



5.0 Health and Safety

Premises, Environment and Equipment

5.1 Health and Safety general standards

Introduction

The EYFS Statutory Framework states that providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements).

Our Aim

To ensure The Lenches Pre-school is a suitable, clean and safe place for children to be cared for, where they can grow and learn and to ensure we meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

This setting 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.

- 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 members of staff responsible for health and safety are:
The Manager and Deputy Manager
-
- They are competent to carry out these responsibilities.
 - They have undertaken health and safety training and regularly updates knowledge and understanding.
 - We display the necessary health and safety poster **in the kitchen**

Insurance cover

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed on: **The hallway on the notice board**

Procedures

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 procedures as they 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 played by these issues 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 operate a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

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.
- 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 – reviewed and addressed as necessary.
- We do not use substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals. Staff are aware of the risks of substances that are used, what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals type substances in their original containers and are stored on a high shelf in the kitchen where children are not allowed.
- Substances that the village hall use are stored in the locked boiler room.
- All rooms are checked daily for such substances as the hall is used by the general public at other times.

Windows

- Low level windows are made from materials that prevent accidental breakage or are made safe.

Doors

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

Floors

- All floor surfaces are checked daily to ensure they are clean and not uneven, wet or damaged.

Electrical/gas equipment

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switch gear/meter cupboard is not accessible to the children.
- Fires, heaters (including radiators), 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 from 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.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

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 main hall, hall reception, quiet room, toilets and nappy changing area.
- 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.

We implement good hygiene practices by:

- cleaning tables between activities;
- cleaning toilets regularly;
- wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- providing sets of clean clothes;
- providing tissues and wipes; and
- providing paper towels for individual use.
- Electrical dryers in the toilets for individual use.

Activities and resources

- 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.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.
- Any faulty equipment is removed from use and is repaired. If it cannot be repaired it is discarded.
- Large pieces of equipment are discarded only with the consent of the manager and the chairperson.

Legal Framework:

Risk assessment requires knowledge of health and safety and other relevant legislation.

Managers ensure they have knowledge of the relevant legislation and ensure staff are made aware.

- Health and Safety at Work Act 1974
- Health and Safety at Work Act (1996)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Management of Health and safety at Work Regulations (1992)
- Regulatory Reform (Fire Safety) Order 2005 – Guidance for schools and early years settings
- Electricity at Work Regulations (1989)
- Regulation (EC) 852/2004 of the European Parliament and Council on the hygiene of foodstuffs – Guidance – ‘Safer Food, Better Business’
- Manual Handling Operations Regulations (1992) (Amended 2002)
- Medicines Act (1968)
- Liability (Compulsory Insurance) Act 1969
- Guidance – Managing Medicines in Schools and Early Years Settings (2005)
- Health and Safety Information for Employees Regulations 1989
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR) as amended 2012
- Control of Substances Hazardous to Health (COSHH) Regulations (2002) (as amended 2004)
- Health and Safety (First Aid) Regulations (1981)
- Childcare Act 2006

5.2 Risk Assessments

Introduction

Risk assessment means:

Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.

The law does not require that all risk is eliminated – but that ‘reasonable precaution’ is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

Staff and parents should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective, and can give an informed view to help update procedures accordingly.

Risk assessments are conducted on aspects such as security of the building, fire safety, food hygiene, bathroom hygiene and nappy changing, outings, and personal safety of staff. Activities with the children will in some cases also require risk assessments – for example cooking activities or supervising children’s use of climbing equipment.

Our Aim

To ensure The Lenches Pre-school is a suitable, clean and safe place for children to be cared for, where they can grow and learn and to ensure we meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

At The Lenches Pre-school we;

- Complete risk assessments on a daily basis, these are always completed before the sessions start. This helps all staff recognise the possible hazards in the setting.
- An annual risk assessment is completed as part of our insurance renewal in October, this is provided by the Early Years Alliance and is a very detailed document covering all aspects of the running of the pre-school.
- Ensure separate risk assessments are in place for nature walk sessions as there are different hazards and risks involved in being in the outdoor environment.
- Additional risk assessments are always completed;
- For trips away from the pre-school including the use of transport.
- For children with SEND who may have severe difficulties and/or behavioural problems which may harm themselves or others.
- For those children that may need us to administer medicines regularly.
- For children who may have continence issues.

