

Safety and Suitability of Premises, Environment and Equipment

Safety

We ensure that our premises, including overall indoor, outdoor spaces and activities provided, are fit for purpose and suitable for children of all ages cared for. We comply with the requirements of health and safety legislation (including fire safety and hygiene requirements).

We take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency. We have an emergency evacuation procedure. We have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which are in working order. Fire exits are clearly identifiable, and fire doors are free of obstruction and easily opened from the inside.

Insurance

We carry appropriate insurance (i.e. Public Liability) to cover the premises and staff working on the premises.

Smoking

There is a strict no smoking policy (this included vapes and e-cigarettes) for anyone entering the premises; this includes from the gate at the driveway entrance onward. All parents will be informed of this policy on their child's admission to the setting. Any person found smoking on the premises will be politely reminded of this policy; any person refusing to comply with this policy will be politely asked to leave the premises.

Opening times and access

- We will be open to accept children from 7am-6pm weekdays.
- We will be closed for Bank Holidays, part of the Christmas holidays and for notified closures/training days.
- All doors on the premises are permanently locked only providing access to authorised persons, parents or carers.
- Children will have access to a playroom, eating area, toilet/bathroom and part of the outside areas (the back garden is designed for the use of by children). The areas the children can access will be explained during their settling in period.
- Children will be able to hang their coats on pegs, decorated with their own picture and name label. There is a storage unit under the pegs for bags and shoes to be stored. All areas including the bathroom will be decorated with displays and pictures to create a warm and educational environment.
- There will be a welcome sign on the door and a notice board where information and notifications can be shared.

Premises

Safety checks are carried out before children enter for the day both inside and outside.

The indoor areas will contain areas for play and a quiet area for sleeping and reading.

There will be activities and areas to provide children with enough space to express their ideas and experiment with resources.

The property has an adequate number of toilets and hand basins. We have two toilets in close proximity on the ground floor, which both have wash facilities. The main bathroom has a change mat and facilities plus a nappy bin for the changing of babies and young children. We will keep adequate stock of clean bedding, towels, spare clothes and any other necessary items.

There is always an area available where parents/carers can talk to us in a confidential manner away from other parents and children.

Space will be made available for staff members to be able to take their breaks away from areas used by children. This will only take place when a trained person is left supervising the children on the premises.

Risk Assessments

Risk assessments are completed when deemed necessary or whenever there is a change in procedures or routine.

The premises and equipment are checked every day, both inside and out, for any hazards and recorded on the relevant form.

Hazards are dealt with immediately but in the event an immediate action is not possible a time frame will be assigned to the hazard and dealt with accordingly.

Children are made aware of Health & Safety issues that are relevant to them using any necessary literature material.

Security

Access to the premises are via the side door which is locked; only to be answered by authorised person. The main doors will be locked and all outside play areas secure to ensure no unauthorised person can enter the grounds or building. Visitors are required to provide identification before entering the building and sign in the visitors book. New parents interested in visiting will be required to make an appointment.

All children are signed in and out of the premises as they arrive and leave. Children are supervised at all times; both inside and outside the premises. Children will only be released to parents/carers stated in their personal file or previously arranged by the main parent/carer prior. A password will be required with identification when a new carer collects a child for the first time.

If in an emergency, a parent had to arrange alternative carer to collect a child, they will be required to phone before hand with the arrangements otherwise the child will not be released to an unknown carer until confirmation is received.

Any alterations to the authorised persons that collect your child/children will need to be updated on the child's personal file.

Outdoor Play

Providers must provide access to an outdoor play area or, if that is not possible, ensure that outdoor activities are planned and taken on a daily basis.

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Outdoor play will be encouraged in all weathers, however, will be avoided in unsafe weather.

Prior to children accessing the outdoor area, a member of staff will check the area, removing any potential hazards.

Water and sand is available outside. A trampoline, bikes and other outdoor toys are made available.

Hot Weather -

- Parents are asked to supply their child with a high factor sun cream; this is named and kept in the medical cupboard out of children's reach.
- Reminders are given to parents to ask them to provide their child with a sunhat; spare hats are available for children to borrow.
- Sun-cream will be available for anyone who forgets their own and administered only if parents sign consent. This ensures each individual child stays safe in the sun.
- The hottest parts of the day will be avoided and shade will be provided.
- Children are encouraged to drink water regularly and sun cream reapplied throughout the day.

Wet Weather -

- We encourage parents to provide Wellingtons, coats and warm clothing to allow fun in the rain or snow.
- Children will be dressed appropriately for the weather conditions.
- We like children to experience jumping in puddles and playing in the rain.
- A spare bank of additional clothes will be available to be used in emergencies to enable all children to take part.

Storage of equipment, toys and cleaning products

Within the playrooms, each box/basket used for storage of either toys or equipment is made easily accessible to select and use by children and adults.

Any medicines or cleaning substances such as anti-bac spray and bleaches are stored out of the reach of children. Any substances with COSHH information we will keep a copy in the office.

