

Health and Safety Policy and Procedures

HEALTH AND SAFETY POLICY

This document is supported by other policies and procedures relating to Health, Safety and Hygiene:

Fire, Child Protection, Serious Infection, Administering Medicines, Mobile Phone use, Visitors, First Aid, Manual Handling, Child Collection, Child Missing and Risk Assessments.

Staff

- The Coton Green Church Pre-School Staff maintain up to date training in FIRST AID, SAFEGUARDING, MANUAL HANDLING, FIRE AWARENESS and BASIC FOOD HYGIENE.
- All Staff are aware of Health and Safety Policies and guidelines and are kept up to date on health and safety related issues at staff meetings.
- All relevant health and safety issues are included in the induction training for staff, students and volunteers.
- There are adequate staffing arrangements to safely supervise children at all times adhering to the mandatory requirement for staffing ratios and particularly considering outside play and outings.
- **Premises**
 - The pre-school rooms are maintained in a good state of repair with adequate heating, lighting and ventilation and are kept clean.
 - The pre-school kitchen conforms to environmental health and food safety regulations and children do not have access to it unless it is being used solely for a supervised children's activity.
 - Outside play areas are checked before each use as outlined in the risk assessment report.
 - The Coton Centre is a non-smoking building.
 - The Coton Centre holds full public liability insurance cover for pre-school provision.
 - The Coton Centre has a full Risk Assessment, and is regularly inspected by local authority environmental and health and safety officers.
- **Children**
 - Children's data sheets include all contact details, allergies and medication records.
 - Children's day to day care involves staffing procedures which promote and ensure well being. Children are encouraged to be independent with their personal hygiene when using the toilet and at snack times.
 - Food and snacks are provided to promote healthy and sociable eating.
 - Furniture, toys and equipment are maintained in good repair and conform to relevant safety standards where applicable.
 - Children are adequately protected from the weather conditions when playing outside.

Outings and transport

Current pre-school practice is that we do not take children on outings outside of the Coton Centre building or grounds. We choose to utilise our extensive grounds for discovery of nature and fully utilise the Coton Centre building for example, taking advantage of opportunities for the pre-school children to attend visiting local school concerts or visiting theatre groups when appropriate. We also regularly arrange activities that involve the children in finding out about the world outside of

pre-school for example, visiting the office to use the I.T equipment. The Auditorium is also used regularly for concerts. If this practice were to change in the future, the following safety procedures would be followed:

- Parents are provided with full details of trips and outings and written parental permission is obtained prior to children attending.
- Details are kept on file of all drivers and vehicles including licences, MOT certificates and insurances. Insurance for private or hired vehicles is covered for business use.
- Adults are checked for suitability if they have unsupervised access to children.
- All children are suitably restrained whilst travelling in a vehicle with the use of seat belts, car seats etc. and the maximum seating capacity for the vehicle is never exceeded.
- Adequate adult:child ratios are employed taking account of the nature of the outing.
- A pre-visit to the outing venue is carried out to assess any potential risks or hazards.
- All adults are aware of the procedures to be followed in case of an emergency.
- There is access to a working mobile phone.
- All necessary records and equipment are taken such as contact details for staff and children, first aid kit, medication, spare clothing, plastic bags etc.
- **Security**
- The pre-school rooms are secure and monitored to ensure children are not able to leave unsupervised.
- All visitors to the pre-school are admitted via the main entrance doors or the sports hall doors which are kept locked – visitors must use the doorbells to alert staff to their arrival. Visitors ID is verified and the visitors log signed. Visitor’s belongings – bags and mobile phones are kept in the staff kitchen out of reach of any children and are returned to them when the visitor leaves the premises. No visitors are left alone with children under any circumstances. This includes, for example, speech therapist, District SENCO, Early Years Advisor or any other outside agency.
- Adequate supervision is maintained whilst children are playing outside and on outings to ensure children’s safety with regard to possible access by strangers.
- Outside area boundaries are secure, adequate and suitable for the age and agility of the children.
- Thorough and regular Risk Assessments are made and acted upon

The pre-school will seek support from external agencies regarding any aspects of Health and Safety causing concern.

