

## Safety Policy

Carousel Nursery School will aim to maintain a safe environment for children and adults. Children will always be supervised by adhering to regulatory ratios and all staff will manage the safety within the setting. Carousel Nursery School adhere to health and safety law and all employees and children are entitled to controlled safety within the setting

### Environment

- Safety checks on the premises, both outdoors and indoors are done daily, morning and afternoon and at adult level. This includes checks on electrical appliances, rooms, outdoors, security, and cleanliness so the building is safe for all children.
- Outdoor space has a secure wall around the garden with an outside locked back door.
- Public areas e.g. the local park, is checked for litter or other dangers and risk assessed.
- Equipment and toys are checked and risk assessed at least termly. Then repaired or discarded.
- All products used for cleaning are checked, risk assessed and kept out of children's reach, following COSHH (control of substances that are hazardous to health) regulations. Staff members have undergone training in their induction regarding the safe use of chemicals in the nursery.
- All staff, students and volunteers go through an induction process once they are employed. This involves talking about and demonstrating the Fire Evacuation procedure and fire exits, self protection, use of medicines and first aid kits, recording of accidents and incidents to both to staff and children, and use of equipment and storage. (All visitors and adult/students whether employed or not are explained about the fire evacuation procedures).
- They have an induction meeting on or before their first day of employment where an induction sheet is discussed and signed.
- The layout and space ratios allow children and adults to move safely and freely between activities.
- Risk assessments for the rooms where staff are working are carried out every 3 months. (See risk assessment section)
- Access is clear for fire escape and is identified by signs. Fire drills take place termly. Any issues that arise from the drill are discussed in staff meetings with all staff to ensure a safe evacuation in the event of a real fire.
- Electrical points are covered, and radiators are kept at a low heat.
- Equipment offered to children is developmentally/age appropriate, recognising that materials suitable for an older child may pose a risk to younger/less mature children.
- Safety gates are used in the necessary places.
- The door release and alarm system are tested once a month to ensure there are no faults with the quick release fire doors and the fire alarm.

### Supervision

- All children are always supervised by an adult and when toileting.
- Children will leave the nursery only with authorised adults.
- Children go in the kitchen to walk through to the garden and the room is used as a playroom.
- The oven is always switched off at the mains unless used for baking.
- All staff are made aware when the oven is on and children are not to go near it.
- Children are not allowed in cupboards or storing spaces.
- Ratios are correct on outings, as stated in the outing policy. Whenever children are on the premises, at least 2 adults will be present.

- Children who are sleeping will be checked regularly at 10-minute intervals.

### Adult Safety

- All staff, students and volunteers are aware of and respect the safety policy.
- Staff will be advised or will have access to information on safe lifting, stating this in their induction programme.
- Adults can reach stored equipment and heavy equipment as accessible.
- All staff should protect themselves from disease and infection by wearing disposable aprons and gloves when changing nappies, dealing with toileting accidents and dealing with a sick child.

### Accidents and Injuries

We ensure that all children are safe whilst in our care. However, as parents and carers will recognise children will inevitably have accidents whilst they are growing and developing. To ensure that children are in safe hands we guarantee that there is always **at least** one qualified paediatric first aider on the premises during the times of 7.30am (6:30am if we open early) and 6pm (6:30pm if we are open late).

To ensure that parents and carers are informed of any accident or injury their child has sustained while in our care, detailed accident forms are completed on the Xplor app and upload instantly to the password secure parent app. The form contains the following information:

- Initials of child (to uphold confidentiality).
- Date and time of the accident.
- Place of accident (contributes to risk assessments).
- Nature of the accident (how it occurred).
- Visible injuries sustained in detail.
- Treatment given.
- Name and signature of staff that dealt with the child and administered first aid.
- Name and signature of staff who witnessed the accident.
- Parent signature on collection of the child.
- First Aider recommendations.
- Staff will also complete a skin map.

It is vital that the parent is informed of the accident or injury in case the child's condition deteriorates after they have left nursery for emergency medical care. Parents instantly receive the accident form to the parent app. If for any reason they do not sign it upon collection, they will be asked to sign it the next time they are in.

### Head Injuries

If a child has had a head injury, then an accident form will be completed using the Xplor Playground App and completed as above. However in the rare cases that the head injury (or any injury) is serious and the child needs emergency medical care then management will call the parents and inform them of everything that is happening, if the child is going to hospital etc. This will be done as the last priority as the child's injuries and emergency care are the first priority and time taken to inform parent before the child is, as soon after the accident has been dealt with and the child is in a stable condition and if the accident is serious enough that the child needs to leave the nursery for medical care at either the walk in clinic or by ambulance in an emergency.