Risk assessments are monitored and reviewed by the Manager and Committee. This list is not exhaustive and any situation that occurs in pre-school with highlights a possible hazard to a child, learner, staff member, parent or visitor will be addressed and a risk assessment put in place.

Training

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 Health and Safety policy and procedures 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.

Health and Safety posters are displayed in the kitchen and storage cupboards as a visual reminder to staff, learners and volunteers. Health and Safety issues are discussed at staff and committee meetings.

The Lenches Pre-school follow a 5 steps process in completing risk assessments:

- Identification of risk – where is it and what is it?
- Who is at risk – for example childcare staff, children, parents, visitors, kitchen assistants?
- Assessment as to the level of risk as high, medium, low. This is both the risk of the likelihood of it happening, as well as the possible impact if it did.
- Control measures to reduce/eliminate risk – what do I need to do – or ensure others will do – in order to reduce that risk?
- Monitoring and review – How do I know if what I have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.

Our Risk Assessments are reviewed daily and termly.

5.3 Fire Safety and Emergency Evacuation

Introduction

The Lenches Pre-school recognises that we must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of a fire or any other emergency and must have an emergency evacuation procedure.

Our Aim

For The Lenches Pre-school to be a suitable, clean and safe place for children to be cared for, where they can grow and learn. To meet all statutory requirements with regard to fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

Procedures

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

- The basis of fire safety is Risk Assessment. These are carried out by a 'competent person'.
- As The Lenches Pre-school is in rented premises (Village Hall) we will ensure that the Hall Committee have a copy of the fire safety risk assessment that applies to the building and that they contribute to regular reviews. Village Hall Committee also have a copy of fire safety risk assessment for the building.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire-fighting appliances that conform to BSEN standards are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Emergency lighting is in good working order and checked regularly.
- 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.
- Practised regularly once a month.
- Records are kept of fire drills and the servicing of fire safety equipment.
- All electrical equipment is PAT tested annually by a Village Hall Committee.
- We avoid using inflammable materials.

The fire drill record book contains:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

EMERGENCY EVACUATION

Daily Preparation

- On arrival at pre-school staff, parental/carer self-registration.
- 9.15am register taken.
- All persons present recorded in the register.
- Visitors to sign in upon entering and leaving the premises.
A pen and padlock keys to be kept in the 'locks' container.
- Child and staff contact details placed in designated space on counter (small contact details box).
- Telephone to be kept next to the register, registration forms and 'locks' container.

EVACUATION

- Line the children up by fire door
- Sweep the kitchen, toilets and meeting room
- Count the Children
- Pick up register, phone, child contact details file, and first aid kit.
- On the sound of the alarm the children are lined up single file at the safest, most accessible fire door.
- The building is evacuated as quickly and safely as possible. Children are counted and escorted out of the building to the evacuation point which is located at the Church yard.
- Additional staff members would check all areas (If there was a child or adult missing, when first headcount was done).
- If there is a disabled child or adult then a personal peep plan would be followed.
- All persons will assemble at the evacuation point.
- Children are reassured and told about the importance of the register and a register is taken including ensuring all staff/visitors are accounted for too.
- In the case of a real fire the fire brigade would be informed at the earliest possible moment (**telephone no 999**). We would state our grid reference;

The grid reference of the pre-school is: SP02345 51282

Postcode WR11 4UE

Our contact no 07933779918 (Preschool phone)

- No person will re-enter the building.
- In the case of a real fire the preschool children will be taken the First School, as a safe holding place until parents and carers can all be contacted.

- Once the children are all in an appropriate place and have been reassured appropriately by a senior member of the preschool team, the leader will set about contacting parents, and making collection arrangements as required.
- In the case of a real fire we would then follow the advice of the Fire Safety Officer.
- We would inform HSE and Ofsted.