OFSTED will be notified of any serious Health and Safety issues.

Signed.....Date.....

Staff procedures in support of the Health & Safety Policy.

- Children’s normal toilet routine.
 - Children have free access to the bathroom at all times and will be encouraged to use the toilet independently.
 - Staff will ensure all children wash their hands thoroughly after using the toilet.

- Assistance will be given to any children requiring help in a caring and sympathetic manner.
- Plastic disposable gloves will be used if necessary.
- Assistance will only be given by staff with CRB clearance.
- **Toilet accident procedure.**
 - Staff will give regular instruction to the children on the correct use of the toilets and good hygiene practices.
 - Staff will deal with accidents quickly and with the minimum of fuss offering reassurance to the child.
 - Plastic disposable gloves must be worn at all times and disposed of with all other soiled waste in nappy sacks which must be taken to the nappy disposal unit located in the nappy changing area downstairs.
 - The child should be made comfortable in clean clothes and soiled clothes sealed in a plastic bag or nappy sack and stored on the coat racks out of children's reach.
 - Toilets must be checked regularly throughout the session to maintain cleanliness.

NAPPY CHANGING PROCEDURE

- Wear disposable gloves and apron and change them after every soiled nappy.
- Place nappy, wipes, gloves and apron into a nappy sack before placing in nappy bin
- Wipe down changing mat with wipes after every nappy change or anti-bacterial spray if a soiled nappy has been changed
- Wipe down changing mat on both sides with anti bacterial spray at end of nappy changing session and at end of day
- Wash and dry hands
- **Sick child procedure.**
 - Minor illnesses such as coughs and colds will be dealt with sympathetically and children encouraged to use and dispose of tissues and shield their mouths with their hand.
 - If a child has a more serious illness and needs to go home, the parent/carer will be contacted and asked to collect the child.
 - A sick child will be reassured and kept comfortable away from other children (whenever possible) until collected.
 - Ofsted is notified of any cases of meningitis or other notifiable disease or of any food poisoning affecting two or more children in the setting.
- **Accident procedure.**
 - All accidents, however minor should be taken seriously and treated with care and concern.
 - First aid procedures must be followed at all times with full accident details recorded and signed in the accident log by the attending member of staff and the parent/carer.
 - Ofsted is notified of any serious injury or death of any child or adult on the premises.
- **Food preparation.**
 - All members of staff have a responsibility to maintain the food preparation and storage areas in a clean and hygienic state.
 - Kitchen surfaces must be cleaned before food preparation.
 - After use, entire food preparation area must be cleaned.
 - During food preparation, there must be no other activities going on in that area.
 - Staff must observe H&S guidelines washing hands with anti-bacterial soap, having long hair tied back, wearing an apron etc. at all times when preparing food/drinks.
 - Food must be stored appropriately, i.e. in sealed containers, at the correct fridge temperature etc.

- Any breakages or faults with equipment or utensils should be reported immediately to the Pre-School Manager.

- **Inspection of toys/equipment.**
 - All staff have the responsibility to check and monitor the condition of toys and equipment as an ongoing process and report any damage or breakages to the Pre-School Manager.
 - Toys and equipment will be removed and replaced when necessary.

- **Hygiene / Cleaning procedures.**
 - The setting is checked for cleanliness before the children arrive; to include rooms, equipment and toys.
 - The kitchen surfaces are wiped with anti-bacterial cleaner before each session as are the children's tables before snack time.
 - At the end of each session, the setting is cleaned including the children's play areas, toilets, nappy changing area & kitchen. Waste bins are emptied and a check is made to ensure adequate paper towels, soap, toilet paper, nappy sacks etc are available for the next session.