### Inwards Injury (injury that happens outside the setting when children are not in our care)

We also ask parents to complete an inwards injury form on the app/ This is used when a child comes to nursery with an injury they sustained at home. Staff will ask parents questions from the inwards injuries form; this ensures staff has the full picture on how the injury happened. A skin map will be completed of where on the body the injury was sustained. Again, this is to ensure that the nursery

staff are fully aware of the existing injury and any further treatment needed. The parent/carer of a child with an inwards injury who is admitted to nursery may need to meet with the child's key person or manager of the setting to discuss any requirements the child may need. If an injury is noticed on a child during the session, then staff will fill out an incident form due to the uncertainty of the injury taking place at nursery or home. The parent will be asked to sign the incident form on collection of the child at which time the parent may say that the injury took place at home and so the inwards injury form can then be completed to replace the incident form. These forms will be stored in children's confidential records.

An incident form will be completed by staff for many other reasons:

- If a child has started showing unwanted behaviour and physically hurting staff or other children (behaviour management policy and behaviour flow chart will also be used)
- If behaviour has changed and causes a concern for staff or parents
- If a child is unwell, this could be sickness/high temperature/tearful/rash

Recording this information will help staff monitor the incidents and help with taking further actions.

When the forms are signed staff will log them in the 'record of accident/incident/inward injury forms book.' All completed forms are then filed in the children's individual files in the office. Staff will be looking at patterns that have occurred, risk assessments needed, and look for any concerns that may appear for a child's welfare. Staff have been told that if they have concerns about a child's welfare when the form is first completed, they must see management immediately. Management should report serious injuries and near misses to Ofsted on 03001231231.

### **Risk Assessments**

Carousel Nursery ensures that the setting is of the highest standard. To work at such a high standard and provide the safest environment, staff at Carousel Nursery school carry out risk assessments on a regular basis. Management and staff carry out risk assessments every 3 months on their rooms. It is filled out stating any risks, which may be found, for example chairs stacked high. This is a risk, they may fall on a child or adult and hurt them. All information and forms are filed in the health and safety section in the unit.

There may also be risk assessments carried out on activities such as woodwork. This is to ensure that the activity is safe for both adults and all children which it is available to with possible controls put in place to ensure it is safe.

Toy Check: All staff clean toys and do a safety check on them at least termly during sterilising procedure. Any broken toys/equipment are reported to the owner and therefore thrown away or fixed. Every staff member ensures that each toy/room is safe or made safe. Risks are also assessed when going on outings and if required the environment will be risk assessed before the children go on the trip. This is to assess the risks and put controls in place where needed.

Risk assessments can also be completed to ensure that a child who has a serious medical condition can attend the setting safely. Children with medical conditions such as epilepsy, brittle bones or sight impairment may require a risk assessment, which may show a need to make changes in the setting such as layout, or show a need for staff to undertake training to ensure that child is kept safe day-to-day. If children need to attend with an injury such as a broken bone, then this will be risk assessed to ensure that this injury will not affect their general safety within the setting. After either of these types of risk assessments, management will make decisions as to whether it is either safe or not for the child to attend and any special measure that could be implemented (only where it is reasonably possible to do so).

Risk assessments are reviewed annually or more frequently as stated above.

**Management**

- There is a child accident form and a staff/student/visitor accident form, medicine forms, child inwards accident form and child incident forms. The forms should be signed by staff and parents at or after use and is checked regularly by management. Children's accidents and injuries are recorded in accordance to our accident and injuries policy. All staff members are aware of this policy for dealing with accidents.
- Children are dropped off and picked up from nursery at times arranged by parent/carer and manager. When done so, it is recorded in the nursery register/Xplor app, as well as when staff or students are in the building, so it is available in an emergency such as a fire.
- Any unknown adult at the door will wait behind the closed door until verification from parent/carer has been given and any ID shown.
- Visitors sign into the building using the visitor's record/Xplor app and where applicable ID will be seen. The visitor provides information which they can be contacted on.
- Adults will not walk about with hot drinks or place hot drinks within level of children's reach. Hot drinks are only to be had on breaks.
- A correctly stocked first aid box, on each floor/group and one for trips, is checked frequently and is always available where you see a first aid sign.

**Special Considerations**

Some areas or activities pose hazards, all staff members are aware of these:

- Water play is continuously supervised.
- Whilst on climbing equipment e.g. when at the park continuous supervision and help is appropriately given.
- Cooking activities involving heat is continuously supervised.
- No child is left on the premises unattended and no child is left unattended on outings, please see Lost Child Policy.