



Think for the Future Tots

Health & Safety Handbook

Health & Safety Policy & Procedures

Think for the Future Tots will ensure the health, safety and wellbeing of all staff, children, visitors, and other individuals who attend, work at or visit the premises.

Think for the Future Tots will always comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 and their associated Approved Code of Practice (ACOP) and guidance will be complied with at all times.

General Statement

Think for the Future Tots is committed to providing as far as reasonably practicable a safe environment, for employees, centre children and lawful visitors.

The Nursery Director has overall responsibility for children who attend the nursery and visitors both within TFTF Tots premises or involved in TFTF Tots activities.

Any special arrangement required by centre children / visitors must be ascertained before arrival and suitable adjustments made, where possible .

Think for the Future Tots' employees must take responsibility for centre children and or visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Equipment must always be used safely and left in a safe condition. Activities must always be planned, in relation to health and safety, and risk assessments completed and appropriate control measures put in place. (see Risk Assessment Policy).

The following steps will be followed:

- Create and maintain an environment that is safe and without risk to health.
- Prevent accidents and cases of work-related ill health.
- Use, maintain and store equipment safely.
- Ensure that all staff are competent in the work in which they are engaged.

The director shall be responsible for the day-to-day implementation, management and monitoring of the health and safety policy.

Key Legislation

1. Health and Safety at Work Act etc. (HASAWA) 1974, Section 3 This act states we have a duty to ensure the health, safety and welfare of people who are not in our employment but who may be affected by the activities of our undertaking. This therefore includes centre children and visitors.
2. Management of Health and Safety at Work Regulations These require that visitors are given appropriate information and instructions regarding relevant risks to their health and safety.

Risk Assessments

Think for the Future Tots will conduct risk assessments where necessary, and ensure they are updated when needed.

Risk assessments used (but not limited to)

- Daily room risk assessment to be completed every morning to ensure the safety of equipment.
- Equipment risk assessments to be done before equipment is accessible to children
- Daily outing risk assessment is to be completed before an new outing happens
- Staff/child injury risk assessment is to be completed in the case of a staff member/child attending with an injury or medical condition that poses a risk to their health.
- Health care plan risk assessments to be completed along-side health care plans.

Risk assessments shall be updated, when necessary, all staff must read all risk assessments, so they are aware of the steps they are to take to protect themselves and the children from harm.

Accidents

- All staff must be paediatric first aid trained within the first 3 months of working for Think for the Future Tots. A first aid trained member of staff must be always present with the children
- Think for the Future Tots maintains an accident log, all accidents are recorded, reported to parents/carers and then reported to the Director. The Director keeps a log of all accidents to reveal any reoccurring incidents to then put in further preventative measures.
- Accident forms must include, details of the injury, how it happened, the treatment given, when and where the accident happened, it must be signed and dated. Parents are also asked to sign to show they have read and understood the accident.
- If a child sustains an accident at home, parents are asked to inform the nursery and complete an existing injury form. If a staff member notices an injury on a child that has been done at home they are to fill out an existing injury form and communicate with the parent to find out what happened. Details of the nature of the injury, where/when it happened, and any treatment given must be recorded, signed and dated by staff member informed and the parent/carer providing the information. These forms are then passed onto the director to keep a log off to check for any repeated injuries/incidents.
- If a member of staff or parent sustains an injury at nursery, an accident form must be completed and returned to the Director.
- Think for the Future Tots will ensure that the first aid equipment is kept clean, in date and replenished. Sterile items will be kept sealed in their packaging until needed. It is essential that staff clean up bodily fluids such as urine, faeces, blood, vomit and eye discharge immediately, wearing correct PPE. The area shall be sanitised and cleaned.
- If a child sustains a serious injury that requires medical attention a medical treatment form must be completed on return to nursery; this should be attached to their original accident form. If the injury sustained is a dislocation, broken bone, or fracture; required admittance to over 24 hours in hospital; required resuscitation; involved any loss of consciousness; included severe breathing difficulties, including asphyxia or anything leading to hypothermia or heat-induced illness, then OFSTED must be reported to.
- You must report to OFSTED if a child suffers any loss of sight, whether it is temporary or permanent; there was a penetrating injury to a child's eye or a chemical or hot metal burn to the child's eye.
- If a child suffers any injury from, or requires medical treatment for, any of the following situations you must tell Ofsted: from absorption of any substance: by inhalation, by ingestion, or through the skin; from an electric shock or electrical burn; or there is reason to believe it resulted from exposure to a harmful substance, a biological agent, a toxin, an infected material.

Supervision

Staff will not leave a child unattended at any point. Staff ratios will be always followed. 1:3 for under 2; 1:5 for 2-3 years; 1:8 for 3 years+.

Visitors Procedure

All visitors must report to reception and sign the Visitor's Book on arrival and departure. When signing the visitor's book the visitor will be made aware of the centre's fire procedure and exits should the alarm sound.