Manual Handling procedure and policy

1. Never carry a child unless absolutely necessary and when doing so take care to walk steadily and avoid running except in cases of danger where to do so would be the best course of action – use your judgement.
2. Avoid lifting children to comfort them – either sit on a chair or the floor with a child – do not stand for anymore than a few moments holding a child.
3. First make a judgement based on your own individual level of strength and fitness with regard to your ability to lift either children or items such as resource boxes and tables – if you can't lift something comfortably then please don't!
4. Remember that there are always Coton Centre staff available to help who also have access to lifting equipment such as wheeled trollies.
5. **IF YOU FEEL ABLE TO LIFT, YOU MUST BEND YOUR KNEES FIRST, KEEPING YOUR BACK STRAIGHT.**

Our Well-being policy

At **Coton Green Church Preschool** we promote the good health and well-being of all our staff. Well-being is described in the Oxford English Dictionary as 'the state of being comfortable, healthy or happy'. As a Preschool, we endeavour to support staff well-being, not only to ensure that children receive high quality care, but also to ensure our employees feel supported and cared for, as part of a team.

Mental ill-health is usually caused by a combination of work and non-work related factors. There is a myriad of reasons for mental ill-health; from the pressure of ongoing change at work to longer or more intense hours exacerbated by financial pressures at home, or relationship problems and greater caring responsibilities. Striking the balance between what is considered appropriate results or output, and robust mental health is tricky. We are committed to constantly upskilling ourselves so that we know about how to create and maintain conditions that support and encourage good mental health, as well as recognise the signs of ill health and provide appropriate support.

At **Coton Green Church Preschool** we recognise the importance of safeguarding the mental health of all of our employees, by providing a happy and nurturing working environment. With statistics in the UK showing that each week 1 in 6 of us experiences a common mental health problem, we are committed to acknowledging and supporting our staff's physical and emotional needs.

Our ethos

At **Coton Green Church** we know that the care and education of young children is highly rewarding. However, we are also aware of the day to day demands and pressures of modern life such as family life, financial worries, health concerns and work-life balance; and how these pressures, alongside the role of providing high quality care and education to babies and young children, can place a high level of demand on all of our employees.

In order to support our staff team, we, the management team, will put procedures in place that ensure staff well-being remains one of the key focuses of our practice. In doing this, we aim to provide our team with a safe, inclusive and nurturing working environment that acknowledges their needs, not just within the work place but as a whole person.

Jo Scott is the named member of staff who leads our setting's well-being practice. They will offer support on staff well-being and know where to access external support. **Sophie Van Harten** is also committed to keeping their well-being and mental health knowledge up to date and will review our practices; supporting the developing knowledge of the whole staff team, to ensure we are implementing the necessary strategies to safeguard the well-being of our staff.

Procedure to minimise work related stress:

- To ensure staff are supported within the setting, new staff will receive a full induction so they feel competent and capable to carry out their role and responsibilities
- Staff will receive ongoing training, coaching and mentoring to ensure that they are supported to feel confident in their role to minimise stress within the workplace
- Regular supervisions will take place termly in which staff well-being will be discussed and recorded
- Practitioners are respected and valued in their work, whatever their role. Tasks are shared out appropriately according to their role and level of responsibility, the workload is monitored and reviewed on a regular basis
- Staff will be encouraged to have a work-life balance; this will be supported by ensuring the workload is monitored so that it is not necessary for staff to work outside of their scheduled hours. All contributions to work will be valued and celebrated
- We will carefully review our expectations around the amount of paperwork that staff must complete, including observations and assessments of children. We will work as a team to ensure all record keeping is meaningful and kept to an appropriate level so as not to add undue pressure to staff members
- We will work hard to maintain a reflective culture within the setting that encourages feedback from staff about management procedures and working relationships. This reflective culture will support an environment of teamwork, facilitating the involvement of every member of staff in the practice of our setting
- Staff will be encouraged to take their required breaks at appropriate intervals to ensure they have time to rest and recuperate, with time away from busy rooms
- The preschool leader/well-being representative are available for staff to come and discuss any issues or concerns
- The preschool will ensure that confidential conversations take place in private, away from other staff members and children
- All information will remain confidential or on a needs to know basis to support the facilitation of open and honest conversations. However, where the manager or the well-being representative feels there is a question around the safety of the staff member, they will refer to outside agencies for support and guidance. These measures will be discussed in a sensitive and understanding manner with the staff member, as appropriate

