

Attendance & General Health and Safety



PARKWAY PRE-SCHOOL

The pre-school aims to provide a safe environment for its children and their families, its employees, volunteers and any visitors to the pre-school.

The Management

- Has a responsibility for the welfare and safety of the staff and children.
- Ensures that all staff has been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service. Only checked staff can take children to the toilet.
- Ensures that the correct ratio of staff to children is in place.
- Ensure that any recommendations or concerns arising from Ofsted inspections are implemented to meet welfare, learning and development standards as set out in The Early Years Foundation Stage.
- Ensure there is adequate insurance cover arranged.

Employees

- Must always, act in such a way as to avoid causing harm to children and to themselves.
- Must notify the management of any health and safety issues without delay.

Attendance, Register and Ratios

- **We believe consistent attendance is essential for children's development, socialisation, and readiness for school. We work in partnership with parents/carers to encourage and support good attendance .**
- The pre-school keeps a daily register of children and staff attending.
- Children are expected to attend all booked sessions unless unwell or in exceptional circumstances.
- **The setting should be informed by phone, email or in person, if the child cannot attend.**
- Unexplained absences will be followed up within the same day to ensure the child's safety. An emergency contact is included
- Persistent absence (below 90%) will trigger a meeting with parents/carers to discuss support.
- Unexplained or prolonged absence may be referred to the **Designated Safeguarding Lead** and, if necessary, to local safeguarding agencies.
- We understand that family circumstances can affect attendance. We will work with parents/carers to offer flexible solutions where possible.
- The number of children at any session does not exceed 28 to comply with Ofsted registration.

- The adult/child ratios are observed as a minimum and extra staff help is arranged should circumstances make it necessary.
- Details of suitable staff/appropriate volunteers to cover for emergencies, staff absence etc. is kept.
- On outings, the adult/child ratio will be at least one to two.
- If a small group goes out, there will be sufficient adults to maintain appropriate ratios for staff and children remaining on the premises.

Risk Assessment

- A thorough check of the pre-school rooms, including toilets and outside play area is performed daily and kept on the Registration file.
- Specific events are carefully assessed and discussed, and these are kept in the Risk Assessment folder.

Fire

- There is a written Fire Drill Procedure which is displayed on the internal pre-school notice board.
- Volunteers are made aware of our emergency procedure
- Fire exits are clearly marked.
- Matches used for lighting candles on the pre-school birthday cake are stored out of children's reach.
- A fire drill is carried out regularly after which it is logged on a sheet in the register.

Medical Matters

- Parents are issued with guidelines in our Information for new Parents letter about when a child should not attend pre-school (e.g. infectious illnesses).
- Parents are asked to keep their child at home if they have any infection and to inform the pre-school as to the nature of the infection, so the pre-school can alert other parents.
- Parents are asked not to bring into pre-school any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last episode.
- Equally, a member of staff who has an infectious illness or is under any substance that is likely to impair their ability to carry out their work safely must not be at pre-school.
- Ofsted is notified of any infectious diseases which a qualified medical person considers notifiable.

Medicine

- It is the policy of the pre-school NOT to administer medicines to the children, but parents are welcome to come in and do so themselves.

However, in the event of the child suffering a serious condition, the following procedures will apply:

- The parent will be asked to bring in a letter from the child's GP or hospital Consultant advising the pre-school of the child's condition.
- The parent will be asked to provide any relevant literature that will help the staff understand the child's condition.
- The parent will make the necessary arrangements for a nurse or health visitor to train the pre-school staff in the administration of life-saving medication, such as insulin/adrenalin injections, Nebulisers or Epi-pens.
- Bring in a letter authorising any trained member of staff to administer the medication.

Care Plans and Risk Assessments

- Should a child with Special Educational Needs, disabilities, health and/or medical problems attend the pre-school a risk assessment will be carried out.
- If required, a Health care plan will be written for that individual in partnership with their parents.
- All staff will be made aware of the Health Care Plan and copies will be kept on file.

Accidents and Emergencies

- The pre-school leader is informed immediately if an accident occurs which results in physical injury to a child.
- An Accident and Incident Record Folder is kept giving details of the injury, how it happened, the treatment given and by whom. The parents/carers are informed, and both the staff member and the parent/carers sign to signify this.
- A First Aid box is available at all times and kept supplied with fresh materials.
- Minor cuts and bruises etc. will be treated by trained staff, using the first aid box.
- To ensure best practise all key staff have First Aid training and attend regular refresher courses.
- Should any child require urgent medical assistance, the pre-school leader will contact the parents, child's doctor/emergency services immediately. We will NOT attempt to take the child to hospital ourselves.
- The pre-school follows the requirements of notification of serious accidents, injuries, illnesses or deaths as set out in The Statutory Framework for the Early Years Foundation Stage and will contact Ofsted, local office of Health and Safety Executive and Local Safeguarding Children Board as appropriate.

