

Policy Statement

Horsham Montessori is a smoke-, drug- & alcohol-free zone. Tobacco or drugs are not allowed to be consumed anywhere on the premises at any time. Alcohol is not allowed to be consumed during normal opening hours.

Safe & secure on site and on visits: risk assessments

We aim to prevent accidents and ill health by being conscious of risks and hazards and reducing or eliminating them where possible. The setting's generic risk assessments are updated every year. Setting Management coordinate this work with input from all team members and report back to **Management**. The setting has separate risk assessments for premises and regular outings. All risks assessments are reviewed on a regular basis and securely filed on site.

Risk assessments for special events such as parties and sports days are reviewed before each event in consultation with the relevant team members.

Independent inspection of Citation platform and following industry standards and guidelines. See separate booklet 'Health & Safety handbook' dated 05 December 2016.

Health

Children who are ill must not be brought to the setting, to prevent spreading any diseases to other children or practitioners. Children and adults who have been sick must not return within 48 hours of having been sick. If children develop symptoms of illness during their attendance we will contact parents or carers on the emergency contact number(s) provided and will do all we can to help ensure that the child is picked up as soon as possible, to be taken home or to a doctor. Parents please ensure you always inform us of any changes in your contact telephone numbers.

Children who require medication to be administered at school must have the details, as prescribed by a General Practitioner or

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otherwise appropriately qualified health professional, entered into the medication form. Only management and/or First Aid qualified practitioners administer medication. For each time medication is administered the parent or their representative must sign the medication form upon collecting the child.

All medication will be stored in its original container, clearly labelled and inaccessible to the children. Records kept include dosage, name of medication, time of administration, person administering and witness to procedure.

We do our very best to accommodate any special health care needs that we know about. It is important that parents give us full information on the application form and/or as soon as a condition is diagnosed.

To promote good hygiene children are taught and actively encouraged to wash their hands with warm water and soap before snack and after using the toilet or the garden. Exceptions are made for children suffering with eczema or similar conditions, who will be given sanitising gel to use.

Tissues are provided for runny noses with single use only and bin followed by hand foam sanitiser.

Looking after our environments is part of staying healthy. How we do this at Horsham Montessori settings is outlined in the Environmental Guidelines & Procedures following below.

Nappy-changing facilities for babies & young toddlers are provided. Older children are accompanied to the toilet and offered help to clean themselves. Those who need help have their bottoms wiped 'front to back' in a hygienic manner (practitioners use disposable gloves to protect themselves from possible infection), so that the children may learn to prevent the risk of possible infection. Those who say they can manage are encouraged to be independent. Please see our separate policy for Intimate Care.

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Children are encouraged to be physically active in the classroom all the time, at special activities and outside in the playgrounds and gardens. We promote and model an active lifestyle and walking or cycling to and from school is encouraged.

At snack time children are offered a free choice of milk or water, together with a selection of fresh fruit and vegetables, followed by savoury biscuits or bread. Water is available to the children at all times from their own individual containers to prevent cross-infection from each other's cups. **The bottles are supplied by school and labelled with the child's name & photograph and sanitised each night. The bottle monitors how much water has been consumed to maintain a healthy intake for hydration.**

Adult practitioners complete a health questionnaire before they join which they update each year. They are shown how to store and handle equipment as part of their induction process within a month of joining. The Setting Manager is responsible for monitoring and recording that this has been achieved.

Safety

We aim to prevent accidents and ill health by being conscious of risks and hazards and reducing or eliminating them where possible.

We always operate in accordance with the following ratios:

Children aged 2: 1 adult to 4 children.

Children from 3 years: 1 adult to 8 children.

All Supervisors are qualified to NVQ level 3 or higher. Emergency Supervisors may be working towards their NVQ level 3. All students and volunteers are given appropriate induction training (See Induction Policy).