- We actively promote a culture of mutual respect, tolerance and cooperation tolerance, in line with the British values
- Team meetings will support with team development, to raise awareness of mental health and well-being by engaging staff in conversations about how we, as a setting, can be maintaining a supportive environment
- We promote a culture that supports any staff member who is experiencing a mental health related illness and reasonable adjustments will be made to support any staff experiencing stress and any mental health issues
- If the preschool is made aware of any member of staff who requires support, a plan for more regular support sessions and adjustments to their working day will be discussed and decided in partnership with the staff member. This plan will be reviewed regularly and adapted to ensure it is a relevant and appropriate (**See Supporting Staff Members Individually Section**)
- If adjustments are unable to meet the needs of the member of staff or the preschool, then further advice support will be sought.
- Staff well-being and staff self-care information is available within designated staff areas
- Leaders and managers support practitioners in a safe culture where bullying, harassment and discrimination will not be tolerated; along with a culture that will challenge and deal with any inappropriate behaviour in a timely manner.

Supporting staff members individually

At Coton Green Preschool we include well-being as part of our discussions at staff supervision sessions and appraisals. During these sessions, we will work with staff on an individual basis, and have well-being discussions to ascertain any individual well-being needs. Where the Manager and staff member feel it is appropriate, they will draw up an individual action plan, this will include looking at the workload and any stress triggers. With the needs of the preschool also in mind, reasonable adjustments will be made for the member of staff; this could include flexible working agreements, changes in environment, adjustments to jobs role and responsibilities; more frequent breaks, a working buddy, or any other appropriate measure that it is felt could be helpful.

If returning to work after a period of absence, a back to work interview will be carried out as per our 'Return to Work Policy.'

We follow all statutory guidance on the safeguarding of our workforce and as stated, if the Manager is concerned about the safety of a member of staff, we will work with the Designated Safeguarding Lead to ask for support from the appropriate external agencies; this is to ensure the continued safety of our workforce at all times.

This policy was adopted on	Signed on behalf of the preschool	Date for review
<i>16th August 2021</i>		<i>16th August 2022</i>

FIRST AID POLICY

On arrival in pre-school, all parents are required to sign a consent form giving permission for basic first aid and any necessary emergency medical advice or treatment to be given or administered to their child.

All members of staff, first aid qualified, will be permitted to administer first aid to the children. There is at least one member of first aid qualified staff on the premises or on outings at any one time. The qualification includes relevant training in first aid for infants and young children.

First Aid Kits are provided in each of the main preschool rooms, clearly labelled and easily accessible to staff but not children. The contents are checked regularly and replaced as necessary by the nominated member of staff responsible for First Aid in each room.

All accidents will be accurately recorded in the accident log and signed by the parent.

In the case of a serious accident/illness, where a child or member of staff requires urgent medical attention, an ambulance will be called. Parents will be contacted at the same time.
UNDER NO CIRCUMSTANCES (EXCEPT WHERE SPECIFICALLY INSTRUCTED BY EMERGENCY SERVICES) WILL A CHILD BE TAKEN TO HOSPITAL BY CAR.

If the ambulance arrives before the parent/carer, the child will be accompanied to the hospital by a member of staff.

A COPY OF THE CHILD'S MEDICAL NOTES WILL BE TAKEN TO THE HOSPITAL

N.B. - Ensure that the member of staff accompanying a hospital trip has sufficient cash with them to cover any expenses.

Administering medicines Policy

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting.

These procedures are written in line with current guidance in 'Managing Medicines in Schools and Early Years Settings'; the manager is responsible for ensuring all staff understand and follow these procedures.

The key person is responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the manager is responsible for the overseeing of administering medication.

Procedures

- Children taking prescribed medication must be well enough to attend the setting.
- Only prescribed medication is administered. It must be in-date and prescribed for the current condition.
- Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. The staff receiving the medication must ask the parent to sign a consent form stating the following information. No medication may be given without these details being provided:
 - Full name of child
 - Name of medication and strength;
 - Who prescribed it;
 - Dosage to be given in the setting;
 - How the medication should be stored and expiry date;
 - Any possible side effects that may be expected should be noted; and
 - Signature, printed name of parent and date.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign part 2 of the permission form to acknowledge the administration of a medicine. The parental permission form records.
- Time of dose;
- Signed by key person/manager;
- Signed by witness
- Signed by parent at end of session to acknowledgement of administration of the medication.