A member of staff will accompany visitors in the centre at all times whilst in the building; at no time will a visitor be left alone with a child. Parents and authorised responsible adults are able to drop and collect children without being accompanied.

Supervision of Visitors

Think for the Future Tots recognises its responsibility towards ensuring the health and safety of everyone who come directly or indirectly into contact with the centre or the consequences of our activities. It is committed to providing as far as reasonably practicable a safe environment, for employees, centre children and lawful visitors. This policy is important not only for security and health and safety reasons but also for the control and guidance of visitors on our premises.

- Staff must check the identity of any visitors they do not recognise before allowing them into the centre. Visitors to the centre must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building
- External Contractors must never be left alone with a child/children within the centre
- All external doors must be kept locked at all times. All internal doors and gates must be kept closed to ensure children are not able to wander.
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the nursery should be the only people allowing external visitors and parents entry to the nursery.
- Visits will be booked, where possible, in advance so the centre staff know when to expect them.
- Visitors must report all accidents or near miss incidents on Think for the Future premises / or when taking part in activities to a member of staff.
- Visitors must look after their own and others health and safety
- Visitors must comply with Think for the Future procedures
- The nursery will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parent

Agency/Temporary Staff

- All staff members from agencies must have a DBS check and have two references. Details of agency staff members' experience must be given to the manager before commencing work at the Nursery. The Nursery Director must get conformation of this from the agency provider beforehand.
- On entry to the nursery the temporary staff member will be asked to provide ID.
- They will be shown the fire and emergency exits and the meeting point.
- We will explain the mobile phone policy and ensure they have locked this in the staff phone box/room.
- The staff in the nursery will explain to the agency member of staff the plan of the day so they feel welcomed and informed, which will ensure they are of help to the permanent staff members.
- Agency staff must be qualified in line with the Government's list of "full and relevant Qualifications" to be included in Ratios.

Allergies

Children can have allergies which may cause allergic reactions. This procedure will be followed to ensure allergic reactions are minimised or where possible prevented and staff are fully aware of how to support a child who may be having an allergic reaction.

- On registration to the nursery parent/carers will be asked about any dietary requirements and allergies a child may have. If a child does have an allergy, a health care plan will be completed by the parent/carer and a risk assessment will be written which all staff shall read. All allergies/dietary requirements will be displayed in the room on the dietary chart to ensure staff can access them easily. If a child has a prescribed medication or adrenalin auto-injector for their allergy this must be taken with them if the child is on a daily outing.
- Parents providing food for their child must adhere to the list of allergies which will be provided to them electronically. They must not bring in any foods listed. This is to prevent children encountering their allergens. If staff notice any of these foods, then they will be removed from the child's lunch box and returned to the parents.
- The NHS directly states: "Avoid giving your child peanuts and foods containing peanuts before the age of 6 months old. Foods containing peanuts include peanut butter, peanut (groundnut) oil and some snacks. Don't give whole peanuts or nuts to children under 5 years old because they could choke on them."
- Staff will be made aware of the signs and symptoms of a possible allergic reaction in case of an unknown or first reaction in a child. These may include a rash/hives, nausea, stomach pain, diarrhoea, itchy skin, runny eyes, shortness of breath, chest pain, swelling of the mouth or tongue, swelling to the airways to the lungs, wheezing and anaphylaxis.
- If a child has an allergic reaction to food, a bee sting, plant etc. A first aid trained member of staff will act quickly and administer the appropriate treatment. Parents must be informed immediately, and an accident report form completed. If the treatment needed requires specialist treatment (E.g., Adrenalin auto-injector/EpiPen), then the first aid training for all staff must include administering an EpiPen.
- If the allergic reaction is severe, then a member of staff must ring an ambulance immediately; we will not attempt to transport the child in our own vehicle. Parents are to be contacted and to meet us at the hospital, unless the child's parent is an internal Think for the Future member of staff who is present in the building.
- If the child must attend hospital, then a staff member should take their registration details, relevant medical information, and the child's comforter if they have one.
- Staff must remain calm at all times, children who witness an allergic reaction may well be affected by it and may require lots of reassurance.

Daytime Rest and Sleep Policy

It is vital children get the sleep they need to function and grow their cognitive, physical, and emotional development. It is crucial for a child's health and wellbeing that enough sleep is had and important that we encourage restful and quiet times at the nursery. Between 12pm and 2:15pm is our set sleep time at Think for the Future Tots, however we know that babies may sometimes have their own routines, specific to them, which we will follow with guidance from parents/carers. Some parents/carers may not want their children to sleep, and this will be discussed during registration.

We will distract and discourage sleep if a parent/carer has requested for the child not to sleep, however we will not physically keep your child awake. Similarly, if the child does not want to sleep, we will not force them.