Note: We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

5.4 Maintaining Children's Safety and Security on premises

Policy statement

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

Procedures

Children's personal safety

- We ensure all employed staff have been checked for criminal records by an enhanced disclosure from the Disclosure and Barring Service (DBS).
- 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 assessment 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. A member of staff to supervise the entrance door on arrival and departure times. The door is manned every session by a member of staff who greets the families and ensures all children are signed in. This person is responsible for ensuring the door is always locked once adults have departed.

- The times of the children's arrivals and departures are recorded.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded in the staff registration section of the register and visitors in the Visitors Book. ID should be obtained and checked for all persons who wish to be admitted onto the premises (building and/or garden area). No unauthorised person shall be allowed onto the premises (building or in the garden area). Members of staff should confer with the Manager or Supervisor (if manager not present) to confirm whether an unauthorised visitor should be allowed to enter the premises (building and/or the garden area).
- Our systems prevent unauthorised access to our premises. There is a Locking procedure of doors and gates to prevent unauthorised access to our premises (building and/or garden area).
- Our systems prevent children from leaving our premises unnoticed. There is a Locking procedure of doors and gates to prevent children leaving the premises (building or the garden area).
- The personal possessions of staff and volunteers are securely stored in the kitchen area during sessions.

5.5 Lockdown Policies and Procedures

Aim

If an emergency happens at The Lenches Pre-school, The Manager and The Chairperson of the Committee must act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown'. Emergency services will be called immediately to report the emergency which has made us lockdown.

All children attending The Lenches Pre-school will be involved in age appropriate rehearsals, in the same way that we rehearse fire evacuation. Lock-down will be rehearsed and recorded termly.

The Lenches Pre-school 'Lockdown safe place' is the kitchen.

We will ensure all staff and children stay in their designated area (Kitchen), that we have secured all doors and windows and await further instructions. The Managers will carry out the following instructions for the safety of all staff and children involved.

- Upon alert to lockdown stay calm.
- Close curtains/ blinds and shutters where possible.
- Stay away from windows and doors.
- Stay low and keep calm, Tune into a local radio station for more information.
- Do NOT make non-essential calls on mobile phones or landlines.

As soon as the emergency services arrive, it is essential that staff always comply with instructions from emergency services.

If the fire alarm is activated, we will remain where we are and await further instructions from emergency services unless the fire is in the lockdown area. In which case, we move to the next room/area, following our usual fire procedures.

Unless told by appropriate services, we will not carry out the following :

- Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door. This is another element of our 'lockdown' procedure that can be practised in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
- Do NOT travel down long hall/ room areas.
- Do NOT assemble in large open areas.

- Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Ensure that everybody from the pre-school – staff, children and visitors co-operate with the emergency services to help in an orderly evacuation to ensure the safety of everybody involved.

Managers will ensure you have the register and children’s details with you throughout the process.

The police will require everybody who is involved in the ‘lockdown’ to help with enquires to build up a case review of the day.

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately. We will be discouraging all parents attending the preschool, until the emergency services give the all clear. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

All parents will be made aware that we will always be acting on the advice of the emergency services.

All parents will be notified of the ‘lockdown’, as soon as it’s safe for us to make contact, this will be carried out via a normal form of contact of emails or text messages. All parents will be discouraged from ringing us directly for further updates during ‘lockdown’; as it is vital our phone lines remain clear.

Threat levels:

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

- LOW means an attack is unlikely.
- MODERATE means an attack is possible but not likely.
- SUBSTANTIAL means an attack is a strong possibility.
- SEVERE means an attack is highly likely.
- CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency calls to the police, call 101.

5.6 Safe use of Locks and Keys Systems

This procedure is in accordance with our safeguarding policies and should be read in conjunction with them.

Procedure

Pre-school staff will make sure that:

- Arrival and departure times of any persons are recorded in the register (for children, staff and volunteers) and in the Visitor book (for all others) to show who is on the premises.
- Main external doors are locked (using bolt and key/ padlock system) after children have entered the premises. Bolt on door (which is out of children's reach) for ease of use by adult in case of emergency to enable evacuation. Bolt left open at end of session and key used to lock the main door from the outside.
- Padlocked gates. When children are on the premises gated areas are padlocked to prevent free access to unsupervised areas. Keys held by manager and deputy manager. Padlocks removed at end of session and placed with keys in the locked cupboard.

