

## 3.0 Safety and Suitability of Premises, Environment and Equipment

---

### Contents of this policy

<b>3.1 Health and General Standards</b>	<b>Page 1</b>
<b>3.2 Risk Assessments</b>	<b>Page 5</b>
<b>3.3 Fire Safety and Emergency Evacuation</b>	<b>Page 6</b>
<b>3.4 All Weather Outdoor Activities</b>	<b>Page 7</b>
<b>3.5 Sun Protection</b>	<b>Page 8</b>
<b>3.6 Staff working arrangements</b> (including lone working and home visits)	<b>Page 10</b>
<b>3.7 Food Hygiene</b>	<b>Page 13</b>
<b>3.8 Information and Communications Technology (ICT)</b>	<b>Page 13</b>
<b>3.9 Animals in the setting and on outings</b>	<b>Page 15</b>

---

### 3.1 Health and General Standards

#### 1. Statement of intent

Jack and Jill Pre-school believes that the health and safety of children is of paramount importance. We make our Pre-school a safe and healthy place for children, parents/carers, staff, students, volunteers and visitors. Our premises (including overall floor space and outdoor spaces) have been adapted for the sole purpose of providing high quality childcare for children aged from seven months to five years. Premises and equipment are organised in a way that meets the needs of these children. We believe that high quality care and education is promoted by providing children with safe, clean, attractive, age and stage appropriate resources, toys and equipment.

#### 2. Procedures

##### *General*

- We make children, staff and parents/carers aware of health and safety issues.

- We minimise hazards and risks to enable children to thrive in a healthy and safe environment.
- We comply with health and safety legislation (including fire safety and hygiene requirements).
- The person responsible is our Health and Safety Competent person, Andy Hollingdale
- The 'Health and Safety Law: What You Need Know' poster is displayed in the reception area.
- We have public liability insurance and employers' liability insurance. The certificate is displayed in the reception area.
- We operate a no smoking policy.
- Caution signs are displayed throughout the premises where necessary.

### ***Awareness raising***

- Our induction training for all staff, volunteers and students includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and procedures, and they understand their shared responsibility for health and safety.
- Health and safety awareness and training forms part of the induction process for all new staff, volunteers and students and includes matters of employee well-being, safe lifting, fire evacuation procedure, lock down procedure and the storage of any potentially dangerous substances. Records are kept and signed by the individual and the inductor.
- Hard copies of all policies, including those relating to health and safety, are available to staff, students and volunteers in the reception area. Staff can also access policies on the 'staff drive' and are informed when changes are made.
- The 'Health and Safety Law: What You Need Know' pocket card is displayed in the staff room to make staff aware of their own, and the Pre-schools, health and safety responsibilities.
- Health and safety training is included as part of the annual staff INSET training days, and is discussed regularly at termly staff meetings.
- Children are made aware of health and safety issues through discussions, planned activities and routines.
- Adults working on or leaving the premises alone comply with 'Lone working' procedures.
- All warning and advisory signs are clear and in appropriate languages. All signs comply with International Organisation for Standardisation (ISO) requirements for 'graphical symbols'.

### ***Premises***

#### ***General***

- We inform Ofsted of any changes to the premises that may affect the space available to children as soon as is reasonably practicable, but always within 14 days.
- We inform Ofsted of any proposal to change the hours during which childcare is provided as soon as is reasonably practicable, but always within 14 days.
- Children are not allowed to access the staff room, work room, staff toilet, kitchen area, utility room, office or resources cupboard.
- We comply with Ofsted indoor space requirements by providing adequate useable space for the numbers and ages of children attending.
- We make reasonable adjustments to ensure children and adults with disabilities have access to the premises and, wherever possible, suitable facilities and equipment are provided.
- Rooms are maintained at a temperature which ensures the comfort of all children and staff.
- There are sufficient numbers of toilets and hand basins for the number of children and there are separate toilet facilities for adults.
- There is a designated hand-washing basin in the kitchen area and Nest sleep room.
- We provide a separate room where children who wish to rest and/or sleep can do so safely and without disturbance.

- We provide rooms where parents/carers can talk to staff confidentially and without disturbance.
- We have written procedures in place for all areas of the Pre-school to ensure they are clean, safe and secure.

#### *Windows*

- Low level windows are made from materials that prevent accidental breakage or are made safe (British Standards (BS) safety glass).
- All windows accessible to children are secured using child safety locks so that children cannot climb through them.

#### *Doors*

- We take precautions to prevent children's fingers from being trapped in doors. All doors accessible to children are fitted with finger guards.
- All doors to play rooms are fitted with wired safety glass visibility panels suitable for adult and child safety.

#### *Floors*

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.
- All spills are cleared immediately and warning signs are temporarily displayed.