Storage of medicines

- The child's key person is responsible for ensuring medicine is handed back at the end of the day to the parent.
- For some conditions, medication may be kept in the setting. Key persons check that any medication held to administer on an as and when required basis, or on a regular basis, is in date and returns any out-of-date medication back to the parent.
- Medicines are stored in the cupboard in the kitchen, alongside the First Aid box. All staff are made aware of this.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
- No child may self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to tell their key person what they need. However, this does not replace staff vigilance in knowing and responding when a child requires medication.

Children who have long term medical conditions and who may require ongoing medication

- Parents will contribute to a risk assessment. They should be shown around the setting, understand the routines and activities and point out anything which they think may be a risk factor for their child.
- For some medical conditions key staff will need to have training in a basic understanding of the condition as well as how the medication is to be administered correctly. The training needs for staff is part of the risk assessment.
- The risk assessment includes vigorous activities and any other nursery activity that may give cause for concern regarding an individual child's health needs.
- The risk assessment includes arrangements for taking medicines on outings and the child's GP's advice is sought if necessary where there are concerns.
- A health care plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other staff who care for the child.
- The health care plan should include the measures to be taken in an emergency.
- The health care plan is reviewed every six months or more if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc
- Parents receive a copy of the health care plan and each contributor, including the parent, signs it.

Managing medicines on trips and during outdoor play

- If children are going on outings, staff accompanying the children must include the key person for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for a child is taken in a sealed plastic box clearly labelled with the child's name, name of the medication. Inside the box is the consent form to record when it has been given.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name, name of medication. Inside the box is a copy of the consent form signed by the parent.
- This procedure is read alongside the outings procedure

EMERGENCY EVACUATION PROCEDURE

In the case of Fire:-

The first duty in the event of fire is to prevent injury or loss of life. Staff should be familiar with all means of escape and know what to do in the event of fire. While children are upstairs, all fire doors are to remain closed at all times.

If you discover a fire, or one is reported to you, sound the alarm by operating the nearest fire alarm point, which are located throughout the building. As the children are located on the first floor, there must be no delay or hesitation in evacuating the building.

ASSEMBLY POINT IS LOCATED IN THE OUTDOOR PLAY AREA OR IF NOT APPROPRIATE AT THE TIME, THE RISK HAVING BEEN ASSESSED THE GRASSED AREA ON THE RIGHT HAND SIDE OF THE CAR PARK SHOULD BE USED

An authorised person will ensure the fire brigade is called immediately by dialling 999.

At all times the bell must be obeyed.

On hearing the alarm sound and/or observing the red fire alarm lights flash, nursery staff to collect all children and start to evacuate the building.

A nominated member of preschool staff to collect the register.

A nominated member of staff to search toilets and all other areas used by the children before joining the rest of the staff and children.

The normal emergency exit route is along the back corridor and towards the outdoor play area – all children are familiar with this route and therefore is deemed the safest route for them. The exit doors immediately at the bottom of the stairs can be used if that seems the safest otherwise, children should be taken along the corridor to exit at the rear of the building facing the outdoor play area. Children and staff must gather in the outdoor play area when an immediate head count and register is taken.

However, if the source of the fire is known children must be led to the exit as far away from the fire as possible i.e. if the normal emergency route is near to the fire you must use the main stairs in the centre of the building and exit through the front doors and if deemed safe, the children should be taken to the outdoor play area where they can be made safe behind the locked gate.

At all times act calmly and quietly, reassuring children when necessary.

Do not stop to collect personal belongings.

Do not attempt to pass others on the way to the assembly point.

Do not re-enter the building until it is advised to do so.

On no account will anyone re-enter the building until informed by the fire brigade officer that it is safe to do so.