Timing and Room Conditions

- Limits set by parents/carers will be adhered too. 45 minutes minimum.
- Room properly ventilated and temperature monitored.
- Toys and books tidied away to avoid stimulating the child/children before their rest.
- Sleep mats are to be kept apart with enough space between each for practitioners to be able to get to a child without disturbing others.
- Soft music or soothing noises will be played to soothe the children to sleep.
- We do not allow sleeping in push-chairs/buggies whilst at the setting. If on an outing a child falls asleep in a push-chair then it will be ensured that they are fully strapped in and on return to the nursery setting they will be moved into a more appropriate sleeping space if able to.

Safety of the Child

- Children are NOT to be left unsupervised, 15-minute checks must be carried out and recorded on a sleep chart and initialled.
- Clothing is to be removed, if necessary, to ensure comfort and safety and prevent overheating in small babies who are unable to regulate their temperature.
- Dummy clips and bibs must be removed when children are sleeping.
- Comforters will be used if necessary.
- Prop feeding babies bottles is NOT allowed. A bottle must not be left in the cot with a child.
- Ensure blankets and muslins are not covering faces.

Settling Children

All babies and children are different and may like to be comforted in various ways to soothe them to sleep. Forms of comfort that are acceptable are listed below:

- Patting a baby/child's back or bottom
- Rubbing a baby/child's back
- Rocking a child to sleep- hand on back
- Holding and rocking a child to sleep
- Stroking a baby/child's face/ hair/ neck

Sudden Infant Death Syndrome SIDS

The following guidance is from <https://www.lullabytrust.org.uk/wp-content/uploads/sids-guide-professionals.pdf> and the staff at the nursery follow this.

Sudden Infant Death Syndrome (SIDS): is the sudden and unexplained death of a baby where no cause is found after a detailed post-mortem.

Unsafe sleeping positions and environments are increased factors in possible SIDS so to prevent this we follow the following guidance. Research has shown that overheating arising from high room temperature, excessive insulation (overwrapping) or both, is associated with an increased risk of SIDS.

A high proportion of infants who die as a result of SIDS are found with their head covered with bedding. Loose bedding which can cover a baby's face or head can be dangerous and has been shown to increase the chance of SIDS. Soft or bulky bedding, such as quilts, pillows, and duvets, is also associated with an increased risk of SIDS in the UK.

There is substantial evidence from all round the world to show that sleeping a baby on their back (known as the supine position) at the beginning of every sleep period significantly reduces the risk of SIDS. However, sleeping an infant prone (on its front) or side is associated with a significantly increased risk of SIDS. Studies have also shown that infants who usually sleep on their back but are then placed on the front or side to sleep are at a particularly high risk. [It is therefore important that babies are put on their backs consistently as part of their regular sleep routine.](#)

Food Policy

Staff will model good practice and encourage all children to wash their hands before all mealtimes. We ensure that mealtimes are a happy occasion and encourage conversation. The children all sit down together at mealtimes. This then provides them with the opportunity to develop their social skills.

Staff handling food will have appropriate food hygiene training and follow the correct hygiene procedures by washing hands before encountering food and wearing aprons whilst serving/handling food. The dining area is cleaned before and after mealtimes ensuring anti-bacterial spray is used on all surfaces.

All current regulations regarding the correct storage, preparation and disposal of food are all met and kept up to date by the Director.

Staff will serve packed lunches encouraging the children to try their sandwiches/savoury option first. Think for the Future Tots can provide plates, bowls and cutlery for children to unpack lunches on to.

Nursery staff will advise parents/carers on what would be suitable as a healthy, balanced packed lunch.

We make best efforts to promote healthy eating and will discourage contents in packed lunches such as sweets, fizzy drinks and chocolate.

We ask all parents/carers to ensure items in packed lunches are ready to serve, such as by cutting up fruit and sandwiches.

Staff will ensure that children have access to drinking water at all times, at mealtimes each child has their own cup/beaker of water, for older children a jug is available on the table to encourage them to refill their cups independently. Throughout the day each child has their own water bottle/beaker which is refilled when needed. Each bottle is labelled with their name and bottles are washed in a dishwasher at the end of each day.

Staff are not permitted to have hot drinks in any area where children are present.

Immunisations

This policy links to the Early Years Foundation Stage: Safeguarding and Welfare Requirements: Health

At Think for the Future Tots we expect that children are vaccinated in accordance with the government’s health policy and their age.

We ask that parents inform us if their children are not vaccinated so that we can manage any risks to their own child or other children/staff/parents in the best way possible.

The nursery director must be aware of any children who are not vaccinated within the nursery in accordance with their age. We make all parents aware that some children in the nursery may not be vaccinated, due to their age, medical reasons, or parental choice. Our nursery does not discriminate against children who have not received their immunisations and will not disclose individual details to other parents. However, we will share the risks of infection if children have not had immunisations and ask parents to sign a disclaimer. We record, or encourage parents to record, information about immunisations on children’s registration documents and we update this information as and when necessary, including when the child reaches the age for the appropriate immunisations.

