The Meadows

Cheeky Chimps Childcare

Health and safety Policy:

The health and safety of your child is very important to use, and we have therefore, documented the following steps that we have in place to support this.

- All toys will be checked and cleaned regularly to ensure that they are safe for your child to use. Any broken or hazardous toys will be removed immediately.
- Children will be offered toys and resources that are suitable for their age/stage of development.
- Staff carry out risk assessments of the premises every morning before the children arrive and again in the evening upon closure. (Opening and Closing checks)
- All equipment is safety checked and cleaned on a regular basis.
- The Nursery use safety equipment appropriate for the children in our care. For example, stair gates, cupboard locks etc.
- The Nursery ensure they keep chemicals out of reach of children and COSSH sheets are available for all our chemicals.
- The front doors are kept locked to help keep everyone secure and safe. This is also to prevent the children opening the door to strangers or leaving the building without an adult.
- We have procedures in place in the event of a fire **(Please see evacuation policy).**
- The kitchen is cleaned and maintained to a high standard, following the Safer food better business standards (SFBB). The Meadows Nursery is yearly inspected by our Local Authority Swindon Borough council to ensure the kitchen and meals are to a high standard.
- The Meadows Nursery ensure that the children do not have access to any waste, the bins are emptied daily, and any used nappies are disposed of in the yellow bins provided.
- We do not permit smoking anywhere on the premises. **(Please see smoking policy)**
- We follow strict hygiene guidelines to prevent contamination, children are supported with washing hands before and after meals, staff wear blue gloves and blue aprons during meals and white gloves and white aprons during nappy changes or supporting children with toileting. For children with food allergies staff will wear read aprons and red gloves.
- We have strict child protection guidelines in place. **(See safeguarding and child protection policy)**
- We hold emergency contact details on the famly app and the work mobile, should we need to contact the parents/carers or emergency contacts. Children will be only allowed to be collected by adults who are aged 18+ and who are on the emergency contact list. All emergency contacts will be required to show ID before allowing the child to leave the premises, passwords need to be given to the person collecting. If someone collecting the child does not have this information and is not known by the Nursery staff, they will not be allowed to collect the child. Parents/carers will be contacted.
- Any child who has received an injury in or outside the nursery this injury will be written up on the famly app and discussed with parents/carers. Parents/carers will be required to sign/"acknowledge" they have read their child's incident/accident or injury on arrival form through the Famly app. Any child who has had a bump to the head or face will be notified of their child injury by phone or message and followed up with and accident/incident form.

- Children who do not arrive for their session will be called or contacted by a member of staff within an hour of not arriving at nursery to find out why they have not arrived. (**Please see safeguarding policy)**
- Staff will only give prescribed medicines to children. Parents/carers are required to fill out a medicine form and this MUST be signed by the parent/carer and the management team. Staff are to ensure that the prescription label is clear of the dosage and times the medication is to be given. This also to be clearly stated on the medication form as well as when the medication was given last. For children who are on medication for a long period of time can leave spare medication on the nursery premises; the medication must be boxed with the child's name and be prescribed by a doctor. The medication will be regularly checked that it is in date and can only be given to a child by a senior member of the team or the management team. Children who have a long-term illness parents/carers will be asked for information to ensure a care plan can be put in place and carried out. Children who have asthma will be required to fill out an asthma plan.
- We will work with parents/carers to teach the children about safety issues like crossing the road, stranger danger, and general safety around the premises.
- We will work with parents/carers to teach the children about making healthy food choices and physical exercise.
- Any visitor at The Meadows nursery who is not employed by the nursery and does not have a valid DBS check must not be left unsupervised with any child at any time.
- All staff before being employed are subjected to a through safer recruitment process, and hold a valid DBS. **(Please see safer recruitment policy)**
- Sleeping children will be checked on every 3-5 minutes this will be logged on the famly app. Staff will complete SID's training when starting and will keep this up to date with this via online training or webinars.
- All staff have to complete Paediatric first aid training. This will be renewed every 3 years.
- Children will be regularly changed every 3 hours unless soiled or wet then will be changed earlier. All nappy changes are logged on the famly app and recorded on the white board.
- Electronic devices such as phone, ipads, apple watches or any other devices are NOT allowed in any toilet area, nappy change areas, garden or front house during working hours.
- Staff/Visitors/Students are required to sign their phone, apple watches, Dictaphone or any other electronic devices into the staff room. The boxed will be locked and audited by management, staff electronic devices can be used in the staff room or kitchen when no children present, during breaks only. Any staff member breaking this procedure will be subjected to disciplinary procedures. **(Please see electronic devices policy)**
- The Meadows Test alarms, emergency systems and water supplies are checked on a regular basis.
- Staff ensure that any health and safety issues are reported to the health and safety officer.
- Staff ensure that the correct cleaning equipment is used for spillages and when cleaning bodily fluids.
- Staff ensure that yellow floor signs are out when the floors are posing a risk due to spillages or slippery surfaces.
- Termly fire drills and lock down drills will be carried out at the nursery.

- All confidential information is either password protected or locked away, The Meadows nursery is registered with ICO ZA099274.
- The Meadows have in place public liability insurance
- The Meadows electrical items are yearly Pat test to ensure safe to use.
- Monthly health and safety audits are carried out to protect all children and staff.
- The Meadows Nursery is registered with Ofsted EY481493

If you have any concerns regarding the health and safety of your child, please discuss them with a member of staff. As per the Health as Safety Work act 1974, we record and report all incidents are required.

Gemma Farrar 13.9.2026

Review 13.9.2027

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