#### *Stairs*

- There are secure stair gates at the foot of both flights of stairs. There is a fire door at the top of main flight of stairs, which is kept closed when not in use. The top of the secondary flight of stairs is not accessible to children.
- There are detailed procedures in place for the safe ascent and descent of the main flight of stairs by children. These are known to all practitioners and are displayed at the foot and the top of the stairs.

#### *Electrical/gas equipment*

- All electrical/gas equipment conforms to safety requirements and is checked regularly; the gas boiler is serviced annually. P.A.T. (Portable Appliance Testing) is carried out annually and a P.I.R. (Periodic Inspection Report) is carried out as recommended (up to a maximum of five yearly).
- The boiler/electrical fuse box /gas and electric meter cupboard is not accessible to children.
- There is a carbon monoxide detector in the boiler room which is checked regularly.
- Radiators, heaters, electric sockets, wires and leads are properly guarded and children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is thermostatically controlled to prevent scalds.
- Lighting and ventilation are adequate in all areas including storage areas.

#### *Storage*

- All resources and materials accessible to children are stored safely at their level.
- All other equipment and resources, inaccessible to children, are stored securely and safely.
- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment. Guidance on safe lifting is displayed in the staff work room.
- Equipment is provided to allow staff to access resources stored above head height safely.

- Control of Substances Hazardous to Health (COSHH) sheet records are kept for all substances that may be hazardous to health, including safe storage, first aid and fire fighting measures. These records are kept in the fire log.
- We keep all cleaning chemicals in their original containers and they are stored in a secure room.

#### *Outdoor areas*

- Our outdoor areas are securely fenced, the front gate is securely bolted and security signs are displayed.
- Our outdoor areas are checked for safety and cleared of rubbish before they are used.
- Childcare staff and children are alerted to the dangers of poisonous plants.
- Herbicides and pesticides are not used.
- Our outdoor sand pits are covered at the end of the day and are checked for hazards before being used. Our sand trays are covered when not in use and the sand is replaced regularly.
- All outdoor activities are supervised at all times and comply with Ofsted requirements relating to adult:child ratios.

#### *Hygiene*

- When required, we seek information from the Health Protection Agency, Environmental Health Department and the NHS Local Health Authority to ensure that we keep up-to-date with the latest recommendations.
- We have cleaning procedures and schedules in place for all rooms, communal areas and outdoor areas of the Pre-school.
- Cleaning procedures and schedules, where applicable, include children's resources and equipment.
- We provide children with clean clothes if required.
- We provide tissues, wipes and paper hand towels for children's individual use.
- All contaminated waste is disposed of in yellow bins for the sole purpose. Internal yellow bins are emptied every day. External yellow bins are locked closed and collected fortnightly.

#### *Activities and resources*

- We provide children with equipment and resources which help to consolidate and extend their knowledge, skills, interests and aptitudes.
- We ensure that equipment and resources are safe for the ages and stages of the children currently attending and, where applicable, conform to British Standards European Norms (BS EN) safety standards or Toys (Safety) Regulations 1995.
- We provide a sufficient quantity of equipment and resources for the number of children attending.
- Resources and activities promote all areas of children's learning and development, which may be child or adult-led.
- Furniture is suitable for children and adults.
- All resources and equipment are regularly checked. We repair and clean, or replace any unsafe, worn out, dirty or damaged equipment.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All materials, including paint and glue, are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.

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

#### Further Guidance

- Health and Safety Law: What You Need Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You (HSE 2012)
- Working with substances hazardous to health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to grips with Manual Handling – FAQs: A Short Guide (HSE2011)(HSE)

## 3.2 Risk Assessment

### 1. Statement of intent

We take all reasonable steps to ensure children, parents/carers, staff, students, volunteers and visitors are not exposed to risk by assessing and minimising hazards and risks to enable children to thrive in a healthy and safe environment.

### 2. Process and procedures

Our risk assessment process is to:

- Identify risk, where it is and what it is
- Decide who might be at risk
- Evaluate the risks including how likely are they to happen as well as possible impact if they did
- Implement control measures to reduce or eliminate risks
- Monitor and review risk assessments and update if necessary
- Ensure all staff understand their responsibility for identifying potential hazards and carrying out risk assessments

#### Stage 1 – Report

- **Annual risk assessments** are carried out at the beginning of each academic year. Areas/activities covered: building, internal and outdoor play areas, kitchen and dining room, toilets, events, home visits, Outdoor Learning, Little Saplings, outings (including transport), medication and first aid, mud kitchen.
- **Specific risk assessments** are carried out as and when required. Areas/activities covered: outings, inclusion (individual child), events, sports activities, specific toys/activities, following a serious accident/incident. This may include when necessary, risk assessments for individual children
- **General risk assessments** forms are used to report any hazards/risks as soon as they are identified.