The following table shows when to immunise your child against each disease

2 Months old	<p>6-in-1 vaccine: First Dose</p> <ul style="list-style-type: none"> • Protects against diphtheria, tetanus, pertussis (whooping cough), polio, Hib Disease and Hepatitis B <p>Pneumococcal conjugate vaccine (PCV): First Dose</p> <ul style="list-style-type: none"> • Protects against pneumococcal disease <p>Rotavirus vaccine: First Dose</p> <ul style="list-style-type: none"> • Protects against rotavirus <p>MenB vaccine: First Dose</p> <ul style="list-style-type: none"> • Protects against type b meningococcal disease
3 Months old	<p>6-in-1 vaccine: Second Dose</p> <ul style="list-style-type: none"> • Protects against diphtheria, tetanus, pertussis (whooping cough), polio, Hib Disease and Hepatitis B <p>Rotavirus vaccine: Second Dose</p> <ul style="list-style-type: none"> • Protects against rotavirus
4 Months old	<p>6-in-1 vaccine: Third Dose</p> <ul style="list-style-type: none"> • Protects against diphtheria, tetanus, pertussis (whooping cough), polio, Hib Disease and Hepatitis B <p>Pneumococcal conjugate vaccine (PCV): Third Dose</p> <ul style="list-style-type: none"> • Protects against pneumococcal disease <p>MenB vaccine: Third Dose</p> <ul style="list-style-type: none"> • Protects against type b meningococcal disease
12-13 months	<p>Hib/MenC Vaccine</p> <ul style="list-style-type: none"> • Boosts protections against Hib disease, and protects against type C meningococcal disease <p>MMR Vaccine: First Dose</p> <ul style="list-style-type: none"> • Protects against measles mumps and rubella <p>PCV Booster</p> <ul style="list-style-type: none"> • Protects against pneumococcal disease <p>MenB Booser</p> <ul style="list-style-type: none"> • Protects against type B meningococcal disease
2 years up to 5 years	<p>Nasal Flu Vaccine</p> <ul style="list-style-type: none"> • Annual vaccine that protects against seasonal flu
3 years and 4 months	<p>MMR Booster</p> <ul style="list-style-type: none"> • Protects against measles, mumps and rubella. <p>Pre-school booster (4-in-1 vaccine)</p> <ul style="list-style-type: none"> • Protects against diphtheria, tetanus, pertussis (whooping cough) and polio

It is the responsibility of all staff to ensure they keep up-to-date with their vaccinations, as recommended by the NHS vaccination schedule and keep the nursery informed. If a member of staff is unsure as to whether they are up-to-date, then we recommend that they visit their GP or practice nurse for their own good health.

Illness and Medication Policy

At Think for the Future Tots it is not in our duties to care for sick children. If a child comes into nursery and has already been administered Calpol before their day of attendance said child will be allowed to attend however if they are still showing signs of being ill or their temperature increases again they will be required to go home.

If the child is already at the setting and becomes unwell we will administer medication as required and care for the child until they are picked up by a parent or carer.

In the circumstance of a high temperature, 37.8 or above, parents will be informed and asked to collect the child. Part of the phone call will request verbal permission to administer Calpol. If parents are uncontactable, we will not give the child any medication to prevent risk of a double dosage.

If a parent refuses emergency Calpol, they must collect their child within 30 minutes.

An medication and temperature monitoring form will be completed and signed by parents on collection.

If a child's temperature reaches 40°C and the child remains at nursery, we have a duty of care and would then call an Ambulance. The keyperson would accompany the child to the hospital.

Sickness and Diarrhoea

Any child who has a bout of sickness or diarrhoea will be excluded from the nursery for 48 hours. If a child is at nursery and they are sick, parents will be immediately informed and asked to collect their child. They will then be reminded of the exclusion period. This is the same protocol for children who have 2 or more bouts of diarrhoea.

All medication accepted (that is prescribed) must be clearly labelled with the child's name, with clear instructions on the dosage and an expiry date. This must be filled out on the medication form and signed by the parent, along with information and instructions on time of last and next dose. We will not force any child to take medicine and may call you if we feel they are becoming too distressed. All medication whether prescribed or non-prescribed (see list below), must have written instructions and details of the product in English. Homeopathic remedies/medicines will not be accepted or administered in the setting.

Only staff who hold a full and relevant Paediatric First aid certificate and have been given our in-house medication training may administer medicine.

Long Term Medication

Children requiring long term medication or medication that needs to be stored on site, must have a completed health care plan, completed by parents, and signed off by the management team. The child's key person is responsible for explaining the healthcare plan to all relevant staff members. All medicines must be stored correctly and given back to the parents to dispose of where appropriate.

Antibiotics

Children who require antibiotics may still attend nursery so long as they are well enough to participate during the day. Children must have already had one dose of the antibiotics prescribed at home and there must be a 24-hour period between having the medicine and attending the setting.

Emergency Calpol provided and administered by the setting

At the setting we provide Calpol in case of emergencies such as high temperatures or mild allergic reactions. Telephone call will be made prior to administration to gain permission.