5.7 General Outings and Events Policy

Policy statement

Children benefit from being taken outside of the premises on visits or trips to local parks, or other suitable venues, for activities which enhance their learning experiences. Our setting has direct access to outdoor provision on the premises and we will take children out daily. We ensure that there are procedures to keep children safe on outings; all staff, volunteers are aware of and follow the procedures as laid out below.

Procedures

- All off site activity has a clearly identified educational purpose with specific learning and development outcomes.
- There is a Designated Safeguarding Lead for each excursion who is clear about their responsibility as DSL.
- The Lenches Pre-school aims to provide outings and events in a safe, well-planned and organised manner.
- The children's age, ability and stage of development will be considered when organising an event.
- Health and Safety, including staff ratios will be maintained during any outing. Any outing requiring additional help will be requested prior to the trip and in compliance with the welfare requirements,
- The risk assessment officer will endeavour to carry out a risk assessment identifying potential hazards on the journey and at the location.
- If appropriate the organisers may do a pre-visit to the location.
- Detailed information about the event will be distributed to all parents/carers.
- Staff will ensure that all necessary consent forms and relevant documentation have been completed, signed and dated by the parent/carer and returned to staff before the outing takes place.
- Whereby such outings that require consent, all steps will be taken to obtain that consent by return of the consent slip. However, in the event of non-return for those child/ren alternative arrangements will be made. In such an instance a complementary activity in the hall will be available with at least two adults but bearing in mind ratio of Children : Adult.
- For all other outings the hall will be closed for the duration of the outing.
- On arrival at preschool the register to be taken as usual.
- During the outing the register, first aid box, telephone and a whistle will be carried by a designated person.
- For local outings on foot the "line" should be used.
- One staff member to be at the front of the group.
- One staff member at the rear of the group.
- The remaining staff members and any other helpers positioned amongst the group between the leader and the person at the rear.

- For the duration of the outing children will be asked to hold the “line” or an adult’s hand.
- Children will be asked not to run and not to overtake the leading adult.
- Crossing a road: Designated member of staff (not the leader) to check for traffic whilst the children and adults remain behind the leader. When clear of traffic the leader can then lead the children and adults across the road. The member of staff checking for traffic then rejoins the group.
- The children will be returned to the Village Hall at the end of the outing, via the main entrance door.
- The register will then be re-taken.

5.8 Supervision of the Children on Outings and Visits

Introduction

We believe that all children benefit from being taken out of the setting to explore their local surroundings or go on visits/outings to other suitable venues. These activities enhance children's learning experiences.

Our Aim

- To enhance curricular and recreational opportunities for our children.
- Provide a wider range of experiences for our children than could be provided in the setting.
- Promote the independence of our children and enable them to grow and develop in new learning environments.
- To ensure we keep our children safe and secure whilst exploring outside of the setting.

Our Procedures

- All parents/carers will be advised in writing, in advance of any proposed outing. This information will be displayed via emails, notice board, letters home and dates for your diary's sections of the newsletters.
- Parents/carers will be asked to sign a consent form before any outing. Local visits to Forest School, the local park and the first school are part of Pre-school life and Parents/ Carer's will already have signed consent for these visits on their child's registration form.
- Outings are normally open to all pre-school children, even if they don't usually attend on those particular days. Please follow individual instructions about where to meet and whether we will be closed for preschool that day and times we are due to return.
- Before the outing, the Manager in charge will visit the outing destination to complete a risk assessment. In the case of visiting a professional business such as an animal park we would use that specific company's risk assessment as this will detail their expertise.
- The adult/child ratio will be carefully considered and increased if thought necessary, taking into account venue, location, individual needs of each child and any 'risks' noted in the outings risk assessment.
- If children are taken off the pre school premises for a walk or local visit there will always be at least two members of staff and a ratio of at least 1:2 for two year olds and 1:6 for three and four year olds adhering to the Early Years Foundation Stage statutory guidelines. Careful consideration will always be given to the number of children, the children's needs and type and location of the venue.