#### Stage 2 – Review

- Annual risk assessments are reviewed in conjunction with the annual insurance renewal by a designated company Director.
- Specific and general risk assessments are reviewed as and when required by the Managing Director, and/or company Directors. Any high risks identified are reported immediately to the Managing Director.
- All high-risk assessments, accident and incident reports and actions taken following an assessment are reviewed and agreed by the Directors at termly Board Meetings or immediately if required.

### Stage 3 – Action

- All the above action points are allocated, monitored and reviewed by the designated company Director

### Further guidance

- Five Steps to Risk Assessment (HSE 2011)
- Health and Safety Executive - [www.hse.gov.uk](http://www.hse.gov.uk) or tel: 0845 345 0055

## 3.3 Fire Safety and Emergency Evacuation

### 1. Statement of intent

Jack and Jill Pre-school has a high standard of fire safety precautions to ensure the safety of children, staff and others on our premises in the case of fire or any other emergency.

### 2. Procedures

- An external Fire Risk assessment is carried out by a third party at least every three years. This forms the basis of our fire policies and procedures
- A generic fire safety risk assessment is carried out annually by the Managing Director and designated Fire Safety Wardens.
- We have at least three Fire Safety Wardens who have received training in fire safety which is updated every three years.
- We have a named Fire Safety Warden each session.
- Fire Safety Wardens are issued with high visibility 'Fire Warden' jackets.
- We maintain a Fire Log which is updated annually and is kept in the reception area. The log contains the following:
  - Fire Safety Warden's report;
  - fire evacuation procedure;
  - fire risk assessment;
  - Personal Emergency Evacuation Plans (PEEPs), if applicable;
  - names of trained Fire Safety Wardens and their roles;
  - record of fire protection equipment and their location;
  - emergency contact telephone numbers;
  - dangerous substances, storage and COSHH Certificates;
  - record of fire drills;
  - insurance certificates;
  - PAT Certificate, Fire Alarm Test Certificates, PIR Certificates;
  - records of servicing of fire safety equipment;
  - record of changes/installation of electrical/lighting circuits;
  - floor plan of Pre-school.
- We hold fire drills at least three times per academic year and ensure as many different children as possible participate.
- The fire drill records contain; date and time, how long it took to evacuate the building, the children's response, numbers of children, staff involved and any issues raised.
- Fire exits are clearly marked, never obstructed and easily opened from the inside.
- Fire exits and exit routes have emergency lighting in place.
- Smoke detectors/alarms, fire call points and emergency lighting are serviced annually.

- Smoke detectors/alarms, fire call points, emergency lighting, fire exits, fire extinguishers and carbon monoxide alarms are all tested at least every month via weekly rolling tests (see Fire Log)
- Firefighting appliances conform to British Standards European Norms (BS EN) standards, are fitted in appropriate high risk areas of the building and are checked annually as specified by the manufacturer. Individual appliances are identified by appropriate signage.
- Any inflammable chemicals are stored securely and away from direct heat sources.
- Inflammable materials are not left on heat sources such as uncovered radiators.
- We operate a no smoking policy throughout the entire premises. 'No smoking' relates any tobacco product or illegal substance and includes the use of vaporisers and e-cigarettes.
- Our emergency evacuation procedures are approved by the Fire Safety Wardens and are:
  - clearly displayed throughout the premises;
  - made aware to new members of staff, volunteers and students at induction;
  - are displayed in the reception area;
  - explained to parents/carers and visitors as part of the welcoming procedures for events held on the premises;
  - all other visitors are accompanied at all times by a member of staff who is familiar with the procedures;
  - practised regularly and when possible on different days of the week to maximise the number of children and staff involved.
- Personal Emergency Evacuation Plans (PEEPs) are drawn up for individual children and staff with disabilities or additional needs.

*Our emergency evacuation procedure contains information on:*

- Raising the fire alarm.
- Persons responsible for calling the emergency services.
- How children are led from the building to the assembly points.
- How children and adults will be accounted for and who by.
- Persons responsible for checking the premises are vacated and fire doors are shut (without endangering life).
- Emergency relocation if the premises are unsafe.

#### **4. Further guidance**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)
- The Avon Fire and Rescue Risk Assessment Plan

### **3.4 All Weather Outdoor Activities (including Outdoor learning and Forest School)**

#### **1. Statement of intent**

Jack and Jill Pre-school believe that children's health and development benefit from engaging in daily outdoor activities. We enable children, including those with disabilities, to play outside safely and in comfort during all weather conditions unless it is unsafe for them to do so.

#### **2. Procedures**

##### *General*

- Prior to children being taken outside a practitioner makes an assessment of the weather conditions to determine whether it is safe for children to take part in outdoor activities.