We do not accept medicines brought in from home e.g., Calpol or Nurofen.

We ask all parents and carers to ensure no medications are put/left in children’s bags. If parents wish to do so, the medication must be stored in the medicine cupboard with a label.

Non-prescription Medication

Other than the items listed below, we will not accept any other non-prescribed medications:

- Teething gel/granules – exclusive of all drugs
- Sudocream/ Metanium and other nappy rash creams and ointments. (We do not accept Bepanthen nappy cream as this contains nut oil)
- Dry skin creams and ointments such as e45, Diprobase, Aveeno etc.
- Eye drops for the treatment of conjunctivitis for 2 years and over. *Under 2’s must have prescribed eye drops.

A medication form for temporary use or a health care plan for continued use is to be filled out.

Although Public Health England have a main exclusion table, please follow our [Think for the Future Tots exclusion table for all contagious illnesses](#). This is applicable for staff, children and visitors who attend our setting.

Illness	Exclusion period/treatment
Chicken Pox	Five days from onset of rash and all the lesions have crusted over.
Conjunctivitis	We will make a courtesy call to you to recommend you get a GP appointment. Under 2’s eye drops MUST be prescribed. <u>No exclusion</u> with correct treatment.
Cold sores	No exclusion.
Coronavirus	If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you did not have symptoms) and the next 10 full days. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.
Croup	Child should stay at home until they feel well.
Diarrhoea and vomiting	48 hours after the last bout of diarrhoea or vomiting.
Diphtheria	Exclusion while treating, may be 2-3 weeks.
German Measles-Rubella	An ill child should remain out of nursery until 5 days from onset of rash.
Hand foot and mouth	Exclusion until blisters have crusted over as highly contagious.
Headlice	We will make a courtesy call to you upon finding headlice to recommend you get treatment. No exclusion.
Impetigo	48-hour exclusion period after first dose of prescribed treatment. Patches must have crusted over before returning.
Influenza	Children may return when they feel well enough.
Molluscum contagiosum	No exclusion.
Mumps	5 days from onset of symptoms
Ringworm	Treatment must commence before return. No exclusion.
Scabies	Can return after first treatment. No exclusion.
Scarlet fever	24 hour exclusion period after first dose of antibiotics.
Shingles	Exclusion only if rash is weeping and cannot be covered.
Slap Cheek	No exclusion- as long as the child feels well enough to return.
Threadworm	No exclusion, treatment is necessary.
Whooping cough	5 days from commencement of antibiotics.
Warts and Verruca’s	No exclusion, verrucae should be covered. (socks)

Failure to Collect

Where a parent has been contacted and asked to collect their child on medical grounds, we expect this to be within one hour of the initial contact from the nursery. If parents are unable to collect within this timeframe, or if they have not returned the nursery's call regarding the arrangements for the collection of their child, this will be treated as failure to collect. This means we reserve the right to telephone the emergency contacts and request that they collect the child. If, after a further 30 minutes the staff have been unsuccessful in contacting the child's parents/carers or other named emergency contacts or there will be considerable delay in the child being collected, MASH may be contacted, their advice sought and followed. Where possible, messages will be left on parent/carers phones to inform them of the procedure being followed.

*Please note that if a parent/carer refuses to collect their child after being contacted under medical grounds, the Failure to collect procedure will be followed.

Intimate Care and Nappy/Toileting policy

We provide nappy changing facilities and exercise good hygiene practices in order to accommodate children who are not yet toilet trained. We work with parents towards toilet training unless there are medical or other developmental reasons why this may not be appropriate at the time.

We see toilet training as a self-care skill and that children should have the opportunity to learn with the full support and non-judgemental concern of adults.

'Providers must ensure there is an adequate number of toilets & hand basins available (usually 1 per 10 children)' (EYFS, 2012)

'Providers must ensure there are suitable hygienic changing facilities for changing any children who are in nappies' (EYFS, 2012)

Procedures

- We have set times in the day when nappies are changed however children are to be checked regularly and will be changed as and when needed.
- Our changing area is warm, with a safe area to lay children and no bright lights shining down in their eyes.
- We provide the nappies and changing wipes however if parents prefer to use a particular brand/type then they can provide them.
- Our staff put on gloves and aprons before changing starts, and the areas are prepared.
- All our staff are familiar with our hygiene procedures and carry these out when changing nappies.
- Our staff never turn their back on a child or leave them unattended whilst they are on the changing mat.
- We are gentle when changing; we avoid pulling faces and making negative comments about nappy contents.
- We do not make inappropriate comments about children's genitals when changing their nappies.
- In addition, we ensure that nappy changing is relaxed and a time to promote independence in young children.
- We encourage children to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- We encourage children to wash their hands and have soap and towels to hand. They should be allowed time for some play as they explore the water and the soap.
- Older children access the toilet when they have the need to and are encouraged to be independent.
- Children who are in pull ups will be changed in the toilets to be able to make the connection between toileting and nappies. The children will then be encouraged to flush the toilet and wash their hands after, following our normal toileting routine.
- We dispose of nappies and pull ups hygienically. The soiled nappy or pull up is bagged and put in the bin. Cloth nappies, trainer pants, and ordinary pants that have been wet or soiled are bagged for parents to take home.
- We have clean, well-stocked bathrooms/changing area located in the room.
- All the toilets are at the correct height for the children to use and all have doors to allow the children to have some privacy when using the toilet.
- We provide potties and will help potty train when the parents want them to start. The potties are sterilised after each use.
- Parents/carers provide, when necessary, creams for their children, whereas we provide nappies and wipes. We provide sudocream only. We do not allow the use of Bepanthen due to nut oil being in the ingredients list.
- Nappies are changed at least every three hours unless a child has a soiled nappy in between those times.