Each member of staff will be assigned named children to ensure that:

- All children are individually supervised,
- No child goes astray, and
- There is no unauthorised access to children.

On all outings/visits the person in charge of the outing will carry a mobile telephone or have access to a landline for use in case of emergency, a small first aid kit, any medication for individual children (depending

on individual circumstances this may be allocated to the person responsible for that child), list of all children and staff taking part in the outing and all relevant emergency contact numbers for parents/carers and next of kin etc.

Details of the outing are recorded, and a copy remains in the register, usually kept at the pre-school, in case of emergency stating:

- The date and time of the outing,
- The venue and mode of transport,
- Names of all children and staff taking part in the outing,
- Time of return from outing.

Crossing roads

At The Lenches Pre-school we often take the children across the road to Church Lench First School or for nature walks so procedures need to be in place to ensure safety of the children.

- Staff and children wear high visibility jackets.
- Children are told the rules of crossing the road before we leave the setting.
- Children are holding to walking rope or holding hands with a partner
- Remind children of our rules- Good Looking, Good Listening and Good Walking
- Follow the person in front
- We line the children up and wait by the main door with an adult positioned at the front, back and middle of the line dependent on number of children.
- An adult/s wearing their high visibility jackets will go into the road to stop traffic ensuring they stand each side of the road some distance back, holding their arms outright facing the on-coming traffic.
- The children are asked to cross and follow the adult at the front, the children are encouraged to keep moving to cross safely and quickly.
- The adults leave the road only once all the children are safely on the other side lined up.
- Extra support is given to those children who may need assistance to focus on road crossing.
- Care is taken by staff to pair children up when crossing, encouraging older children to support younger ones so they can learn through good role modelling

5.9 Child's Absence Policy

Introduction

We believe good attendance is essential if children are to be settled and take full advantage of the learning and development opportunities available to them. At a young age continuity and consistency are important contributors to a child's well-being and progress. We believe regular attendance at the preschool can set good practice for statutory school.

Aim

Our aim is to:

- Create a culture in which good attendance in 'normality' and valued
- Value the individual and to be socially and educationally inclusive
- Be consistent in implementation of our policies and procedures.

Procedures

All parents are made aware of the importance of regular attendance prior to entry and of the importance of collecting children on time. Our Uncollected Child Policy outlines our practice if child is not collected from the pre-school.

All parents are made aware of the expectation that they inform the pre-school by telephone or email on the first day of absence. If child is absent for a second day without notification the pre-school manager will contact the family to find out the reason for the absence. If the child is known to Social Care, they will be informed of the child's absence.

If after one week there has been no contact, the pre-school manager will send a letter to the family. If there is still no response after a further week, the pre-school manager will inform the Committee Chairperson. Both manager and the Committee will decide on further support and Family Front Door will be informed for more information and advice.

If after one month there has been no contact the child's name will be removed from the register and the place will be allocated to another child.

Leave of absence for family holidays

If a family planning to go away on holiday, it is their responsibility to inform the pre-school manager as soon as possible and give details of when the holiday will start and when will finish. This information will be noted in pre-school diary and register.

Fees and Nursery Education Funding (NEF)

All fees are billed month in arrears and require payment within one week of issue. The fees for late payment are currently £5.00 per week.

All fees are payable for all sessions booked and no refunds will be made if a child is absent from the pre-school, even if the absence is due to illness, holidays or other.

If fees are not paid as agreed, The Lenches Pre-school will contact parents/ carers in writing to remind of outstanding payment. In the event of the payment not received, alternative payment methods that are suitable to your family needs might be agreed. The Lenches Pre-school Group reserves the right to terminate your contract and withdraw your child's place if no payment received within given time scale.

The Lenches Pre-school will continue to claim for NEF and no refund or transfer will be made if a child is absent from the pre-school, even if the absence is due to illness, holidays or other.

In event of a child's continues absence for 4 weeks or more and after removing them from the pre-school register, transfer or cancellation of NEF will be done in line with Nursery Education Funding guidance.

