

## SAFEGUARDING CHILDREN

### **Aim:**

To safeguard and promote the welfare of children.

### **Rationale:**

To ensure that the Rochdale Borough Safeguarding Board Child Protection procedures together with the guidance described in the booklet 'What to do if you are worried a child is being abused' are adhered to.

### **Procedure:**

We are committed to working in partnership with parents and ensure that we involve parents/carers to the highest degree, wherever possible, whilst maintaining the focus on the best interests of the child.

The Rochdale Borough Safeguarding Children Board (R.B.S.C.B.) procedures have been agreed by all member agencies of the R.B.S.C.B., and must be followed whenever a concern exists about harm or potential harm to a child.

This policy is to be used in conjunction with the R.B.S.C.B. procedures to clarify the line of the responsibility for all staff. Workers from any agency working in Supertots settings should in the first instance report to the line manager or Designated Child Protection Officer if they have any child protection concerns.

The Manager and/or Designated Child Protection Officer are responsible for making referrals to Childcare Services. Workers should then inform their own Line Managers that a referral has been made. If a decision is made not to refer to Childcare Services and the worker is unhappy about this decision they should then talk to their own Line Manager, who would then consult with the Designated Child Protection Officer.

Where workers have a child protection concern whilst working outside of the setting, they should in the first instance report their concerns to their own Line Manager.

The worker's line manager is responsible for making referrals to Childcare Services. Some workers will be responsible for making their own referrals and if this is the case they should follow the usual child protection procedure. All staff will undertake the multi-agency Working Together in Child Protection training every 3 years. All concerns are recorded and kept confidentially. Information is shared appropriately, confidentially and with consent (where appropriate) to keep children safe from harm.

The law allows the disclosure of confidential information necessary to safeguard a child, if there are reasons to believe a child is experiencing or at risk of suffering significant harm. Children are better protected when we share information and discuss our concerns.

In the event of an allegation against a member of staff in the first instance you should contact Gill Burke, Senior Officer or Nicci Hopwood Senior Manager or Victoria Rucastle, Early Years Professional. All staff will be made aware of the procedures to be followed in the event of an allegation being made against a member of staff.

If the allegation is against the Manager/Line Manager/Designated Child Protection Officer you should contact the next most Senior Officer in the organisational chart and contact Children's Conference and Reviewing unit.

Dawn Lundergan is the Local Authority Designated Officer. If there is an allegation made against a member of staff we will contact Dawn for help and advice on 0845 226 5000.

We will inform Ofsted, without delay (at the latest within 14 days of the allegations being made), of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (regardless if this relates to harm or abuse committed on the premises or elsewhere), or any other abuse which is alleged to have taken place on the premises, and of the action taken in respect of these allegations. We will also notify any child protection agency (Local Children's Services or the Police) previously identified by the R.B.S.C.B., without delay, of allegations of abuse as above.

**Supertots Day Nursery,**

191 Edenfield Road,

Rochdale

01706 356021

**Lynn Jones - 1<sup>st</sup> contact to offer the nursery support,**

Crossfield Mill

01706 747244

**Children's Services Manager**

Crossfield Mill

01706 747244

**Head of Service**

Learners and Young People

01706 925105

All agencies working within the setting who have responsibility for safeguarding children issues liaise with and communicate with the Manager and/or Line Manager and local statutory children's services agencies as appropriate. Named persons have attended child protection training and are listed below.

**Child Care Services - Duty and Assessment Team**

8am - 4.45pm Crossfield Mill

0845 226 5570

**Emergency Duty Social Worker**

4.45 - 8am and weekends

0845 121 2975

**Safeguarding Children Unit**

(Conferencing and Reviewing Officers)

Townhead offices

0845 226 5500

**Police switchboard**

0161 872 5050

**Police Public Protection and Investigation Unit**

0161 856 8067/66

Immediate risk to a child - 999

**Links:**

EYFS Welfare requirements - Safeguarding and Promoting Children's Welfare  
Suitable People Policy  
Documentation Policy

EYFS Practice Guidance - Personal, Social and Emotional Development  
(dispositions and attitudes self-confidence and self-esteem; making  
relationships; behaviour and self-control; self-care).