- Weather conditions that prevent children playing outside may include; very high winds (risk of flying debris), extremely high temperatures (risk of dehydration/sunstroke) or extremely low temperatures (risk of hypothermia/slipping on ice).
- During less extreme weather a practitioner will determine whether any specific steps need to be undertaken to keep children safe and comfortable.
- Parents are responsible for providing their own child with clothing and footwear suitable for varying weather conditions.
- We have a limited number of gloves, wellington boots and waterproofs for children who may not have their own.
- Activities are planned according to the weather conditions; for example energetic, physical activities in cold weather or more sedentary (less active) activities in hot weather.
- Children are made aware, during small group activities, of the need to take care in different weather conditions.
- Drinking water is always available.

#### *Insects/ticks*

- It is the responsibility of parents/carers to apply insect repellent to their own child/children if they deem it necessary.
- Children who are known to have an allergic reaction, or other medical condition, in connection with insect bites will be treated in accordance with our policy relating to allergies.
- Bee or wasp stings are treated in accordance with our Common Injuries Procedure.
- Children are checked during sessions and on return indoors for ticks; if any are found parents are informed immediately and advised to seek medical attention.

#### *Cold, wet and/or windy weather*

- Parents/carers are asked to provide their child with suitable warm and waterproof footwear and clothing (layers of clothing that can be put on and taken off easily), hats and gloves.
- In cold weather the practitioners take into account the additional risk caused by wind chill.
- Ice is cleared from play areas before use.
- We encourage children to play with and explore all types of weather including rain and snow.
- Children do not engage in outdoor activities when the wind is very strong and there is a danger of children and staff being struck by flying debris

#### *Outdoor Learning / Forest School*

- Outdoor Learning takes place at the Westbury Wildlife Park or at St Monica's Care home.
- Specific risk assessment for outings to these venues have been carried out and cover all activities covered at these venues including transport to and from.
- Regular Safety visits are made to the sites to ensure they are safe and any risks are minimised and managed
- In the event of severe weather (such as high winds, extreme temperatures, heavy snowfall or weather warnings) an assessment is made prior to departure to determine whether it is safe to proceed with the activity – if there is any doubt, the activity will not proceed
- A safety sweep is undertaken before each session and any identified risks are removed, reduced or managed – ongoing issues are logged with landowners
- We provide full waterproofs for each child to wear on every session. Parents/carers are asked to provide long sleeved tops and wellington boots or other suitable outdoor footwear a long with clothing suitable to the forecast weather.

#### 4. Further guidance

- Sun Protection Policy Guidelines for Nurseries and Pre-schools 2010 (Cancer Research UK)
- Looking after children and those in early years settings during heatwaves: guidance for teachers and professionals (Public Health England)
- Department for Environment Food and Rural Affairs – Daily Air Quality Index

## 3.5 Sun Protection

### 1. Statement of intent

This policy applies between March and October. The sun is at its strongest between these months and in particular between 11am and 3pm.

### 2. Procedures

#### *General*

- Parents/carers are asked to provide their child with a suitable sun hat (one that covers as much of the face and neck as possible). Clothing and shade are the best protection from the sun.
- We have a limited number of spare hats.
- Parents/carers are asked to dress their children in loose fitting clothing and tops that cover the child's shoulders.
- Staff also wear suitable clothing and sun hats to set a good example.
- We encourage children to play in the shade wherever possible. Opportunities will be taken to create more shade in the garden on hot days.
- In excessively hot and sunny weather children do not play outside between 12 noon and 2 pm unless they stay in the shade. Children do not engage in outdoor activities when the temperature exceeds 30°.
- On hot days time outside may be limited to less than usual.
- Children are allowed to wear UV protective sun glasses.
- Drinking water is always available when children are outside and children are encouraged to drink regularly.
- Sunscreen is not an alternative to covering up with suitable clothing and seeking shade, but it does offer additional protection if applied correctly.
- Parents/Carers are given information explaining what we are doing about sun protection and keeping safe in the sun each year.
- Children are supervised applying their own sunscreen in the Pre-school room if they are able. Staff members will apply sunscreen to all other children using single use gloves.
- Children are made aware of the need to take care in different weather conditions.

#### ***Children attending for one session a day (up to 4 hours)***

- Parents of children in half day childcare take responsibility for applying sunscreen to their children themselves before the session starts. The sunscreen should be waterproof and strong enough (at least Factor 30+, UVA 4+ stars) to protect the child for the whole morning or afternoon session.

#### ***Children attending for a full day (over 4 hours)***

- Parents take responsibility to apply sunscreen before their child starts the morning session. The sunscreen should be waterproof and strong enough (at least Factor 30+, UVA 4+ stars) to protect the child for the morning session.

