



St John's Childcare

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Opening times 7.30am to 6pm



Safety and Suitability of Premises, Environment and Equipment

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Animals in the setting policy

Children learn about the natural world, its animals and other living creatures, as part of the Learning and Development Requirements of the Early Years Foundation Stage (EYFS). This may include contact with animals, or other living creatures, either in the setting or on visits. We aim to ensure that this is in accordance with sensible hygiene and safety controls.

Parents are sometimes invited to bring pets into the setting to make the children aware of how to care and look after them, together with the responsibilities involved.

- We carry out a risk assessment with a knowledgeable person accounting for any hygiene or safety risks posed by the animal or creature.
- Whilst handling the pets or their environment the children are constantly supervised, and are show the correct ways of handling the animals.
- After handling is complete the children will wash their hands thoroughly.
- Whenever animals are brought into the setting, we ensure children's records are checked in case of any fears or allergies.
- Is animals are brought into the setting by visitors to show the children, they are the responsibility of the owner.

Visits to a farm (Barleylands)

- Before a visit to a farm, a risk assessment is carried out.
- The outings procedure is followed.
- Children wash their hands after any contact with the animals or creatures.
- Outdoor footwear worn to visit farms are checked, and cleared of any mud or debris before returning back to the setting.

This policy was adopted at a meeting of St. John's Childcare and the P C C of Langdon Hills held on the 19th September 2011 . Reviewed/Updated September 2017.

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

Fire Safety

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

Procedure

- The basic of fire safety is risk assessment, carried out by a 'competent person'.
- The manager/s has received training in fire safety sufficient to be competent to carry out the risk assessment.
- Fire doors are clearly marked, never obstructed and easily opened from inside.
- 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.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly at least once every six weeks.
- Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

- Regular fire drill practice ensures children are aware of the sound of the fire alarm.
- Staff are informed of the fire drill procedures, and fire exits during their induction.
- Parents are made aware of fire exits during their first visit to the premises, and reminded again during any event held.
- During fire drills, the staff are responsible for escorting the children out of the building to the fire evacuation safety point located to the rear or the building on the open space. Staff members take their class register out with them, to account for the children they have in their care.
- The deputy managers take contact details of children, and a mobile telephone out to the safety point.
- In the event of a real fire, the manager will call the emergency services immediately after it has been identified.
- Once all children, staff, volunteers are out of the building and accounted for, and the fire services have been called, the deputy manager will then begin to contact parents via mobile telephone.
- All planned fire drills are documented in the fire drill record book stating; the date/time of the drill, how long it took, whether there were any problems that delayed evacuation, and any further action taken to improve the drill procedure.

This policy was adopted at a meeting of St. John's Childcare and the PCC of Langdon Hills held on the 19th September 2011 . Reviewed/Updated September 2017.

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

Health and General Standards

Statement of intent

St. John's believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our member of staff responsible for Health and Safety is Mrs Theresa Cobbing. She is competent to carry out these responsibilities, and has undertaken health and safety training, and regularly updates her knowledge and understanding. We display a necessary health and safety poster in the building.

Methods

The member of staff responsible for health and safety is Mrs Theresa Cobbing. She is competent to carry out these responsibilities. She has undertaken health and safety training and regularly updates her knowledge and understanding. The necessary health and safety poster is displayed within the setting.

Insurance Cover

We have public liability insurance and employers' liability insurance. The certificate is displayed on the Notice Board in the coffee bar.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of the setting.
- As necessary, health and safety training is included in the annual training plans of staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

Children's Safety

- All children are supervised by adults at all times. (Sometimes children go to the toilet by themselves).
- Whenever children are on the premises at least two adults are present.
- Children are comforted when distressed, in order to do this staff will pick-up children and sit them on their lap.

Safety of adults

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they are provided with safe equipment to do so.

- All warning signs are clear and in appropriate languages.
- As far as possible, adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues which need to be addressed.
- We keep a record of all substances that may be hazardous to health – such as cleaning chemicals, or gardening chemicals if used. This states what the risks are and what to do if they have contact with eyes or skin or are ingested. It also states where they are stored.
- We keep all cleaning chemicals locked away in their original containers.

Windows

- Low level windows are made from materials which prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.

Doors

We take precautions to prevent children's fingers from being trapped in doors.

Floors

All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Storage

- All resources and materials which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.

- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- All outdoor activities are supervised at all times.
- Outdoor sand pits are kept covered, and cleaned out regularly.

Hygiene

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, toilets and nappy changing areas.
- We have a schedule for cleaning resources and equipment, dressing up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- We implement good hygiene practices by:
 - cleaning tables between activities;
 - checking toilets regularly;
 - wearing protective clothing - such as disposable gloves and aprons;
 - providing sets of clean clothes;
 - providing tissues and wipes; and
 - ensuring individual use of flannels and towels.

Activities

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- 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 who are sleeping are checked regularly. Information is logged on a 'sleeping record sheet' within the room daily.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Food and drink

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Hot drinks are not allowed during session time.
- Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic or intolerant to.

Records

In accordance with the National Standards for Day Care, we keep records of:

- adults authorised to collect children;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents; and
- incidents.

In addition, in accordance with the statutory welfare requirements of the EYFS, the following policies and documentation in relation to health and safety are in place.

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- No smoking.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)

This policy was adopted at a meeting of St. John's Childcare and the PCC of Langdon Hills held on the 19th September 2011 . Reviewed/Updated September 2017.

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

Maintaining children's safety and security on premises

We maintain the highest possible security of our premises to ensure that each child is safely care for during their time with us.