Parents will be notified in writing about the outcome.

We also have the right to claim nursery funding from the local authority if we have a reserved place for your child but you are unable to attend due to unforeseen circumstances – i.e. lockdown or illness restrictions.

EYPP

When applying for nursery education funding by completing the funding form you also give us permission to check for eligible for EYPP (Early years pupil premium). This will be used to contribute to your child's education with opportunities that they may not normally have access to.

5.10 Child Late Collection Fees and Procedures

Aims

This policy is for safeguarding and protection of children who have been left at The Lenches Pre-school over the agreed collection time or once the pre-school has closed.

The Lenches Pre-school has a duty of care to the children and parents to ensure that collection of very young children is made at the agreed time or within normal pre-school opening hours. Late collection causes additional overheads and costs for the pre-school and potentially, unnecessary distress to a child.

Children remaining in our care after the agreed collection time or after normal opening hours must be supervised by a minimum of two members of staff, one of whom must be qualified. We appreciate that sometimes there may be circumstances beyond parent / carer control affecting the prompt collection of your child. If you know you are going to be late collecting the child in our care, please call at the earliest opportunity and discuss with the manager/deputy manager the arrangements for the collection. Please note that a late stay fee will still be chargeable, unless agreed otherwise.

Procedures

All parents/carers will be given a ten-minute grace period on late collection of their child. If your child has still not been collected 15 minutes after the session has ended then a £20.00 charge will be charged, and another £20 for every half an hour entered thereafter.

If you are late collecting your child, they will be cared for where possible, by the two members of pre-school staff. Your child will be inside the Preschool if possible and reassured by the staff members. Any specific needs will be addressed. If the village hall is hired after the preschool closes, an alternative arrangement will be made. Church Lench First School can be used as a safe place while waiting for a child to be collected.

If your child(ren) remains uncollected 10 minutes over the set time:

- Pre-school Manager and staff team will be made aware of the situation. No late fee is charged unless this becomes a regular occurrence.

If your child(ren) remains uncollected over the set time:

- The parents or carers will be contacted; late stay fees will be collected of £20.

If your child(ren) remains uncollected 15 minutes over the set time:

- The manager/deputy manager will contact the first emergency contact on your child's contact form. Please note this will not happen if the manager has been successful in contacting the parent/carers due to collect the child. Late stay fees will still be collected of £20
- The manager/deputy manager will call the second emergency contact on your child's contact if first or second contact does not answer the phone.

If your child(ren) remains uncollected more than 30 minutes over the set time:

- The manager/deputy manager will contact the local authority's Family Front Door for advice on their next course of action. This will only happen if none of the child's emergency numbers have made

contact with the pre-school. Please note that late stay fees will be collected and charged at a level relative to the circumstances and lateness.

- Police and Social Services might be contacted at this point if advised by Family Front Door.

Escalation

Ofsted will be notified in the event of collections after one hour where no notification was given by parents. Late fees will be added to your child's account and collected with the next fee invoice. Unreasonable and / or persistent lateness may regrettably result in the preschool terminating your child's place at the pre-school.

Please ensure to inform the pre-school management team of any changes in your contact details immediately.

5.11 Outdoor Play Policy

Introduction

Any outdoor play will take place in safe secure and well-supervised spaces. Before any outdoor activities commence, a thorough safety check and risk assessment will take place. (Please see copy of our risk assessments).

Outdoor play areas will be well maintained and free from holes, bumps, or uneven surface areas. Drains, or any unnatural water will be made safe or inaccessible to children.

Children will remain under close supervision at all times. We will have all children's and staff emergency contact numbers with us at all times. We will take regular head counts of the children.

The manager will ensure that a full first aid kit is on hand.

A member of staff will keep a mobile phone on them at all times.

In the event of snow or ice on external walkways, staff will ensure that this is regularly cleared and kept safe.

Staff will make sure there is a regular supply of drinking water available to children at all times, especially in hot conditions. In such circumstances, staff will also ensure that children are adequately protected from the sun.