Children are initialled in and out by their parents or known and trusted adults, marking the times of arrival and departure. This enables us to check their presence in emergencies and ensure we always adhere to ratio requirements.

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Teachers have a second register in the main room and regularly count or register the children throughout the day.

A child will never be allowed to leave the school with any person other than the parents or carers know to us, unless previous arrangements have been made with Management. In an emergency, if you cannot collect your child, you must inform us who will be collecting your child and how they will identify themselves. We will agree a password for each occasion and record the person's name and relationship to the child on our system. We will need to see the full facial features of any person collecting a child¹ and may take a photograph for future reference.

Visitors are signed in and out, marking the entrance and departure time in the daily register. All persons present at a setting are involved in the monthly Fire Drill where possible.

Accident prevention: what the adults do

We need to protect children from danger and introduce them to the safe and proper exploration of their school environment.

The following provisions and rules are in place for their protection:

- Secure entry systems at each setting;
- Agreed guidelines for other users of the premises;
- Sound-alarmed exits to prevent children leaving on their own;
- Secure outer fences to prevent the children from straying beyond setting boundaries;
- Low level internal partitions, where appropriate, protect young toddlers;
- Visitors admitted only by appointment during session time;
- Adults and visitors are entered in the diary;
- Electrical equipment tested each year (PAT-testing), any faults remedied;

¹ Facial features must not be obstructed by a bicycle, riding helmet, veil, hood or other item of clothing.

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- Smoke detectors and appropriate firefighting equipment in play rooms and hallways are checked **termly or annually according to the contract.**
- Hazardous substances or materials not used in the children's rooms in opening hours;
- Any hazardous cleaning materials kept well out of reach;
- Regular monthly fire drills and designated places of safety for emergencies;
- **All staff are paediatric first aid trained, and reviewed every 3 years.**
- Each day we check playground and play rooms for potential hazards, as a matter of watchful routine, including checking equipment for broken parts or sharp edges;
- Safety, emergency and fire procedures on display at the settings;

Accident prevention: what the children learn

In addition to the routine measures we take as adults, we carefully and calmly teach the children to use the materials and the environment itself in a way that is safe for them and for the other children and adults in the group. Examples are:

- How to use scissors and other implements, and how to pass them safely to others;
- How, when and why to wash their hands;
- How to walk in the play rooms (avoiding other children's spaces);
- How to carry chairs safely;
- How to carry trays with equipment from a shelf to a work space;
- How to enjoy the outdoors without causing injury or damage;
- How to explore the outdoors without harming plants or animals;

The children are supervised at all times, inside, outside and in the hallways. We do not expect all the children to already know that an interesting new object can cut or is unhygienic, or that, for instance, a wooden sphere should not be thrown, though a sponge ball can. We provide opportunities for the children to learn to use unfamiliar objects without danger and we give high priority to developing the skills that they need to use the entire range of school equipment

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safely. We know that children behave responsibly if they are helped to understand why they are asked to behave in a particular way.

Accident handling

If an accident or incident does occur we note it in the relevant accident book & ask the parent or carer to read and sign for the entry. In reporting accidents to parents we prefer to err on the side of caution, recording even minor-seeming accidents. If a child has hurt their head we check regularly afterwards to ensure there is no potentially dangerous swelling and we issue a head injury **form** to the parent or carer.

Each setting has access to one or more well-stocked First Aid Boxes, containing:

- Sterile adhesive dressings (hypoallergenic plasters)
- Sterile dressings
- Sterile bandages
- Triangular bandage
- Scissors
- Safety pins
- Sterile gauze pads (different sizes)
- A finger bandage (tube gauze) and applicator
- Disposable gloves (for blood & other fluids)
- (Forehead) thermometer
- **Cool packs - for muscle and soft flesh bumps**

In the unlikely event of an extreme emergency, the Principal reserves the right to have any child taken to hospital. Every effort will be made to contact the parents or other carers as soon as possible. Until the parents or carers join the child, the school will always authorise any and all medical and surgical interventions deemed necessary by appropriately qualified health experts. If there should be a major incident requiring evacuation of the premises and the grounds, then the children will be evacuated to the agreed 'Place of Optimum Safety.' It is vital that we always know how to contact each child's parents or carers in an emergency.

