

STAFFING AND EMPLOYMENT POLICY

A high adult:child ratio is essential in providing good quality pre-school care.

Our pre-school complies with the Ofsted requirements,

1 adult : 8 children for children over 3 years old.

1 adult : 6 children for children under 3 years.

Regular staff meetings provide opportunities for staff to undertake curriculum planning and to discuss the children's progress and any difficulties.

We work towards and equal opportunities employment policy, seeking to offer job opportunities equally to both women and men, with and without disabilities, from all religious, social, ethnic and cultural groups.

At least half our staff hold an NVQ in Child care and education, at level 3 for the play leader, level 2 for the play assistants, or an equivalent qualification.

Regular in-service training is available to all staff, paid and volunteer members, through the Pre-school Learning Alliance and Cornwall Family Services.

Our pre-school's budget includes an allocation towards training costs.

We will support the work of our staff by means of regular supervision meetings and appraisals.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation. References will be sought and followed up for suitable candidates and CRB checks made.

All employees are required to provide information on their health by completing a 'Employee Health Declaration' form at time of appraisal, a medical check from their G.P. may be sought if thought appropriate.

HEALTH AND SAFETY POLICY AND PROCEDURES

The safety of young 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 minimize the hazards and risks to enable the children to thrive in a healthy and safe environment.

Our member of staff responsible for health and safety is:

We display the necessary health and safety poster on inside notice board.

We have public liability insurance and employers' liability insurance. The certificate is displayed on the inside notice board.

Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and hygiene.

The induction training covers matters of employee well-being, including safe lifting, fire procedures, safe handling of bodily waste, hand washing and storage of potentially dangerous substances.

As necessary, health and safety training is included in the annual plans of staff, and health and safety is discussed regularly at staff meetings.

- Adults are provided with guidance about the safe storage, movement and lifting of large pieces of equipment.
- Adults will be provided with suitable equipment to undertake tasks.
- Warning signs are clear and in appropriate languages
- We keep all chemicals in their original containers

Low level windows made from materials that prevent accidental breakage.

Higher windows are protected with window locks to prevent opening and made safe from breakages with window film.

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

Flooring is checked daily to ensure that they are clean and not uneven, wet or damaged.

- Electrical equipment conforms to safety requirements and is checked regularly.
- Electrical sockets are fitted with child safety covers
- Radiators are fitted with guards, and the children are taught not to touch
- Cables and leads are positioned not to cause a tripping hazard
- The temperature of the hot water is controlled to prevent scalds
- Lighting and ventilation is adequate

All resources and materials from which the children have access are stored safely.

All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

- Our outdoor area is securely fenced and gated
- The outdoor area is cleared of rubbish, checked for animal faeces daily before use
- Children are taught to ask an adult before picking flowers and fruit in the garden
- Water is tipped away from water trays after use, not left sitting
- The outdoor sandpit is covered with a lid when not in use and replenished and cleaned regularly
- All outdoor activities are supervised at all times

We 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 children to learn about personal hygiene
- We have a daily cleaning routine for the play area, kitchen and toilet and changing area
- The toys and resources are regularly cleaned
- Staff and volunteers are informed of appropriate safe handling of bodily waste, and are made aware of how infections can be transmitted.

We implement good hygiene practices by :

- Cleaning tables between activities
- Cleaning toilets regularly
- providing tissues and wipes
- wearing disposable gloves

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 the setting allows adults and children to move safely and freely between activities.

All equipment is regularly checked for cleanliness and safety and any dangerous or faulty items are repaired or discarded.

All materials are non toxic.

Children's physical play is constantly monitored, and they are taught how to handle and store tools safely.

We ensure that the premises present no risk of fire by ensuring a high standard of fire precautions.

Risk assessments are carried out regularly.

Fire doors are clearly marked and instructions for emergency evacuation and whistles are sighted here.

Records are kept of fire drills and the servicing of fire safety equipment.

We follow the guidelines for Reporting Injuries, Diseases and Dangerous Occurrences (RIDDOR) for the reporting of accidents and incidents.

An accident book is kept safely and accessibly, it is accessible to all staff and volunteers who know how to complete it and is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by general practitioner or hospital doctor, or the death of a child or adult.

Any dangerous incidents are recorded in our incident book, these include:

- break in, theft of setting's property
- intruder gaining unauthorized access to the premises

- fire, flood, electrical failure or boiler failure
- attack on member of staff or parent on the premises
- any racist incident involving staff or family on the settings premises
- death of child or adult
- a terrorist attack, or threat of one

The incident book will record the date, time, and nature of event, who was involved/affected, what was done about it.

In the unlikely event of death emergency services will be called and the advice of these services are followed.

RIDDOR Guidance and Reporting Form

www.hse.gov.uk/riddor/index.htm

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