- Each child will be taught how to and encouraged to wash their hands after using the toilet, before and after eating and after messy play.
- The children do not NEED to be potty/toilet trained by a certain age. We will advise parents and carers when they approach us, or we feel the child may be showing signs of readiness. We will also advise when a parent wishes to potty train but their child is not yet ready as this can cause pressured anxiety around toileting.
- The nappy bin is emptied at the end of the day.
- Staff wear protective gloves and aprons for each nappy change and change these for each child.
- There is a separate toilet for staff and visitors.
- Nappies, gloves, aprons & used First Aid materials are disposed of in bags and then in the bin provided.
- We have an adequate supply of clean bedding in case of soiled bed sheets.
- All nappy area and surfaces are to be cleaned with anti-bacterial spray and blue roll after each nappy change.

Intimate Care

Think for the Future Tots aims to support children's care and welfare on a daily basis in line with their individual needs. All children need contact with familiar, consistent carers to ensure they can grow confidently and feel self-assured. At times children need to be cuddled, encouraged, held and offered physical reassurance.

Intimate care routines are essential throughout the day to ensure children's basic needs are met. This may include nappy changing, supporting children with toileting, changing clothes where required, first aid treatment and specialist medical support. In order to maintain the child's privacy, the majority of these actions will take place on a one-to-one basis and wherever possible will be supported by the child's key person or the identified 'significant other' with the exception of the first aid treatment that will be conducted by a qualified first aider.

We wish to ensure the safety and welfare of the children involved in intimate care routines and safeguard against any potential harm as well as ensuring the staff member involved is fully supported and able to perform their duties safely and confidently. Through the following actions we will endeavour to support all parties:

- Promote consistent and caring relationships through the key person system in the nursery and ensure all parents understand how this works
- Ensure all staff undertaking intimate care routines have suitable enhanced DBS checks
- Train all staff in the appropriate methods for intimate care routines and access specialist training where required, i.e. first aid training, specialist medical support, recording documentation
- Conduct thorough inductions for all new staff to ensure they are fully aware of all Centre procedures relating to intimate care routines
- Follow up on these procedures through supervision meetings and appraisals to identify any areas for development or further training

Think for the Future Tots will ensure all staff have an up-to-date understanding of safeguarding/ child protection and how to protect children from harm. This will include identifying signs and symptoms of abuse and how to raise these concerns in the most appropriate and speedy manner. The setting operates a whistleblowing policy as a means for staff to raise concerns relating to their peers. The director will support this by ensuring staff feel confident in raising worries as they arise in order to safeguard the children in the Intimate Care Policy.

Critical Incident Response Policy

At Think for the Future Tots we understand that we must plan for all eventualities to ensure the health, safety and welfare of all children we care for. With this in mind, we have a critical incident policy in place to ensure our nursery is able to operate effectively in the case of a critical incident. These include:

- Adverse weather (snow, flood, extreme heat)
- Heating system failure
- Burst water pipes
- Fire, bomb threat, explosion, terrorist attack
- Burglary
- Abduction or threatened abduction of a child
- Death of a member of staff or child
- Assault on a member of staff or child
- Serious accident or illness
- Any other incident that may affect the care of the children in the nursery.

If any of these incidents, impact on the ability of the nursery to operate, we will contact parents via Tapestry or telephone calls at the earliest opportunity, e.g., before the start of the day.

Flood

There is always a danger of flooding from adverse weather conditions, which we cannot anticipate. We cannot anticipate adverse weather; however, we can ensure that we take care of all our water and heating systems thorough regular maintenance and checks to reduce the option of flooding in this way. Our heating systems are checked regularly by registered companies whom ensure they conform to all appropriate guidelines and legislations,

If flooding occurs during the nursery day, the Director in charge will make a decision depending on the severity and location of the flooding, it may be necessary to follow the evacuation procedure.

Snow

Opening

If the nursery remains open during bad weather conditions, we will aim to operate as normal for as long as possible. This will however depend upon; how many staff members are able to safely travel to work, the nursery building inside, and outside is accessible and safe, and the temperature is suitable for the children when inside. We cannot and will not remain open unless the minimum correct adult:child ratio can be met. (as per the Statutory Framework set out by Ofsted, point 3.31) Therefore, if the nursery opens and only a certain number of staff members are able to work on this day, unfortunately the children that we are able to accept on that day will be based on a first come first serve basis. If this situation happens, we will call families who are due in this day and explain the situation.