5.13 Extreme Weather Policy

Aim

In case of severe weather conditions i.e. snow or flood condition; the staff at The Lenches Pre-school will do all that they can to ensure the safety of the children, parents and staff therefore offering the best service that we can for our parents/carers. This policy aims to ensure that all parties understand the courses of action that will be put into place on these circumstances.

Actions

The Pre-school will be open every morning at 8:30am unless it is impossible for any member of staff to get to the site because the weather conditions are so difficult.

If we cannot open for this reason, we will ensure that all parents are notified of the closure either by email, telephone call or using Tapestry memo's. If parents/carers are unsure as to whether the pre-school will be open they must call the manager on 07933779918 for advice, or email info@thelenchespreschool.org.uk.

The Lenches Pre-school will assess the weather conditions as the morning session continues and will make decisions on how many staff have been able to get to work and how many children have arrived at the pre-school.

We will begin making decisions about the safety of remaining open at 10am based on the weather conditions at that time. We will take into account the weather forecast from the Met Office and will heed any warnings that they are issuing.

At this point we will call parents/carers and notify them that we would appreciate them collecting their child early if they possibly can.

If we do not consider it safe to stay open, we will close the pre-school early.

5.14 Animals in the setting

Policy Statement

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

Procedures

Animals in the setting as pets

- If animals or creatures are brought in by visitors to show the children they are the responsibility of the owner.
- The owner and risk assessment officer carry out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.
- Children are taught correct handling and care of the animal or creature and are supervised.
- Children wash their hands after handling the animal or creature and do not have contact with animal soil or soiled bedding.
- Staff, wear disposable gloves when cleaning housing or handling soiled bedding.

Visits to farms

- Before a visit to a farm a risk assessment is carried out - this may take account of safety factors listed in the farm's own risk assessment which should be viewed.
- The outings procedure is followed.
- Children wash their hands after contact with animals.
- Outdoor footwear worn to visit farms are cleaned of mud and debris and should not be worn indoors.

5.15 Manual Handling

Introduction

As it is not possible to eliminate manual handling altogether, correct handling techniques must be followed to minimise the risks of injury.

A variety of injuries may result from poor manual handling and staff must all be aware and adhere to the pre-schools 'Manual Handling policy'.

All staff will receive training in manual handling while in employment of The Lenches Pre-school and will receive ongoing training as appropriate.

Our Aim

To ensure the safety of our staff is kept of paramount importance and prevention tactics are put in place to avoid injury.

The following procedures apply

Preventing Injuries

As with other health and safety issues, the most effective method of prevention is to eliminate the hazard, in this case, to remove the need to carry out hazardous manual handling. For example, it may be possible to re-organize the workplace so that items do not need to be moved from one area to another.

Where manual handling tasks cannot be avoided, they must be assessed as part of the risk assessment. This involves examining the tasks and deciding what the risks associated with them are, and how these can be removed or reduced by adding control measures.

As part of a manual handling assessment the following should be considered:

- The tasks to be carried out.
- The load to be moved.
- The environment in which handling takes place.
- The capability of the individual involved in the manual handling.

The above factors can increase the risk of manual handling injuries, and these should be considered and controlled.

Planning and Procedure

- Think about the task to be performed and plan the lift.
- Consider what you will be lifting, where you will put it, how far you are going to move it and how you are going to get there.

- Never attempt manual handling unless you have read the correct techniques and understood how to use them.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.
- Assess the size, weight and centre of gravity of the load to make sure that you can maintain a firm grip and see where you are going.
- Remove any unnecessary packaging, if this will make the task safer.
- Assess whether you can lift the load safely without help. If not, get help or use specialist moving equipment e.g. a trolley. Bear in mind that it may be too dangerous to attempt to lift some loads.
- If more than one person is involved, plan the lift first and agree who will lead and give instructions.
- Plan your route and remove any obstructions. Check for any hazards such as uneven/slippery flooring.
- Lighting should be adequate.
- Control harmful loads – for instance, by covering sharp edges or by insulating hot containers.
- Check whether you need any Personal Protective Equipment (PPE) and obtain the necessary items, if appropriate. Check the equipment before use and check that it fits you.
- Ensure that you are wearing the correct clothing, avoiding tight clothing and unsuitable footwear.
- Consider a resting point before moving a heavy load or carrying something any distance.