This policy will be reviewed in 12 months.  
Reviewed May 2011    Renew date May 2012

## INFORMATION AND COMPLAINTS

### **Aim:**

We aim to deal with complaints and concerns as quickly and effectively as possible in line with the Early Years Foundation Stage.

### **Rationale:**

It is of paramount importance that the setting runs smoothly and parents and staff work together in a spirit of co-operation and in the best interests of the children. Children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We always ensure that parents' views and opinions are listened to and taken seriously.

### **Procedure:**

In the first instance if you wish to make a complaint please speak to your child's key worker or any other member of the staff team who will try to resolve the issue. If this does not have a satisfactory outcome please speak to the manager of the childcare team. You can make your complaint verbally or in writing. We will always complete one of our complaints record forms. Alternatively you can contact:

Gill Burke,  
Senior Manager,  
Supertots Day Nursery,  
191 Edenfield Road,  
Rochdale  
OL11 5AF

01706 356021

If you feel that you still need to take the matter further, you can discuss your complaint with:

Geraldine Greatbanks,  
Director/Registered Person,  
Supertots Day Nursery,  
191 Edenfield Road,  
Rochdale  
OL11 5AF  
01706 356021

All complaints will be acknowledged within 48 working hours of receipt. Complaints relating to the requirements will be investigated and the complainant will receive an account of the findings of the investigation and any action taken as a result of the complaint in writing within a 28 day period. All complaints received are respected and treated with the strictest of confidence. We will do our best to resolve your complaint. However if you are not happy with the outcome, or due to the nature of your complaint you wish to speak to our regulator 'OFSTED', you can contact them;

In writing:  
NBU  
Ofsted  
Piccadilly Gate  
Shore Street  
Manchester  
M1 2WD

Tel: 08456 40 40 40  
e-mail: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

If you wish, the Family Information Service can fax the details of your complaint for you.

Family Information Service 01706 7199 0013

All complaints will be dated and recorded in the complaints file. This information is shared with Ofsted on request. Ofsted can request written records of all complaints made during any specified period.

On request parents are also welcome to view our complaints record. In order for us to maintain appropriate confidentiality when sharing this information with you the details of the complainant and any children associated with the complaint will be made anonymous. All associated documentation will remain confidential. Dependant on the nature of your complaint we may need to inform Ofsted immediately. We also have a duty to notify the Sure Start Services team. The record of complaints will be kept for at least three years in accordance to the regulations.

## Concerns and Compliments Procedure

### **Aim:**

We aim to provide the highest quality of care and education for all the children who attend Supertots in partnership with their parent/carers.

### **Procedure:**

If you have a concern or wish to make a comment/compliment or you have a suggestion you would like to share with us regarding the provision we provide, you can do so through the comments box that is located in the entrance hall.

It is also nice to know that you are happy with the service that you and your child/children receive. Should you wish to give us a compliment you can also contact Ofsted; Tel: 08456 404040

Periodically you as a parent/carer may receive a parental questionnaire in order to seek your views regarding the provision we provide. This information is of great benefit to us and to you, as it is used as a tool to identify our strengths and weaknesses thus aiding our continuous improvement.

### **Links:**

Statutory framework for the Early Years Foundation Stage page 23. Specific  
Legal Requirements  
Supertots Complaints Policy

This policy will be reviewed in 12 months.  
Date: May 2011 Date of Review: May 2012

## PARENT FAILING TO PICK UP A CHILD

### **Aim:**

To have a safe collection of children from the setting.

### **Rationale:**

To give staff and parents guidelines for the collection of children and what to do in the event of a child not being collected.

### **Procedure:**

As the registered body for the health, wealth and safety of your child, it is important that your children are picked up on time. Children who remain in the setting after other children have left feel frightened and abandoned. As a parent/carer it is your responsibility to ensure that your child is collected on time, either by yourself, or by the person/s known and authorised by you and our centre to collect your child. At all times a 'responsible' adult should take responsibility for the child. If an occasion occurs when the welfare of a child may be in question staff will follow steps 1-4.

**If someone different is collecting your child you MUST inform the staff, giving a name and description. Children are not allowed to be collected by anyone under sixteen years of age.**

Staff do not always leave the premises at the same time as the children, but they are not on the premises indefinitely, and have usually left within ten minutes of the session ending.

