If a child becomes ill during a session, the staff will try to contact the child's parents/carers while making the child comfortable in a secluded corner.
- In the case of an emergency, **the procedure for an adult or child seriously hurt or ill** is followed. It may be necessary to call an ambulance first and make contact with the parents as soon as possible after summoning help.
- Parents and carers are asked to take their child to the doctor before returning them to the setting; the setting can refuse admittance to children who have a temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics, parents/carers are asked to keep them at home for 48 hours before returning to the setting.
- Children who have sickness and or diarrhoea must be kept away from the setting for 48 hours after they are clear of their illness.
- We will provide a list of incubation periods of the most common infectious diseases and details of the minimum time during which the child should not attend the setting. This can be found in the parent/carers file. If a parent is in doubt, they should consult a member of staff before bringing the child.
- Staff will inform parents/carers as soon as possible if a case of German Measles, Chicken Pox or any other infectious disease is confirmed so that they can alert mothers who may be pregnant and people susceptible to infection.
- Parents/carers on stay and play session or students should not attempt to administer first aid or deal with illness and injuries particularly involving bodily fluids.
- Children with head lice are not excluded but must seek treatment. Parents will be notified if there is a case of head lice in the setting.
- HIV may affect children or families attending the setting and staff may or may not be informed about it. Children are not excluded because of the condition.
- The procedure for the cleaning of any spilt bodily fluids or faeces is adhered to at all times.
- Children with allergies and medical conditions are administered medication by a trained member of staff.

Appendix 12

Uncollected Child Policy

Waterton Pre-Schools provide a safe and secure learning environment for all our children. We have security procedures in place that will reassure parents that their children are safe from the time they arrive at their Pre-School until the time they leave. We ensure that at the end of their session, all children are collected by their parents/carers or a designated adult. The Pre-School Manager or Deputy Manager will oversee the collection of children at the end of each session.

In the event that parents or carers are late to collect their child, our Pre-Schools have procedures in place that will ensure the safety and security of their children.

Children will remain in the care of the Pre-School until they are collected by their parent/carer or a designated adult.

The Role of the Pre-School Committee

The Pre-School Committees have:

- Delegated powers and responsibilities to the Executive Headteacher / Pre-School Managers to ensure the Pre-Schools are safe and secure environments;
- Nominated a link Committee Member to be responsible for Health and Safety including Pre-School security and to visit the Pre-School regularly and to report back to the Committee;
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

The Role of the Pre-School Executive Headteacher

The Pre-School Executive Headteacher will:

- Ensure procedures are in place in each Pre-School to safeguard children not collected on time;
- Meet with parents who are persistently late in collecting their children if this continues after the Pre-School Manager has spoken with them;
- Monitor the effectiveness of this policy.

The Role of Pre -School Manager

The Pre-School Manager will:

- Ensure up to date records of contact details are kept and accessible to staff leading each session;
- To keep accurate registers of which children are attending which sessions;
- Ensure the implementation of this policy in their Pre-School;
- Ensure procedures are in place to safeguard children not collected on time;
- Ensure staff, parents and children are aware of these procedures;
- Meet with parents who are persistently late in collecting their children;
- Monitor the effectiveness of this policy.

The Role of the Pre-School Staff

The Pre-School Staff will:

- Be aware of this policy;
- Implement this policy;
- Reassure a child who has not been collected on time;
- Call the parent/carer or designated person after five minutes of waiting;
- Try other emergency contact numbers if the parent/carer cannot be contacted;
- Wait with the child providing as much support and reassurance as is necessary;
- Not release a child into the care and supervision of another adult until they have verbal permission from the parent/carer and the password from the adult;
- Not escort or take children home (except in extreme circumstances and only with express permission from the parent and with a second member of staff);
- Contact social care direct / police if after repeated attempts no contact is made with the parent/carer or designated person;
- Leave a message and contact number for the parent/carer or designated person informing them that their child is being looked after by the local authority;
- Record all incidents of late collection.

The Role of Parents and Guardians

Parents / Guardians must:

- Be aware of the Uncollected Child Policy;
- Ensure the Pre-School has up to date contact details including emergency telephone numbers;
- Have the Pre-School's contact details;
- Ensure that their children are collected promptly;
- Contact the Pre-School to explain that they will be late to collect their child; or

- Contact the Pre-School to explain that they will be late to collect their child and that a designated person known by the Pre-School will be collecting their child and ensure that the designated person knows the password;
- The parent/carer must inform the Pre-School in writing regarding any persons NOT allowed to collect the child for any reason.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed, in line with the review date set or when the need arises, and the necessary recommendations for improvement will be made to the Pre-School Committees.



