



Health, Safety, Welfare and Hygiene Policy

January 2018

Bidborough Village Nursery School is committed to ensuring that all setting practices are carried out within the requirements of the Health and Safety and Work Act 1974 and the Management of the Health and Safety at Work Act 1999. In order to achieve high standards of quality and safety and continually improve health and safety performance, **Bidborough Village Nursery School** is committed to implementing all necessary health and safety procedures.

It is the responsibility of all members of staff to ensure that health and safety regulations are adhered to and that the health and safety of the children and other members of staff are not compromised in any way.

It is the responsibility of the manager to ensure that the health and safety of the setting as a whole remains within legislative requirements and that the health and safety of all setting users, including children, staff and parents and carers is not compromised in any way.

Staff Taking Medication/Other Substances

- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for the children.
- Staff will be given a declaration form to sign stating they will inform the Nursery if the above circumstances occur.
- Staff taking medication, which they believe may affect their ability to care for children, should seek medical advice.
- Practitioners will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- Staff medication on the premises must be securely stored, and out of reach of children at all times.
- If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

Safety

- Staff should make themselves familiar with the whole nursery's Health and Safety policy.
- Staff must not take any action that could threaten the health or safety of themselves, children, other employees, parents or members of the public.
- Gloves and aprons are provided for various roles within the Nursery for your protection, because of the nature of your job these must be used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities.
- All accidents and injuries at work, no matter how minor, should be reported in the accident book in the Nursery.
- Staff must be aware of the fire and evacuation procedures and the action to be taken in the event of such an emergency.

Care, Learning and Play Guidelines for Staff

Staff must promote the development of the children's emotional, physical, social, and intellectual capabilities effectively. All staff must work to the following guidelines:

- Staff must communicate with children in an appropriate manner i.e. ensure language used is appropriate to child's age, abilities and background. Be a good listener and always make time for the children to talk.
- Staff must be welcoming, warm, caring and understanding. Be positive and respectful of children of all backgrounds and abilities, and give praise and encouragement where appropriate.
- Be honest, straightforward, consistent and fair and build a framework in which the child learns to trust the adults in the play environment.
- Encourage the children to try new activities and to put forward their own ideas, creating an atmosphere of mutual respect in a safe environment.
- Respect the child's opinions and views and show that you value what they have to say.
- Any beliefs or ideas that come into conflict with the Equality, Diversity and Inclusion Policy must be challenged.
- Help children to learn to distinguish right from wrong and help them to respect the feelings of others.
- Provide an interesting and stimulating balance of activities, allowing for more active play and relaxing activities wherever possible.
- Develop positive relationships with parents/guardians by talking to them when they deliver/collect their children and provide them with information about their time in the setting.

Sick Child Guidelines for Staff

If a child becomes ill during the day, the following guidelines should be followed:

- Make the child as comfortable as possible. A blanket is available and must be laundered when used.
- Contact parent/guardian using emergency contact telephone numbers on child's registration form and ask for the child to be collected as soon as possible.
- Keep other children away from the sick child, in case of infection.
- If a child has vomited, inform the Manager who will make the necessary cleaning arrangements.
- Each child brings spare clothes should the child need changing. Another member of staff must be aware of the situation and be in the vicinity but allowing some privacy for the child.
- Protective items will be worn when dealing with this procedure
- Staff should wash hands after contact with the sick child.
- The nursery will follow medical advice and the procedures related to infectious, notifiable and communicable diseases.
- If an ambulance is required, the staff will phone 999 so arrangements can be made to meet it.
- If necessary ring for another member of nursery staff to assist.
- Ring child's parents to inform them of the situation and if possible which hospital the child is being taken to.
- A member of staff needs to accompany the child to the hospital. Remember to take the child's information form.
- Where parental permission is required in the case of a medical emergency, staff must check the child's registration documents where details of such parental consent will be found.
- Inform the owner Mrs Kenarik Esraeilian
- Ofsted/ISI must be notified of any serious accident, illness or injury to or death of any child in our care and any action taken. Notification must be made as soon as reasonably practicable but in any event within 14 days of the incident occurring.
- Ofsted/ISI will be notified of any communicable diseases as defined by the Health Protection Agency.