We do understand that on occasions you may be delayed, if possible we do appreciate it if you could contact us, informing us of your delay. We can then make arrangements with our staff to stay with your child.

If you continue to fail in collecting your child/ren on time, and after discussions have taken place with you, then we would have no alternative but to implement the following procedures:-

We contact you directly, if we fail to get a response we then -

Contact the person/s who are authorised to collect your child, if we fail to get a response we will then -

Notify the Senior Manager

Contact the Local Authority Duty Social Worker, explaining the situation. It is then the responsibility of the duty social worker to decide the action to be taken

The fourth point will only be taken as a last resort. If you have a problem in collecting your child please see a member of staff.

**REMEMBER YOUR CHILD IS MOST IMPORTANT**

**Links:** Safeguarding

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## MISSING CHILD

### **Aim:**

To give clear guidelines on what to do in the event of a child going missing.

### **Rationale:**

To inform members of staff, the procedures to follow, to avoid losing a child, what to do in the event of losing a child, how to deal with parents and analyse how the event occurred.

### **Procedure:**

In the event of a child going missing from our setting.

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Appropriate steps are taken to ensure that the premises and surrounding site is secure.

Parents are made aware of the needs for supervision of their children at all times especially while waiting for a session to open and of their responsibility to ensure that their child's arrival is noted.

Parents need to be reassured that in their absence the staff have responsibility for the children at all times.

Staff should take extra care to be aware of the whereabouts of new children and ensure they know the boundaries of where they can and cannot go. Parents will be advised of our security procedures and be given the opportunity to discuss any concerns.

The outside should be checked before the children go outside to play. A member of staff should remain outside to ensure no children are left outside. At the end of the session, staff must do a sweep of the area so that no children are left outside.

Staff enter the child's name and the time of entry into the building on the attendance sheet.

The attendance register is taken at the start of each session.

It is the responsibility of every member of staff to be aware how many children are present and a quick headcount should be taken at intervals during each session. Children who arrive late must be recorded in the signing in sheet and all children should be marked out accordingly.

1. The missing child/ren should be identified and the last known whereabouts recorded.
2. All staff will be informed that a child is unaccounted for and the Manager/senior worker in the setting will be informed.
3. All staff will be involved in looking for the child, however we ensure that adequate supervision of the other children is paramount.
4. A member of staff will carry out a search of the whole building reporting back to the Manager
5. Police will be notified after 5 minutes if the child hasn't appeared.
6. The parents/carers will then be informed.
7. There will be no contact with the media.
8. A detailed investigation will follow.
9. All staff will be asked to complete a written report-detailing when they last saw the child and where they have been working.
10. Ofsted to be notified.
11. Dealing with reactions -

It is natural that a child's parents will be frightened, distressed and angry; other parents will be rightly concerned for the safety of their own children. The staff will also be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties all staff must refer any parent and media enquiries to the Senior Manager.

We must remember to stay as calm as possible, mindful not to unsettle the children, we continue to check the premises, and we are always mindful of maintaining staff ratios.

### **Missing child on an outing**

In the event of a child being lost on the outing the leader must be informed immediately. The security procedure on site must be followed. All adults in the party must help in the search. All adults should be informed of the clothes and looks of the child. If a child is not found in 5 Minutes the police **MUST** be notified. The member of staff remaining in the Nursery and the nursery manager must be notified at this point.

Then follow points 6-11 on missing child policy.

**Links:**

[Outings Policy](#)

[Safeguarding Policy](#)

[Information and Complaints Policy](#)

[Premises and Security Policy](#)

This policy will be reviewed in 12 months.

Date: January 2011      Date of Review: January 2012

## PARENTS AS PARTNERS

### **Aim:**

To work in partnership with parents/carers\* to promote positive outcomes for their children.

\* Fathers/Mothers/Legal Guardians and the Primary Carers of Looked After Children.

### **Rationale:**

All families are different and equally valuable. Parents are the most important people in children's lives and their first educators. We recognise the importance of involving fathers in children's lives and will actively encourage their participation. We offer an open door policy to parents/carers and welcome their involvement in all aspects of their child's care and learning.