Procedures for dealing with lost or uncollected children

Uncollected children

We expect children to be picked up at the usual times. If this does not happen we contact the parents and/or the contact numbers provided on the application form, to establish why the child has not been collected. Parents collecting children ten or more minutes later than expected will be advised that this contravenes our registration and that it may leave us without insurance cover. They will be reminded of the correct time and asked if there is a genuine reason for the late collection. Parents will be reminded that they should telephone us before collection time to tell us if they have been delayed. If it happens without genuine reason more than three times parents will be advised that they risk losing their child's place.

Children collected more than **10** minutes later than expected will be charged extra at the ad hoc rate. For children collected after the school's closing time the rate will be doubled for their extra time at school because two practitioners will have had to remain in the setting. Children who are not collected within 30 minutes of the setting's closing time will become the responsibility of the Social Services Department. The person in charge will, after the child's contact numbers have been called, call the Social Services Duty Team to request collection of the child. Two practitioners will remain on the premises till the child has been collected and the double ad hoc rate will apply.

Lost children

In the improbable and unfortunate event of a child straying from his or her group unsupervised, or otherwise disappearing without having been properly collected and marked out on the register, the following procedures apply:

- The Manager or Deputy organises adequate supervision of the remaining children in the group and arranges for the following:

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- One adult in the team to contact the parents or carers, describing what measures have been taken so far.
- If possible, one of the adult staff to look for the child, else another team member to be contacted to ensure adequate ratios.
- If the child is not found, the Manager or Deputy notifies the Principal and the police via a 999 call from the school phone, giving the police the following details:
 - Likely time of disappearance
 - Possible cause of disappearance
 - Name & accurate description of the child
 - Name & accurate description of any other(s) who may be involved
 - Contact numbers for the group: Manager and second number

The first priority must be the safety of all children in the care of the school.

Secondly, the greatest possible care must be taken to communicate accurate and complete details to the police, and to act with sensitivity and care in the communication with parents and carers. When the child has been found, possible causes must be investigated with the highest priority, to ensure that the situation will never recur in the future. Any preventative measures must be taken as soon as possible.

Food Safety

To ensure that Lead Practitioners are aware of food safety risks and the appropriate systems and procedures there is always at least one practitioner trained in food safety on site when food is being prepared.

Work surfaces are kept clean and hand washing procedures are followed by practitioners who prepare and serve food.

Practitioners wear blue disposable aprons when they are preparing food. They wear white disposable aprons when they change nappies or provide intimate care. For lunchboxes parents are encouraged to put an ice pack or frozen drink into their child's lunchbox. Parents are advised to wash

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their child's lunchbox in the dishwasher or the washing machine at least once a week and whenever the lunchbox is dirty.

We have maintained our 5-star food safety ratings, the highest possible standard, at the latest inspection.

Review Date: 01 August 2018

Signature:



Version Control Record: Health & Safety Policy

Version Number	Changes Made	Date	Person Responsible
H&SP1	Created	01/12/2013	Thea Bredie
H&SP2	Further specified procedure for child collection by person(s) other than parent or known adult.	23/01/2014	Thea Bredie
H&SP3	Increased exclusion period after sickness to 48 hours, improved hygiene procedures for food preparation and for nappy changing and intimate care.	07/07/2014	Thea Bredie
HSP4	Reviewed & updated	24/01/2015	Thea Bredie
HSP5	Reviewed & updated	27/11/2015	Thea Bredie
HSP6	Reviewed & updated	04/01/2016	Thea Bredie
HSP7	Reviewed & updated (updates in red)	17/07/2017	Jason Chen