Reviewed August 2021 by Jo Scott

Staff procedure in the event of an emergency situation resulting in a security-related lockdown

Our existing procedure for an emergency situation involves evacuation of the premises for example in the case of a fire in the building. However, in some situations, it is likely that we will be advised to remain where we are (lockdown) rather than evacuate the premises. In the event of an incident, "lockdown" of a building or buildings is an emergency procedure to secure and protect occupants near an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

If an emergency happens the setting manager **will** 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' until the emergency services arrive.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

Upon alert to lockdown

Stay calm and keep low.

Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.

Close curtains and blinds where possible.

Stay away from windows and doors.

Tune into a local TV or radio station for more information.

Do NOT make non-essential calls on mobile phones or landlines.

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

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 your '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 corridors.

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.

Managing parents

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately.

They must be discouraged from doing so, 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.

It must be made absolutely clear to parents that you will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', you should use the existing systems you have in place for sending group messages, such as social media, text, emails. Discourage parents from ringing you directly for further updates during 'lockdown'; it will be vital your phone lines remain clear.

Suggested wording for message to parents:

Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.

Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation.

Ensure you have the Register and children's details with you.

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

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 ^{is} 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.



Further information

The information here is a source of guidance only and is not meant to be an exhaustive list.

Every setting is responsible for all decisions they take and you should seek further guidance on any matter you are not sure about.

For more details please see [Policies and Procedures for the EYFS 2021](#) or Alliance members can [contact us](#).

Be prepared

Risk assess the likelihood of an incident happening in your area i.e. consider your location, are you near a busy tourist attraction, power station, or city centre

Check your police force website for advice about managing a range of issues that may be prevalent in your area. Make sure you have local police contact numbers clearly displayed for staff to refer to.

With regard to terrorism alert levels check the current status on the [MI5 website](#).

Follow any advice for managing emergency situations issued by your Local Authority

Share information with parents to advise them of the actions you will take in the event of a 'lockdown' and what they should do.

Make sure all staff are aware of their role during 'lockdown'.

Consider the wording of a text or phone message that will be issued to all parents as soon as lockdown is announced and you are sure the situation is not a false alarm.

CONFIDENTIALITY POLICY

The Pre-School's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Pre-School can do so with confidence, we will respect confidentiality in the following ways.

- Children's personal records and details are kept in a secure cabinet.
- Children's developmental records are maintained by keyworkers and are kept in a secure cabinet when not in use.
- Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the Pre-School Manager or keyworker will not be passed on to other adults without permission.
- All students and helpers will be advised of the boundaries of confidentiality required by the Pre-School and required to respect them.
- All students undergoing childcare related qualifications and observing in the Pre-School will adhere to the boundaries of confidentiality required by the Pre-School.
- Issues regarding the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will be shared only with the staff dealing directly with that child.
- All records on staff, volunteers and trustees are maintained in a secure cabinet and only made available to those who have a right or professional need to see the information.
- A strict vetting procedure is maintained at all times for every visitor to pre-school ensuring there is no stranger access.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child.

RECRUITMENT POLICY and PROCEDURE

Advertising

- All posts are advertised widely ensuring positions are available and open to everyone and our commitment to Safeguarding children is clearly stated.

Selection procedure

- All applicants must complete an application form in full and return by the closing date.
- All applications will be given equal consideration regardless of gender, race, age, religion or disability.
- A nominated selection panel will short list any applications for interview.

Interview procedure

- Interviews will be conducted by a panel consisting of the Pre-school Manager, a member of Pre-School staff and the Operations Manager.
- Appropriate ID will be checked i.e. passport, driving licence and utility bill and a copy taken for records.
- Qualifications and certificates will be checked.
- Employment history will be checked and reasons for any breaks in employment.
- Establish applicant's past experience, particularly that which is relevant to the post's requirements.
- Establish applicant's knowledge about important childcare matters e.g. the needs of children, the EYFS framework and equal opportunity and anti-discriminatory issues.
- Ensure candidates are aware that the post is subject to DBS clearance and completion of employment and character references.
- Ensure candidate is fully aware of the job description and the post's duties and responsibilities and confirm there are no factors preventing completion of these such as health problems i.e. unable to lift equipment.
- Confirm factors such as pay scale, contractual hours, holiday entitlements etc.
- All applicants will be given equal concern.