If the nursery is open as normal and we have bad weather during the day, the Nursery Director will have the final judgement on whether the nursery remains open for the day and for how long this might be. We will seek advice and follow in due course with the Local Schools and closures in the area. The safety of everyone accessing the nursery is the most important thing, and if we feel parents need to start collecting their children in order to get home safely, phone calls will be made to all parents to inform them of our decision.

Staff members will be sent home in order of distance or personal circumstances, but only as and when ratios are correct within the nursery.

Equipment

Snow can be very exciting for the children and we like to be able to make these times fun for the children and incorporate learning opportunities. Most of the time travel and the operation of the nursery can remain normal, but we ask that all parents understand the need for safety when faced with bad weather.

When the nursery is open during snow please ensure your child attends in appropriate warm clothing, good shoes/boots and waterproofs so they can go outside and experience the snow. Spare clothes must be provided.

Safety

When it does snow, we would like encourage parents to be careful when using the carpark to the nursery as we have seen it may become slippery. We will scatter grit when needed.

Please remember to keep your child at a safe distance to yourself when walking in the carpark.

Sun

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contribute significantly to the lifetime risk of skin cancer. At Think for the Future Tots we want all staff and children to enjoy the sun safely. We will work with staff, parents, and carers to achieve this through.

Education

All children will be involved in a discussion, appropriate for their age and understanding, at the start of summer about sun protection and the risks. All staff will be educated in the importance of sun protection and the risks involved in not protecting both themselves and others.

Sun safety will be promoted through working with parents, staff, and the wider community to improve our understanding and provision to avoid the harmful effects of too much exposure to UV. Staff should always act as a positive role model and set a good example by seeking shade whenever possible, wearing appropriate clothing, and applying sunscreen.

Clothing

The children will be encouraged to wear clothes that provide good sun protection (sun hats etc). Parents/carers will be duly informed of the importance to provide the nursery with the appropriate clothing/headwear. Children are encouraged to increase their water intake in hot weather and are encouraged to do so in outdoor areas also. Water will always be available to children throughout the day, which children will be able to access independently (both indoors and outdoors).

Sunscreen

Parents of children should apply sun cream to their child at home, staff will re-apply it during the day when necessary. Parents are asked to give written permission for sun cream to be applied to their children. Parents are required to provide the nursery appropriate sun cream for their children. The sun cream must be in date and be a minimum factor 30. Parents are welcome to leave the sun cream at the nursery for the duration of the summer, but this cream must be clearly labelled with the child's name on it. Sun cream provided must not contain ingredients derived from nuts.

Fire

In the event of the fire follow the fire safety policy and procedures.

Bomb threat/Terror attack

If a bomb threat is received at Think for the Future, the person taking the call will record all the details given over the phone as soon as possible and raise the alarm as soon as the telephone call is terminated. The Director will follow the fire evacuation policy to ensure the safety of all on the premises. The director is to give details to the emergency services as available, and advice would then be sought from the police as to further steps required.

Burglary

Think for the Future follows a lock up procedure. All doors and windows are closed, the ground floor window shutters are closed, the door is double locked and has a shutter too. Alarm systems are installed and are in operation during the hours Think for the Future is closed.

The opening staff checks the premises of the Nursery as they arrive in the morning. Should they discover that the Nursery has been broken into they will:

- Call the police (999) with as many details as possible. (Name, Location, Description of what found, and emphasis that this is a nursery and the children will be arriving soon).
- Contain the area so that no-one enters until the police arrive. If all areas have been affected, the opening staff will follow police advice and may then discuss with the director about closing.
- The opening staff and/or director will help police identify items missing, area of entry etc....
- The Director will inform and reassure parents and keep them up to date with developments.

Abduction or Threatened Abduction of a Child

We take the safety and welfare of the children in our care extremely seriously and have secure safety procedures in place to ensure children are safe whilst within our care. This includes safety from abduction.

Staff are vigilant at all times and report any persons lingering around the property to the Nursery director. All doors are key coded to the nursery and unable to be accessed unless staff members allow individuals in. Children will only be released into the care of a designated adult on their registration form.

Parents are requested to inform the nursery of any potential custody battles or family concerns as soon as they arise so that the staff are able to support the child/ren. The nursery will not enter into any custody battle and will remain neutral for the child.

If an absent parent arrives to collect their child, the nursery will not restrict access unless a court order is in place. Parents are requested to issue the nursery with a copy of these documents should they be in place. We will seek legal advice with regards to any concerns over custody and relay any information back to all parties involved.

If a member of staff witnesses an actual or potential abduction from nursery, the following procedures will be followed:-

- The police must be called immediately
- The staff member will notify the nursery manager in charge immediately.
- The parents will be contacted
- All other children will be kept safe and secure and calmed down where necessary.