Fire Safety

Fire equipment on the premises:

- Heat/Smoke detectors
- Fire Blanket

In event of a fire the evacuation procedure is as follows:

- Sound the alarm; this may be smoke alarm activating or using a whistle.
- Evacuate the children using the safest/nearest exit available - exits are via the back door in the kitchen, front door of the premises, side door near the stairs, and patio doors in the dining room and lounge.
- Babies and toddlers will be carried out of the building.
- Don't waste time worrying about personal belongings.
- Assemble at the end of the garden or driveway.
- Contact the emergency services.
- Comfort and reassure children and check everyone is accounted for.
- Arrange a safe place for the children to stay until parents can collect them or until it is safe to return to the building.
- Follow any instructions from the Emergency Services.
- Do not return into the building until the Emergency Services have declared it safe to do so.
- Things to take as we leave:
 - Attendance Record for the day
 - Emergency Contact numbers folder
 - Mobile phone

Visits and outings

As part of the children's learning and in order for us to make full use of our local community facilities, the children may be taken out for short walks and trips to venues such as the park, shops, library and collecting any older children from school.

Parent's permission will be sought for their child to be included in such outings. Parents will be notified of any visits or outings involving the transportation of children away from the main premises.

When taking a child on a trip, outings or special events, we will:

- Secure individual written consent slips signed by a parent.
- Advise parents of the time and place the visit will take place.
- Advise parents on the equipment needed for the trip i.e. coats, rucksack, packed lunch, etc.

During the outing/trip:

- Arrange for a suitably trained adult to help with the outing.
- Take a register with full descriptions of the children on the trip/outing.
- Take a first aid kit.
- Anything else that deemed necessary for the comfort and safety of the trip e.g. mobile phone for emergencies.
- All children will wear a badge with an emergency contact number.

Hygiene

All children are encouraged to wash their hands following toilet use, before eating and after being outside or being involved in messy play activities.

We ensure our bathroom area is easy to access, to encourage children to go and wash their hands without adult's instructions. Guidance and support will be given to younger children.

Children are also encouraged to:

- Wipe their nose or ask for help if younger. Babies are cared for in this area.
- Use hand sanitiser.
- Always put used tissues in the bin.
- Put their hands over their mouth when coughing or sneezing.
- Use the toilet properly and wash their hands after use.

Cleanliness of premises

It is our responsibility to maintain an appropriate standard of cleanliness throughout the premises especially in the areas the children have access to.

We will also promote good housekeeping practices with all those who use the premises.

- Observe good personal and environmental hygiene practices.
- Carefully dispose of rubbish into suitable bags, dealing with disposing anything broken in a safe manner.
- Tidying up equipment and putting away after use.
- Cleaning up spillages, litter or debris as soon as it is seen.
- Reporting any shortfalls in standards immediately so that it can be dealt with.

Cleaning

The toilet/bathroom will be cleaned regularly, with the restocking of soap, toilet roll and paper towels.

All the tables are sprayed with anti bacterial cleanser and wiped with the 'table' cloth after each session, before and after snack and meal times.

Children have access to toilet facilities at all times with supervision. Hand washing will be encouraged by adults before snack and meal times.

Children will be changed into clean clothes if they are wet or soiled. Parents will be encouraged to bring a spare set into the setting for their child. We have some spare clothes and underwear for both boys and girls.

Disposable gloves and aprons are worn during cleaning duties and nappy changing.

Cleaning will take place out of hours; however, on occasion it will be necessary to clean during session time when accidents occur.

We obtain the latest information from the Environmental Health Department and Health Authority. Any relevant information will be shared with parents/carers via the notice board.

Animals

Animals do live on the premises; they are kept away from areas associated with children and food preparation. We offer the opportunity to raise awareness of the needs and behaviour of animals, with consent from all parents. Children with allergies have their needs considered and are planned for.

Food handling

A suitable Food Safety Course has been attended by those preparing food on the premises. All correct procedures for food handling and storage are followed.

Dinners will be provided on the premises; designed with the individual child's needs in mind. It is ensured that the produce is always fresh, and we offer a good selection of healthy dishes; following the 5 a day scheme to help our children maintain a healthy diet.

We also ensure that we follow all Food Hygiene Regulations and that we probe the dinners before serving to ensure it meets the correct temperatures.

Bottles

Parents/carers will have choice on the product used for their child's feed whether it's ready made cartons or powder to make when needed. We ask that feed is provided by the parent/carer and they will be notified when it's running low.

We are happy to make up feeds with parent's consent and have the equipment to do so. All our bottles are sterilised before use up until the child reaches 1 year of age, unless stated otherwise in the child's individual file.

Sleeping

We offer sleeping facilities for children of all ages. We allow children to sleep at any time and for as long as required by the individual parent/carer.

Baby/nappy changing area

Spraying the changing mat and surrounding areas are carried out with antibacterial cleanser and wiped dry using a clean piece of soft disposable cloth after every use.

Protective apron and gloves are provided.

Nappies are bagged in sacks and disposed of in the appropriate bin and hands are washed thoroughly after this task; again this ensures good sound role modelling.

The bins in the bathroom are lined with suitable liners; separate bins for general waste and nappies.

The bathroom floor area is swept and mopped as appropriate and both the general waste and nappy bins are emptied as required.

Cleaning

The areas used by the children are cleaned fully every week using appropriate cleaning equipment. Any toys can be sterilised or washed will be.

Sleeping

Sleeping area will be provided; made as quiet and relaxing as possible.

Bedding and blankets will be changed after every use giving each child clean bedding to sleep on.

Children will be encouraged to bring their favourite blankets or sleeping aids from home.

Hot Drinks

All individuals within the setting must adhere to hot drinks rule. All drinks that leave the kitchen must be in a lidded safety cup. Where possible hot drinks are to be left and consumed in the kitchen, minimising any potential risk to children if they have to pass through the room.