- Parents/carers are asked to either give consent for us to use our own supply of sunscreen or supply sunscreen (waterproof and at least Factor 30+, UVA 4+ stars) for their own child in a labelled plastic container.
- Parents/carers are required to give consent on Family for childcare practitioners to apply sunscreen (using single use gloves) to their child after lunch if necessary.
- Sunscreen provided by the nursery will be waterproof and factor 30 or above.
- We maintain a record of applications of sun screen.
- When we are aware that sun screen has not been applied to a child, we take appropriate steps to ensure the child is not exposed to the sun.

#### **Further guidance**

- Looking after children and those in early years settings during heatwaves: guidance for teachers and professionals (Public Health England)
- [www.nhs.org](http://www.nhs.org)
- [www.cancerresearchuk.org](http://www.cancerresearchuk.org)

## **3.6 Staff working arrangements (including lone working and home visits)**

### **1. Statement of intent**

Jack and Jill Pre-school believes that the health and safety of employees, volunteers, students and any individuals working on the premises is of paramount importance. We make our Pre-school a safe and healthy place by promoting good quality working arrangements. We implement the requirements of The Health and Safety at Work Act to ensure, so far as is reasonably practicable, the health, safety and welfare (at work) of all individuals working on the premises or working on behalf of the Pre-school off the premises.

### **2. Procedures**

#### *General personal standards*

- We inform all individuals working on the premises of their responsibility to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions.
- We inform all individuals working on the premises of their responsibility to report all incidents and risks that may affect the health and safety of themselves or others and to ask for guidance as appropriate.
- Risk assessments are carried out and reviewed regularly and recommendations are made to eliminate or to reduce any potential risk to the lowest level reasonably practicable.
- Health and safety is included in staff induction training and annual staff in-set training days, and is discussed regularly at termly staff meetings.
- We obtain an enhanced Disclosure and Barring Service (formerly CRB) disclosure for every person over the age of 16 years who is employed on the premises when children are present whether or not they work directly with children. Staff attend 'in house' Child Protection training bi-annually and/or when required.
- All individuals working on the premises suffering from an infectious or contagious disease or illness must follow the exclusion period recommended by the Health Protection Agency (HPA).
- All individuals working on the premises are required to inform the Managing Director or Deputy Manager if they have come into contact with any person suffering from a highly infectious or contagious disease or illness (such as rubella or hepatitis).

- All individuals working on the premises inform the Managing Director or Deputy Manager if something happens that might affect their ability to carry out their duties.
- Staff under the influence of alcohol, or any other substance which may affect their ability to care for children, will not be allowed on the premises and disciplinary action may be taken.
- We ensure that staff wear clothing and footwear that does not pose a risk to themselves or children, both on the premises and on outings.
- We ensure that when working with children, staff do not display body piercings that may be a risk to themselves or children.
- Records relating to staff are kept securely and confidentially.
- We ensure that staff are made aware of, and comply with, all of the Pre-school's policies and procedures.
- We ensure staff comply their statement of main terms of employment and the terms set out in the Employee Handbook.

#### *Staff room/facilities*

- Employees, volunteers and students have access to a room away from areas being used by children.
- All adults have access to toilet facilities away from those used by children.
- The staff room is equipped so that staff can consume food and hot drinks during breaks in comfort.
- Staff member's personal possessions (including medications and mobile phones) may be stored in secure lockers in the staff room.
- The staff room has a key pad lock the combination to which is only known by the staff and cleaners and remains locked at all times.

#### *Manual handling*

- All employees are provided with guidance and annual training about the safe storage, movement, lifting and erection of large pieces of equipment as well as the safe handling and lifting of children.
- Manual handling guidance is displayed in the reception area.
- Volunteers and students are informed they are not to lift children or equipment.
- Staff do not lift or move equipment when there are children close by.
- Staff do not carry children over the age of 2 when walking, using the stairs or whilst in transit, unless there is a safety issue.
- If a child is in need of reassurance (a cuddle) staff sit down and lift the child onto their lap.
- If a child with Special Educational Needs and/or disability requires lifting a full risk assessment is carried out and is included in the child's personal care plan and personal emergency evacuation plan.

#### *Use of display screen equipment*

- We make an assessment of which members of staff, volunteers and students are covered by Display Screen Equipment Regulations. That is primarily; staff who use Visual Display Units (VDUs) more or less continuously on most days, or for continuous or near-continuous spells of an hour or more at a time more or less daily.
- We train employees on risks, and safe behaviour and practices.
- We ensure workstations and equipment comply with minimum requirements.
- Breaks from VDU work for users can be taken as and when needed.