Food Hygiene, Safety and Preparation

- Staff have appropriate training and comply with food safety and hygiene regulations.
- Hands are washed under running water before handling food.
- All food and drink is stored appropriately.
- Fresh fruit and vegetables are washed thoroughly before use.
- Snack times are appropriately supervised.
- Fresh drinking water is always available to the children.
- We operate systems to ensure that children do not have access to foods/drinks to which they are allergic.
- Tea towels will be kept scrupulously clean and washed between each session.
- All utensils will be kept clean and stored in a dust-free place.
- Ofsted is notified if two or more children are affected by food poisoning.

General Hygiene/Cleaning

- Staff must ensure that both they and the children wash their hands: -
As often as possible but especially
 - Before snack
 - After going to the toilet
 - Before and after gardening, cooking etc.
- Helping children with their toilet duties must be carried out by a member of staff.
- Any spills of blood, vomit or excrement must be wiped up disposed of appropriately. Disposable gloves must be worn.
- The pre-school leader is responsible for checking cleanliness and tidiness before and after each session.

Pre-school Rooms

- The staff are asked to report any hazards, breakages etc. to the pre-school leader. Appropriate action will then be taken. The daily risk assessment is a part of this procedure.
- All electrical equipment is checked annually by a qualified electrician.
- Cables must not be left trailing.
- Staff ensure that the environment is comfortable by adjusting temperature control switch to suit weather conditions and blinds and windows help to maintain an appropriate temperature.
- Health and Safety is included frequently on the agenda for staff meetings.
- The premises are checked before locking up at the end of the day/session.
- All staff will take appropriate extra care when packing away equipment at the end of sessions to avoid possible accidents or injury.
- **Equipment offered to children is developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children. Checks for choking hazards are important.**

Security and Safety

- Parents must give details of anyone else who is going to collect their child. This can be written on the white board or in letter/note form.
- An adult supervises the door to ensure no child can leave alone.
- The entrance/exits of the pre-school are always locked.
- Staff ensure that the gate leading from the outside area to the car park is always shut.
- We have a key person system in place. This makes it easy for the key person to be aware of the children for whom s/he is responsible.
- Children are forbidden to climb on the fence or open the gate.
- All new parents are made aware of our safety procedures and are encouraged to alert a member of staff if they notice a child whose behaviour suggests that s/he might be thinking of trying to leave.
- We will also seek advice from parents to forewarn us about particularly adventurous children.
- The pre-school leader is responsible for all keys and will assign some to responsible staff.
- Staff ensure that children do not enter the storage room, and they know it is 'out of bounds'
- Anyone visiting the pre-school must report to the pre-school leader and sign the visitor's book (giving name, date, time and reason for visit.) They are supervised during the visit and if necessary are shown this document to ensure they comply with the requirements.

Outside play

- Appropriate adult/child ratios are observed when children go to play outside.
- All children in the group are made aware of their boundaries for outside play and the reason for them.
- No child is allowed outside unsupervised.
- Staff take all possible care to ensure that the outside games/activities are safe whilst still allowing the children to take calculated risks.
- Staff should ensure appropriate clothing is worn for outside play.
- In the summer month's parents are advised about the importance of sun-protection.

Lost Child

- We will do regular headcounts to check there are no children missing.
- If one or more child does 'escape', we will look for the child.
- Inform Parents.

- Inform Police.
- Inform Ofsted.

Uncollected Child - (refer to policy)

- If a child hasn't been collected within 15 minutes of the end of session or we haven't received a telephone call, we will endeavour to contact **ALL** telephone numbers that are on the child's registration form and will continue trying for a further 15 minutes.
- During this time, a member of staff will reassure the child - read a story, do a puzzle, etc.
- If no contact has been made after half an hour from the end of session, we will contact the **Children Schools and Families service** on **0300 123 4043** They will advise us on the next step.

Behaviour and Discipline - (refer to policy)

- Staff should make the children aware of the consequences of their actions and alert them to possible dangers in the pre-school environment.
- Staff will actively discourage and prevent behaviour likely to cause injury.
- The pre-school leader will discuss any problems with the parents. More details in our Behaviour Management Policy.

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