Manual Handling Best Practice

Position

Stand in front of the load with your feet apart and your leading leg forward.

Your weight should be even over both feet. Position yourself (or turn the load around) so that the heaviest part is next to you. If the load is too far away, move toward it or bring it nearer before starting the lift. Do not twist your body to pick it up.

Lifting

Always lift using the correct posture detailed below:

- Bend the knees slowly, keeping the back straight.
- Tuck the chin in on the way down.
- Lean slightly forward if necessary and get a good grip.
- Keep the shoulders level, without twisting or turning from the hips.
- Try to grip with the hands around the base of the load.
- Bring the load to waist height, keeping the lift as smooth as possible.

Moving the Load

- Keep the load close to the body.
- Proceed carefully, making sure that you can see where you are going.
- Lower the load, reversing the procedure for lifting.
- Avoid crushing fingers or toes as you put the load down.
- If you are carrying a load, position and secure the load after putting it down.
- Make sure that the load is rested on a stable base ensuring the safety in this new position.
- Report any problems immediately, for example, strains and sprains. Where there are changes, for example to the activity or the load, the task must be reassessed.

The Task

- Carry the load close to the body, lifting and carrying the load at arm's length increases the risk of injury.
- Avoid awkward movements such as stooping, reaching or twisting.
- Ensure that the task is well designed and that procedures are followed.
- Minimise repetitive actions by re-designing and rotating tasks.
- Ensure that there are adequate rest periods and breaks between tasks.
- Plan ahead – where the load is too heavy for one person, staff should not lift by themselves but use teamwork, bending from the knees rather than the back.
- Staff should not struggle to lift very heavy objects – even with others – that are beyond their strength.
- Trolleys should be used where heavy items have to be carried or moved on a regular basis.
- Heavy items should not be lifted onto, or from storage areas that are above head height or from the ground, distribute heavy boxes into more manageable loads.
- Staff should not stand on objects other than proper height steps to reach high objects and should never try to over-reach.
- Where objects have to be moved along the floor, they should be pushed rather than pulled.

Carrying Children

Lifting and carrying children is different to carrying static loads and therefore manual handling training should reflect this. Where possible you should avoid carrying children and follow the procedures below.

- If a child is stuck on climbing equipment, if possible show the child how to get down or talk them down. If this is not possible and the child is in need of assistance then either support the child by holding their sides or hands to help them keep balance, if a short distance to the ground get the child to jump down holding their hand or if too high support them around the waist and get the child to put their arms around your neck and then bend down as you bring them to the ground.
- If a child is upset when coming into preschool and the parent is holding the child get the parent to bring the child to you whilst you are sat on a chair to comfort them.
- If a child has fallen over then bend down to the child's height to give comfort and assess the injuries etc.
- Use pushchairs supplied by the preschool to move children any distances.

- If you need a child to move to another area i.e. at circle time, firstly ask them, allowing them 10 seconds processing time, then ask them again holding out your hand, if this is not successful gently guide them to where you need them to be, do not pick them up.

Only The Lenches Pre-school staff are able to carry children and only if they have exhausted the above guidelines.

Students, parent helpers and pregnant staff members will not be permitted to carry children.

If you feel you have no option but to carry a child, for instance a child has fallen asleep on you, or they are struggling to walk some distance, follow the guidelines below:

- Do not place the child on your hip, carry them directly in front of you in order to balance their weight equally.
- Wherever possible, avoid carrying the child a long distance, take breaks if possible.
- If in the outdoor environment, walk with care and keep to proper pathways.

The Environment

- Ensure that the surroundings are safe. Flooring should be even and not slippery, lighting should be adequate, and the temperature and humidity should be suitable.
- Remove obstructions and ensure that the correct equipment is available.

The Individual

- Never attempt manual handling unless you have been trained and given permission to do so.
- Ensure that you are capable of undertaking the task – people with health problems and pregnant women may be particularly at risk of injury.