#### *Lone working*

- We have procedures and safe systems of work in place which are designed to eliminate or reduce the risks associated with working alone.
- All employees are required to report any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- The Managing Director or Deputy Manager is made aware of any occasions when an individual is working alone on the premises.
- Lone working is never permitted when children are on site.

#### *Home visits*

- Staff follow a written procedure when carrying out home visits.
- Home visits are only carried out with the consent of the child/children's parents/carers.
- Home visits are only carried out when there is a clear purpose.
- During a home visit staff comply with all relevant Pre-school policies and procedures (including those relating to safeguarding, confidentiality and equality of opportunities).
- Staff are responsible of ensuring their own insurance covers them for use of their vehicle at work.
- The Pre-school pay staff a mileage allowance when carrying out a home visit.
- Before any home visit a generic risk assessment is carried out to ensure it is safe to visit the family home.
- A record is made of each home visit on a Home Visit Record form.
- Home visits are carried out by two members of staff (under no circumstances is a home visit carried out by a member of staff on their own).
- During a home visit no member of staff is alone with a child at any time.
- Staff carrying out a home visit inform the Managing Director of where they are going, the reason for the visit, the time they are leaving and their expected time of return.
- Staff sign out and in on *Family*.
- Each home visit is limited to 30 minutes plus travelling time.
- Staff take a Pre-school mobile phone (staff must ensure the phone is charged and in working order).
- Staff carry photo ID.
- Staff do not take their own mobile phones, cameras or any other device capable of capturing still or moving images nor any item that may pose a risk to children, for example medication or sharp objects.
- In the event that members of staff are delayed in returning they call the Pre-school and ensure the Manager/ Managing Director is informed.
- In the event that members of staff do not return to the Pre-school 10 minutes later than their expected arrival time their Manager/Managing Director will call the Pre-school mobile phone to ascertain the reason for the delay. If there is no response the Pre-school will call the police.

#### *Staff uniform*

- Staff are issued with a standard uniform which consists of a hooded jacket, T-shirts and a name badge.
- In addition to the above uniform, staff wear black trousers, leggings, tidy jeans or knee length shorts and suitable flat soled shoes. Track suit bottoms and bleached, torn or ripped jeans are not permitted. Flip-flops are not permitted in the Pre-school, on outings or Outdoor Learning.
- Staff are supplied with peaked caps to wear in sunny weather, for their own protection, and to encourage children to do the same.
- Staff are entitled to re-new their uniforms as follows:

- staff working more than 25 hrs a week – T-shirts every 2 years, hooded tops every 3 years;
- staff working less than 25 hrs a week – T-shirts every 3 years, hooded tops every 4 years.

**For all other staffing issues including disciplinary procedures and annual leave please refer to the Staff Handbook.**

#### **4. Further guidance**

- Jack and Jill Pre-school Staff Handbook
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Workplace health, safety and welfare - A short guide for managers (HSE 2011)
- The law on VDUs: An easy guide: Making sure your office complies with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002) (HSE 2003)
- Working with display screen equipment (DSE) (HSE 2013)

## **3.7 Food Hygiene**

### **1. Statement of intent**

We take all reasonable steps to maintain the highest possible food hygiene standards with regard to purchase, storage, preparation and serving of food.

### **2. Process and procedures**

- We are registered as a food provider with the local authority Environmental Health Department.
- The person responsible for food hygiene understands the principle of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food Better Business.
- All staff follow the guidelines of Safer Food Better Business.
- All staff responsible for preparing food have an in-date Food Hygiene Certificate.
- Daily opening and closing checks on the kitchen are carried to ensure standards are met consistently (see Safer Food Better Business).
- Food is stored at correct temperatures and checks are made to ensure it is in-date and not subject to contamination.
- Food preparation areas are cleaned before and after use.
- There are separate facilities for washing up and hand washing.
- All surfaces are non-porous.
- All utensils are stored appropriately.
- Waste food is disposed of at least daily.
- Cleaning materials are stored out of the reach of children.
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities they:
  - Are supervised at all times
  - Understand the importance of hand washing and simple hygiene rules
  - Are kept away from hot surfaces and hot water
  - Do not have unsupervised access to electrical equipment

### *Reporting of food poisoning*

- Where children/adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact Environmental Health Department and Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations the setting will report the matter to Ofsted.

### **3. Further Guidance**

Safer Food Better Business

## **3.8 Information and Communications Technology (ICT) - Internet Matters for Parents**

### **1. Statement of intent**

Jack and Jill Pre-school use Information and Communications Technology (ICT) for both administration purposes and for children's learning and development. We understand that digital skills are vital to accessing life-long learning and employment. We maintain ICT security and ensure staff are aware of their own responsibilities and comply with relevant legislation. The following guidelines are intended to help protect staff, children and the company.