Children's personal safety

- We ensure all employed staff have been checked for criminal records via an enhanced disclosure through the Criminal Records Bureau.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises, at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security

- Systems are in place for the safe arrival and departure of children.
- The times of the children's arrival and departures are recorded.
- The arrival and departure times of adults – staff, volunteers and visitors are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions in the lockers provided.

This policy was adopted at a meeting of St. John's Childcare and the PCC of Langdon Hills held on the 19th September 2011 . Reviewed/Updated September 2017.

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

No Smoking Policy

We comply with health and safety regulations and the Welfare requirements of the early years foundation stage (EYFS) in making our setting a no-smoking environment – both indoor and outdoor.

Procedures:

- All staff, parents, students and volunteers are made aware of our no-smoking policy.
- Smoking on church premises is strictly prohibited. Employees who do not comply with the No-Smoking policy will be subject to a disciplinary action.
- We display no-smoking signs around the building.
- Staff who smoke do not do so during working hours; unless on a break and off of the premises of the church.
- Staff who do smoke during their break make every effort to reduce the effect of the odour and lingering effects of passive smoking for children and colleagues.

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Out of Schools Club – Walking Bus Policy

Policy statement

St. John's Childcare believe that the health and safety of children is of paramount importance when walking with the children both to and from school. St. John's Childcare promote health benefits to the children through regular walking, establishing a daily pattern of exercise. We help promote improved awareness of road safety through controlled exposure to traffic. St. John's Childcare promote the use of pedestrian skills too.

Procedures

A Risk Assessment is undertaken by the Childcare Managers to identify possible hazards and potential dangers on chosen routes. This is checked and updated regularly, and an action plan is created and acted upon. This is read by all members of staff (See our Risk Assessment policy for more details). Before leaving the premises staff ensure checks are completed to ensure that the register, mobile phone, first aid box, fluorescent jackets and children's belongings are collected before the walk to school. On collection from school, children are marked as present on the register, stating what time they have been collected.

The children are each given a fluorescent jacket to improve visibility for vehicle drivers, especially in the winter months. Staff ensure that the children stand in pairs to form a Walking Bus, with one member of staff at front of the bus, and another staff member at the back of the bus. The staff ensure that the children do not walk in front or behind the staff, and stay in-between the two staff members. The walking bus does not leave until all the children are in pairs and the route to the school gates is clear enough to approach without meeting any obstacles such as groups of congregating parents or children leaving on bicycles, as this may compromise the effectiveness and safety of the children in the walking bus. Throughout the journey back to/from school, the staff ensure all children are close together, and younger children are not falling behind. The staff member who is at the front of the bus, must look back towards the bus at regular intervals and stop the bus as and when needed. For example, to check on any gapping that has formed in the bus and so allowing children to catch up and stay together. Staff regularly remind the children of road safety rules at all times, to ensure their safety. Staff remind children of road safety rules such as 1. First find the safest place to cross. 2. Stop just before you get to the curb. 3. Look around for traffic and listen. 4. If traffic is coming let it pass. 5. When it is safe go straight across the road-do not run, looking and listening at all times. Staff look around any parked cars that are parked over the footpaths or road on route, to ensure the children's safety whilst walking on the roads. Staff are to choose a safe space where there is a space between two parked cars and make sure that it is easy to get to the other pavement on the other side of the road. Staff to ensure neither car is about to move off and look for drivers in cars, lights and listen for engines. We avoid crossing near large vehicles as this acts as a blind spot, where driver's can not see us. If this can not be prevented, then we walk to the outside edge of the car and stop. We can then be seen by the drivers and the staff can look all around for traffic. For reasons of safety, pupils must behave well at all times on the bus. This is to ensure the safety of all pupils. If a child will not abide by rules for safe behaviour, parents will be informed by the staff and incidents recorded in our incident book. Please note that children attending our Out of School Club provision are not allowed to use scooters, bikes or roller skates or any music device requiring headphones whilst on the walking bus.

Any bicycles, scooters or sit and ride vehicles will be left behind at St. John's, as these will compromise the safety of all the children on the walking bus. Any child using any music devices requiring headphones will be asked to store them in their school book bags for the duration of the return walk to After School Club. We

may plan appropriate road safety activities to help support and promote the children's awareness of road safety and The Green Cross Code.

Policy dated: 12th February 2018

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

Risk assessment

St. John's believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

Our risk assessment process covers adults and children and includes:

- Determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how we are managing risks if asked by parents and/or carers and inspectors
- checking for and noting hazards and risks indoors and outside, and in our activities and procedures
- Assessing the level of risk and who might be affected
- deciding which areas need attention; and
- developing an action plan which specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues which are checked:

- daily before the session begins;
- termly and yearly - when a full risk assessment is carried out.

This policy was adopted at a meeting of St. John's Childcare and the P C C of Langdon Hills held on the 19th September 2011 . Reviewed/Updated September 2017.

Signed on behalf of St. John's Childcare

Mrs. Michelle Ball & Mrs. Theresa Cobbing Managers

Supervision of children on outings and visits

Statement of intent

Children benefit from being taken out of the setting to go on visits or trips to local parks, schools or other suitable venues for activities which enhance their learning experiences. Staff in our setting ensure that there are procedures to keep children safe on outings; all staff and volunteers are aware of and follow the procedures below.

Procedures

- Parents sign a general consent on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents are always asked to sign specific consent forms before major outings.
- A risk assessment is carried out before any major outing takes place.
- All venue risk assessments are available for parents to see.
- Our adult to child ratio is high, depending on the children's age, sensibility and type of venue as well as how it is to be reached.
- Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child goes astray, and that there is no unauthorised access to children.
- Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc as well as a mini first aid pack, snacks and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Staff take a list of children with them with contact numbers of parents/carers.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- A minimum of two staff should accompany children on outings and a minimum of two should remain behind with the rest of the children.

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