Appendix 13

Missing Child Policy

Statement of principle

Children's safety is our highest priority, both on and off the premises. Every attempt is made; through carrying out the Outing's, Walk and Outdoor procedures to ensure the security of children is maintained at all times.

In the unlikely event of a child going missing the following procedure will be followed:

Our Procedure

- When a child is thought to be missing, the keyworker/staff alerts the deputy manager/manager
- The deputy manager will firstly check that all main exit doors are closed including doors which go into the main school building and then carry out a search of the pre-school classrooms, kitchen, toilets areas, cupboards and office whilst calling out the child's name constantly.
- If any external doors are open, the deputy manager will check the outdoor area whilst calling out the child's name.
- A keyworker will gather all other children together in a suitable area and check the register without alarming other children.
- Doors and gates will be checked to see if there is a breach of security. If this has happened then the deputy manager will search the immediate vicinity.
- If a child cannot be located then the Manager/Deputy Manager will inform the parents or another named contact, social services, police and Ofsted.
- If the child is located then the Manager/Deputy Manager will inform parents or other named contact immediately. Ofsted will also be informed.

The Investigation

The manager will talk to the staff and find out when and where the child was last seen and a full written report of the incident will be made and discussed with the Chairperson as soon as possible. The manager and Management Committee to make any necessary amendments to procedures following such an incident.

A Child Missing whilst on an Outing

- If a child goes missing while on the outing, children will stand with their designated adult and a head count is carried out to ensure no other child has gone astray. The register is checked if necessary.
- One staff member will search the immediate vicinity.
- If the child is not located then the manager is informed by phone of the incident who will then inform the parents or, if not available, another contact named on the application form and asked to make their way to the setting.
- Staff on the outing will contact the police on the mobile phone, and report the child as missing. If available, the manager of the venue will be informed and asked to help with the search.
- One member of staff will remain and the others will take the remaining children back to the setting.
- The manager will inform Ofsted and will keep parents informed of progress.
- The manager will inform the chairperson of the management committee as soon as possible, and keep them informed of progress.
- A full written report of the incident will be recorded in the incident log as soon as possible. This will be discussed with the manager and management committee at the earliest opportunity and any necessary amendments to procedures recorded.

Appendix 14

Outdoor Procedure

The following is the Procedure for using the Wrenthorpe Pre-school outdoor area and surrounding play areas on the Wrenthorpe Primary School premises.

Locking and Checking of the area

- 1) The security gate must be closed and locked using the switch inside, and the gate from School's Foundation area into Pre-school must be locked using the padlock, after the parents have left and before the children are allowed outside.
- 2) The gate in the fence should be checked to make sure that the padlock is on and secure.
- 3) Set up the play equipment ready for the children to use.
- 4) Any litter or harmful debris should be removed

Supervision

- 1) Staff outdoors must work together to ensure effective supervision of the children
- 2) An unlimited number of children can be outside at one time as long as there is adequate supervision (generally with a ratio of 1 adult:8 children for 3-year olds and over, or 1 adult to 4 children for 2-year olds).
- 3) Members of staff outside should be alert to children using different areas and should spread out as appropriate to enable effective supervision of different spaces
- 4) If only one adult is outside then it must be a member of staff.
- 5) Adults must ensure that children take care and act safely when outside. Use of the grassed area will be dependent upon the condition of the grass on each session and will be the decision of the Deputy Manager.
- 6) Staff outdoors will use their judgement as to when to take the children inside e.g: if it is very hot in Summer, or if workpeople are doing maintenance etc
- 7) When Pre-school children are walking to and from Wrenthorpe Primary school playing field or playground or into the gardens or wildlife areas there must be a member of staff at the front of the group and one at the back and higher staff/child ratios will be required.

Warm weather

- 1) In strong sunshine, sunhats will be available and must be worn at all times when outside.
- 2) Suntan lotion will be applied by parents/carers whose children come only mornings or afternoons. Children that attend all day will have suntan lotion applied by a member of staff at the beginning of the afternoon session.
- 3) In hot weather, children will only be allowed outside for a certain length of time and will be encouraged to drink extra water.

Locking up

- 1) The Pre-school children playing outside will be asked to go inside at the end of each session of outdoor free flow play. Staff will gather the children up, checking the areas of play as they make their way inside.
- 2) A member of staff will stay outside, double checking all areas of play especially looking in areas where children may hide eg behind and under the bush, in the climbing frame, behind the water trays, down the side of the shed, fence and wooden house.
- 3) A member of staff inside will check that all children are present and correct and that there is the correct number of children in session.
- 4) At lunch time (11.30am) and home time (3.00pm), after all children are accounted for, a member of staff will open the security gate and allow parents to come into the secured area. The School's Foundation gate will also be unlocked at the end of the afternoon Pre-school session.
- 5) Any keys used are to be returned to their allocated keeping place (hook above staff table in main room).