### **2. Procedures**

- Only authorised staff have access to the Pre-school's ICT equipment.
- We take back-up copies of stored data at regular intervals.
- We use appropriate anti-virus software.
- Only authorised software is used in the Pre-school. Other software may only be brought into the Pre-school with the agreement of the Managing Director or Bursar.
- No software may be removed from the Pre-school without the agreement of the Managing Director or Bursar.
- The level of password control is defined by the Managing Director and based on the value and sensitivity of the data involved.
- Confidential information and records held on portable encrypted electronic devices are stored in a secure safe in the office.
- We maintain intellectual property rights over computer programs and electronic data.
- All users of personal data are aware of the requirements of the Data Protection Act, GDPR and, in particular, the limitations on the storage and disclosure of information.
- The Pre-school's ICT must not be used for:
  - making, distributing or using unlicensed software or data;
  - making or sending threatening, offensive, or harassing messages;
  - creating, possessing or distributing obscene material;
  - unauthorised private use of the Pre-schools computer facilities.
- Staff must not use the Pre-school email and internet facilities for reasons that are:
  - pornographic or obscene;
  - intimidating, discriminatory (for example; racist, sexist or homophobic) or that break our equal opportunities policies in any other way;
  - defamatory;
  - encouraging violence or strong feelings (including bullying);
  - hateful;

- fraudulent;
- showing or encouraging violence or criminal acts;
- unethical or may give the Pre-school a bad name; or
- a deliberate harmful attack on systems the Pre-school use, own or run.
- Staff must not use the Pre-school email and internet facilities for:
  - intentionally accessing or transmitting computer viruses or other damaging software; or
  - intentionally accessing or transmitting information about, or software designed for, creating computer viruses.
- Staff using the Pre-school email and internet facilities for authorised reasons must ensure confidentiality is maintained.
- Staff, volunteers, students and visitors are not permitted the use of personal mobile phones, cameras or any other device capable of capturing still or moving images and/or recording data on the premises, apart from in the staff room and office.
- While we understand that staff may like to wear smart watches to help them track their activity levels during the day any bluetooth accessibility must be turned off and access to text messages, emails or other notifications when they are working with children in the room is strictly forbidden.
- When student assessors are in the Pre-school (and children are present) they may use a personal laptop only when the recording device (webcam) has been covered (with the written permission of the owner/user) by a suitable label supplied by the Pre-school.

## 3.9 Online Safety and Digital Wellbeing

### 1. Core principles of internet safety

We recognise that effective use of IT is an essential life-skill. Unmediated internet access brings with it the possibility of placing children in embarrassing, inappropriate and even dangerous situations.

- **Guided educational use** - Significant educational benefits should result from internet use including access to information from around the world. Internet use should be carefully planned and targeted within a regulated and managed environment.
- **Risk assessment** - We have a duty to ensure children in the setting are not exposed to inappropriate information or materials. We also need to ensure that children know how to ask for help if they come across material that makes them feel uncomfortable.
- I pads and computers are used with the children under close supervision.
- We only use a child friendly search engine (Kiddle) when we are using ICT with children.
- Internet access is planned to enrich and extend children's learning activities.
- Staff will supervise children and stay close by to ensure they can see the electronic device's screen so that they can intervene when necessary.
- Staff will work with children to develop an understanding of the online risks they may face, discuss and provide tools strategies and information to the children (or signpost them to where to get it) and to their parents/carers.
- The setting will develop/adopt key online safety messages to support this work.
- Electronic devices that children have access to in the setting will have parental controls as well as internet security and virus protection. This will prevent children accessing sites of an unsuitable content when using the electronic device. Anything that appears unsuitable or offensive will be brought to the manager's attention which will then trigger appropriate action. **NOTE:** Many Internet Service Providers (ISP's) offer a filtered service as well as putting filters and controls on the devices.
- Children are not permitted to bring in personal electronic devices from home.

- Staff will select the websites being used by the children during sessions. If staff discover unsuitable sites have been accessed on the setting's electronic devices, they must be reported to the DSL immediately so that filters can be reviewed.
- All electronic devices have virus protection installed and are updated regularly.

## **2. Communication**

- Where possible all electronic communication with parents is via the Family app.
- All electronic communication will be appropriate and written in a professional manner.
- All electronic communication will be signed off with the name of the staff member.
- Email login details of pre-school email accounts are not shared other than with the Managing Director. Staff using e-mail will use the setting e-mail address. All e-mails sent to parents are via the settings email address and never from a private/personal e-mail address. When sending emails all email addresses are kept private. When sending out bulk emails to parents, the email addresses of other parents will never be displayed. The setting's email address must not be used for personal e-mail. Children will not have access to e-mail.