Appointment of candidate

- Ensure candidate has a copy of their job description
- Obtain DBS check and retain details of the number and date of issue.
- Confirm references in writing and follow up with a phone call if necessary.
- Candidate to complete and sign medical and lifestyle declaration and contract of employment.
- Commence induction training.

April 2018

Reviewed by Jo Scott August 2021

CHILD COLLECTION POLICY

To ensure the safety and well-being of all children attending pre-school:-

- Children must be collected by their main carer/parent or designated adult for that day.
- If a child is going to be collected on a regular basis by someone other than a parent known to us, we require, during the child's initial settling in period, that we meet the designated person or persons (for example grandparents or childminder).
- If a parent or carer or the designated person known to us cannot collect the child and the person collecting the child is **unknown** to us (due to unforeseen circumstances or emergency, we will ask for the name and a brief description of the person collecting the child. We will also ask the parent to provide a password.

If a child is not collected at the end of the session:-

- The child will remain within the pre-school rooms in the care of pre-school staff until the arrival of the collecting adult.
- Reassurance and refreshments will be offered to the child if required.
- The Manager or if not available, a member of pre-school staff will endeavour to contact the parent/carer by phone, using the Child's Data Sheet for information. All given numbers will be contacted, if necessary, until the parent/carer is located.
- If staff are unable to contact the parent/carer after extensive efforts and a time lapse of no more than two hours from the end of the session or when the welfare of the child dictates, First Response (Social Services) will be contacted.

Reviewed by Jo Scott August 2021

CHILD MISSING POLICY

The Coton Green Church Pre-school security works to prevent this situation ever arising by locking doors and maintaining vigilant attention to children at all times. Pre-School doors are manned on the children's arrival and their departure with care being taken to hand individual children over to their parent or nominated carer. A daily register is taken with staff being aware of which children are in attendance for the session and if any are absent.

HOWEVER, THERE REMAINS THE POSSIBILITY THAT A CHILD WILL ATTEMPT TO LEAVE OR AN ADULT WILL ATTEMPT TO SNATCH A CHILD.

EMERGENCY PROCEDURE FOR LOST CHILD

On suspicion or having been alerted that a child is missing:-

- 1) Remain calm – 2 members of staff to remain in the Pre-School to care for other children.
- 2) Check all doors are locked and search Pre-School rooms.
- 3) Immediately send a member of staff to the ground floor to ensure all exit doors are secure. They will at the same time, notify Centre staff of the situation.
- 4) Using all available staff, search the building and outside areas including:-
 - a. Ground Floor
 - b. First Floor
 - c. Outside Gardens & Grounds
 - d. Monitor any moving vehicles
- 5) If a child has not been found after preliminary search, notify the Police and parents.

MOBILE PHONE POLICY AND PROCEDURES

Aim

To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.

Staff Procedures

At least one **key person** in each room should carry their mobile phone with them in order to be contactable and able to make contact with each other and the preschool manager at all times especially when outdoors. This is to maintain the highest level of safety for children and staff.

- All other practitioners' mobile phones and personal belongings must be stored in the staff rest room areas. All bags and clothing must be put on pegs out of reach of children at all times. They may take mobile phones with them when accompanying children outdoors but must adhere to the basic principles of use outlined below:
- Use of personal mobiles by staff must be kept to an absolute minimum and permission sought from Pre-School Manager before making calls.
- The taking of photographs or video is expressly for the purpose of posting images on the preschool facebook page, permission having been obtained from parents for such use – see consent form below.

Visitors (parents/carers, other professionals, contractors)

- Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding Lead.
- Visitors must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.
- The setting will not be held responsible for any loss or damage of personal mobile phones.

Reviewed April 2018 Reviewed August 2021 by Jo Scott

Consent to child's image being posted on our preschool Facebook page

To prevent identification of any child we will not show his/her face or identify him/her by name.

I give my permission for Coton Green Church Preschool to post images of my child on the preschool Facebook page and understand that I can withdraw permission at any time.

.....Name of child

.....Parent/carer signature Date.....