Death or serious injury of a member of staff or child (RIDDOR)

In this incidence, the Manager in charge would need to take charge of the situation. Priority would be to get emergency assistance ringing 999 giving full details of the person, location, incident, and medical situation.

- 1) A parent or next of kin should be contacted immediately,
- 2) Nottingham City Council should be contacted for support in contacting all the necessary agencies that need to be informed of the incident, including Ofsted, Social Care and Health and Safety Executive. They will also provide support for the nursery itself.
- 3) The staff team must be updated and debriefed.
- 4) Children must be managed and reassured.
- 5) The Insurance Company must be informed.
- 6) With legal advice, management must decide what will be said to the media if necessary to ensure consistency. Advice may also be given by Leicestershire County Council Early Years Team.
- 7) A factual report must be written, using clear, specific language giving the facts about what happened.
- 8) There must be a review of the procedures in the nursery, to see if lessons can be learnt from the incident, and an assessment made on the ongoing risk of this happening again.
- 9) Counselling may be offered to those in need.

In the sad event that the nursery is notified of a child's death outside of the nursery, there may well be ongoing actions and issues that need to be addressed. These can include distress for staff, children, and parents, as well as Social Care and Police Investigations, and possible media interest. There is not duty for us to ring Ofsted or Social Care. However, if we felt that this incident was a safeguarding issues, we would follow the normal Safeguarding Children Policy and Procedures.

Critical Incident Procedures

In the event of an emergency, our primary concern will be to ensure that both the children and the staff are kept safe. If it is necessary to evacuate the nursery, the following steps will be taken:-

- All children will be escorted from the building and taken to the assembly point at the front of the building in the car park, by the brick wall, and if necessary to the secondary point at the Warm Memorial.
- No attempts will be made to collect personal belongings, or to re-enter the building after evacuation.
- The staff in charge, or if appropriate, another nominated individual will check the premises providing that this does not put anyone at risk.
- Before leaving the building, the staff in charge will close all accessible windows and doors.
- The manager will take the nursery phone and the registers containing contact information and then the register will be taken and all the children and adults will be accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The director/nominated person will contact parents to collect their children.
- If the registration is affected, we will inform the local authority & Ofsted of it's closure.

The nursery manager will notify Ofsted in the event of a critical incident

Fire Safety

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Warden or a Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Procedures

The basis of fire safety is risk assessment, carried out by a 'competent person'.

- The Director has received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment – Educational Premises (HMG 2006).
- Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.
 - Fire safety precautions taken
- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and firefighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are approved by the Fire Safety Warden (director) and are:
 - Clearly displayed in the premises;
 - Explained to new members of staff, volunteers and parents; and
 - Practised regularly, at least once every 6 months.
 - Records are kept of fire drills and of the servicing of fire safety equipment.

Emergency Evacuation Procedure

Children may not understand the noise of the fire alarm due to their age and stage of development it is therefore staff's responsibility to act on their behalf.

- Staff will know from their induction where the nearest fire exits are, agency staff will be shown on arrival to the nursery. Children and parents will be escorted out of the building however there are relevant fire exits sign posted on door to give further direction.
- One member of staff is to collect all children to the nursery door whilst the second member of staff is to get out the triple pram (if needed). Both members of staff place children unable to walk into the pram and leave the building immediately. If the triple pram is not required both staff members are to escort children out of the building safely, calmly and promptly.
Staff are to take the nursery phone with them which holds the children's contact details and the daily register.
- Staff are to be aware of numbers every moment of the day so in case of a fire they can count the children out of the room and building safely.
- All children and Think for the Future Tots staff should be out of the building within 2-3 minutes.
- The emergency services is called as soon as everyone is out of the building. This is done by the Director.
- Parents are contacted using the nursery phone by the director.

Fire Drills

We hold fire drills at least every 6 months and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

The emergency evacuation meeting point is at the war memorial across the road.

COSHH Policy

The Nursery acknowledges that it has a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances it uses or produces, either intentionally or as by-products of its activities.

It recognises that the purpose of COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as it is reasonably practicable.

The Nursery will:

- Maintain an up to date inventory of substances used or encountered as a result of the Nursery's activities.
- Identify the health hazards associated with the substances listed on the inventory.
- Identify the employees or third parties that might be exposed to the hazards identified.
- Identify the controls currently in place.
- Introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable.
- Maintain written records of COSHH assessments.
- Review COSHH assessments every two years, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Nursery Director is responsible for maintaining the COSHH inventory and an up to date library of suppliers material safety data sheets (MSDS). This will include:

- The supplier or manufacturer
- Where the substance is stored or located
- Hazard information/material data sheet
- COSHH assessment reference or location
- Date substance was last assessed

The Nursery Director is responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

All employees are responsible for using the controls identified in COSHH assessments.

Where any employee considers that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of the Nursery Director immediately.