## **3. Parents and online safety**

Parent's attention will be drawn to the settings online safety policy. While on the premises parents/carers will be asked to comply with the settings mobile phones and online safety rules. Written permission from parents or carers for featuring their child on the website is requested when each child starts at the setting and parents/carers wishes are followed at all times. Parents may change this consent at any time by contacting the setting.

## **4. Staff use of the setting's electronic devices**

- Staff will not use the setting's electronic devices for personal use.
- The setting will ensure that all programs used and websites accessed are appropriate.
- All setting files that contain personal data will be stored appropriately and securely, in line with GDPR
- Staff will not forward any of the setting's work, files, information etc stored on the setting's electronic devices to their personal electronic devices, unless this has been agreed by management as necessary. Any work taken home will be appropriately protected as if it were in the setting and open to scrutiny by management.
- Generally, all ICT equipment should remain in the setting at all times. This is to minimise the risk of computer viruses, theft and for data protection purposes.
- When ICT equipment is taken off site permission from the Director's must be sought.
- Practitioners will not access, copy, remove or otherwise alter any other user's files, without their expressed permission.
- Illegal or inappropriate materials MUST NOT be uploaded, downloaded or accessed.
- Staff will ensure that setting's electronic devices are used appropriately to avoid disabling or damaging equipment and role model to children how to look after ICT equipment.

## **5. Social Networking Sites**

Social networking sites (e.g. Facebook and Twitter) can be a useful advertising tool for settings and can often be an effective way of engaging with young or hard to reach parents. Due to the public nature of social networking and the inability to keep content truly private, great care must be taken in the management and use of such sites.

- Staff, volunteers and students must not put details of their work on any form of social networking site.
- To maintain professional distance and to avoid unwanted contact, staff should not link their personal social networking accounts to the setting's page.

- No staff are permitted to ‘friend’ parents/carers currently accessing the setting or previously accessing the setting. Staff will declare any pre-existing friendships with parents/carers to the manager and commit to keeping strict work/life boundaries.
- Staff, volunteers and students must not engage in any online activity that may compromise their professional responsibilities or in any way harm the reputation of the company.
- Staff, volunteers and students must be very cautious about the content they post online. Everyone in the setting must be mindful that once content is placed online, even if swiftly removed, can remain accessible to all. (including future employers)
- Staff, volunteers and students are to adapt their privacy settings to ensure that only friends can see their personal social networking profiles. In the case of social media sites where you cannot control who sees the content please see point above.
- Photographs, names of, or comments about children within the setting must never be placed on any personal social networking site.
- Staff, volunteer’s and students must not correspond with setting’s children/families through social networking sites.
- Staff, volunteer’s and students will not discuss individual children or their setting on Facebook, twitter or any other social networking site.
- Staff, volunteer’s and students should be aware of possible implications when entering any personal details on any gaming or social networking sites (e.g. YouTube, Facebook, twitter etc).
- The setting’s electronic devices should only be used for setting related activities. Staff will not be permitted to use the equipment to access social networking sites at any time, including designated breaks.
- All communications in the setting will be transparent and open to scrutiny.
- If staff discover unsuitable sites, the URL (address) and content must be reported to the Manager or DSL.
- All staff must be made aware that failure to comply with policies and procedures may result in disciplinary action being taken.

### **Further Information**

South West Child Protection Procedures – provide detailed online information on all aspects of child protection : [www.swcpp.org.uk](http://www.swcpp.org.uk)

Data Protection – Information Commissioners Office, detailed information on all aspects of data protection: <https://ico.org.uk/>

Internet Matters – Helping parents keep their children safe online: [www.internetmatters.org](http://www.internetmatters.org)

Common sense media - reviews information and age ratings on all sorts of media:  
<https://www.commonsensemedia.org/>

South West Grid for Learning  
<https://swgfl.org.uk/online-safety/>

UK Safer Internet Centre  
<https://www.saferinternet.org.uk/>

### **Please also see policies and procedures:**

No smoking

Emergency evacuation procedure  
Emergency relocation procedure  
Supervision of children on outings (including transportation)  
Managing children with allergies, or who are sick or infectious (including reporting notifiable diseases)  
Health and safety general standards  
Forest school  
Common injuries procedure  
Safeguarding children and child protection  
Confidentiality and access to records

## Legal Framework

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- Equality Act 2010
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Toys (Safety) Regulations 1995
- Management of Health and Safety at Work Regulations 1999
- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of food stuffs
- Regulatory Reform (Fire Safety) Order 2005
- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1992
- Children Act (Every Child Matters) 2004
- Equality Act 2010
- Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002)

**This policy was adopted at a Board of  
Directors meeting held on:**

**13/03/2024**

**Signed on behalf of the Pre-school by:**

*C. Hollingdale*

**Mrs Claire Hollingdale (Managing Director)**

**Date: 13/03/2024**