Camera and Image Policy and Procedure

To safeguard children by promoting appropriate and acceptable use of photographic equipment and resources for storing and printing images.

Legislative Framework

- Data Protection Act (1998) and General Data Protection Regulation 2018 (GDPR)
- Freedom of Information Act 2000
- Human Rights Acts 1998

Procedures

- Consent is required under the Data Protection Act 1998 and GDPR 2018 as images are considered to be personal data.
- All images are stored and disposed of in line with Data Protection Act 1998 and GDPR 2018
- If images are to be stored for a short period of time they will be password protected on a computer storage device.
- Security procedures are monitored and reviewed regularly by the designated safeguarding officer. The security procedures include protection against theft of equipment and computer security.
- Consent forms must be signed by parents/carers with parental responsibility when they register their child with the setting and copies of the consent forms should be provided for the parents on request. Parents are made aware that their consent can be withdrawn at any time.
- Images will not be used for anything other than the agreed purposes unless additional consent is obtained.
- Photographs are appropriately disposed of when no longer required. This could include giving the images to parents, deleting or shredding.
- Where group photographs of children are to be taken, written permission will be obtained from all parents /carers who have the right to refuse.
- The purpose and context for any proposed images will always be considered to decide whether a photograph or video are the most appropriate method of recording the information.
- The purpose of taking any images is to be clearly explained for example marketing of the business, prospectus, website, or local newspaper, use in display and to document children's learning.
- Each reason is to be clearly explained and agreed with an option for parents/carers to refuse any or all of the discussed uses and to withdraw consent at any time. Any consent should be reviewed on a regular basis and at least annually.
- Consent for the use of images applies to adults as well as children.
- A child's full name will not appear alongside their photographs.

Use of a Professional Photographer

Only a reputable photographer who can provide evidence of authenticity will be checked on arrival

- They will be viewed as visitors therefore appropriate supervision would be in place at all times to ensure no un-supervised access to children. They will be asked to sign an agreement to ensure that they comply with Data Protection requirements, to agree that images will only be used for the agreed specified purpose and not be disclosed to any third person.

Parents/Carers

- The use of any photographic equipment by staff, parents or visitors must be with the consent of the manager.
- The manager has the authority to challenge anyone using photographic equipment without prior consent.
- Parents and carers are not covered by the Data Protection Act if they take photographs or make a video recording for their own private use. For further information see the website at the end of the document.

Closed Circuit Television (CCTV) – The Pre-School does not use CCTV but if in the future we chose to we would adhere to the following policy:

- Images of people are covered by the Data Protection Act and GDPR 2018 so it applies to CCTV.
- All areas covered by CCTV must be well signed posted and notifications are to be displayed so that individuals will be advised before entering such areas.
- Data protection and information guidelines are to be followed at all times. This to include the appropriate storage and disposal of all recording.
- For information and guidance please refer to the ICO publication 'CCTV code of practice'. Revised edition 2008.

Complaints procedure

Your data will be held and processed in line with the Data Protection Act 1998 and General Data Protection Regulation May 2018. If you feel that your data is being handled incorrectly, you should speak to the Data Protection Officer (Mr L Scott, Operation Manager, Coton Green Church) If you are not satisfied with the response you receive you can contact the Information Commissioner's Office at the following address:

The Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, Email mail@dataprotection.gov.uk

Websites

www.ceop.police.uk - Reporting of use of images
www.direct.gov.uk/en/N11/newsroom/DG - Nativity photos and data protection
www.foundationyears.org.uk - Early Years Foundation Stage Framework (2012)
www.ico.gov.uk - Data protection good practice note taking photographs in schools
http://www.ico.gov.uk/for_organisations/data_protection/topic_guides/cctv.aspx - CCTV information
www.ofsted.gov.uk - Regulation & requirements
www.www.staffscbs.gov.uk - Safeguarding information/Newsletters
http://www.safenetwork.org.uk/help_and_advice/employing_the_right_people/Pages/regulate_dactivity-supervision-guidance.aspx
<http://www.iwf.org.uk>

April 2018

Reviewed by Jo Scott August 2021