### **Procedure:**

#### **Communication**

It is our intention that everyone who enters the setting will receive a friendly welcome and is made to feel comfortable, and valued. We recognise that good communication is essential in building positive partnerships with parents, and seek to create an atmosphere of mutual trust and respect in which there is a two way flow of information. We aim to ensure that parents/carers are given all the information they require about the setting as part of the induction process. Parents will be given the opportunity to share information about their child's needs, likes and dislikes, ensuring a smooth settling in process.

#### **Meeting Children's Needs**

We will work with parents to provide a high level of care for their children ensuring that all their needs are met. Parents' concerns about their child's development, or need for additional support, will be responded to quickly to ensure that children are given the opportunity to have the best start in life. There will be regular opportunities for staff, parents and carers to share information relevant to children's learning and development. Please see your child's key person for details.

#### **Listening to Children & Families**

We will build up relationships with children, parents and carers and endeavour to seek their views through regular consultation. We welcome the diversity of language and culture in our society and all families will be treated with respect in a non-judgemental way.

### **Policies and Procedures**

Parents are welcome in the setting at any time. Our policies and procedures are available for parents to read and we will be happy to provide copies on request.

### **Advice and Support**

We recognise that parenting today can be a difficult and challenging job. We will support families by offering advice and guidance, and signposting them to appropriate agencies and services when necessary.

### **Links:**

Practice Guidance for the Early Years Foundation Stage:  
Section 1 Implementing the EYFS - Partnership Working (1.11 & 1.12)  
Principles into Practice cards (1.2 Inclusive Practice & 2.2 Parents as Partners  
Information and Complaints Policy

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## CONFIDENTIALITY

### **Aim:**

To ensure that all those working or learning within the centre have a clear understanding of the meaning and importance of maintaining confidentiality.

### **Rationale:**

All parents/carers should be aware that information divulged about their family will be treated in confidence. No information regarding the family will be discussed with any third party without the consent of the responsible adult and their agreement, except in the case of safeguarding children.

### **Procedure:**

We will respect confidentiality in the following ways:

- As part of their induction, all staff/students are reminded of their responsibility to maintain confidentiality.
- Staff will ensure that discussions regarding families will not take place in the presence of children; such discussions will only take place in private to maintain confidentiality.
- Care will be taken with informal records such as diary notes, telephone messages etc. and these are also treated with sensitivity.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file. Information about individual children will be shared between staff on a need to know basis.
- Parents are welcome to access information on their child which has been recorded by our staff, but we are unable to share information recorded by other professionals without their permission. Parents/Carers will not have access to any information about other children.
- Children/young people may wish to have access to their own files. However, it must be recognised that there may be information in their file that parents have requested not to be shared with their child. In which case parents would be consulted as to the best course of action.
- All records will be stored in a secure office. Access to this office is restricted to named personnel.

· Any confidential information will be shredded and disposed of appropriately.  
Information which is stored on a computer will be password protected.

**Links:**

Individual contracts of employment.

Safeguarding and Promoting Children's Welfare Procedure

Rochdale Borough Safeguarding Children Board Child Protection Procedures

This policy will be reviewed in 12 months.

Date: January 2011      Date of Review: January 2012

## SUITABLE PREMISES, ENVIRONMENT & EQUIPMENT

### **Aim:**

To ensure that outdoor and indoor spaces, furniture, equipment and toys are safe and suitable for their purpose.

### **Rationale:**

An appropriate environment is key to both safety and to effective learning and development. (Dfes 2006)

### **Procedure:**

#### **Risk Assessments & Safety Checks**

We recognise that children learn through play and exploration, and therefore need opportunities to experience situations where they can try things out, and take risks. This is an essential element of learning for young children and needs to be balanced with the need to ensure that children are safe whilst in our care. Being overprotected can prevent children from learning about possible dangers, and about how to protect themselves from harm.

To minimise hazards to children risk assessments are carried out regularly using Supertots risk assessment formats, and reviewed at least once per year or more frequently where the need arises. Written risk assessments are needed for all areas occupied by children, both indoors and out. Staff should be aware that some pieces of equipment or certain activities may require an individual risk assessment in order to minimise the risk of harm to children, for example climbing equipment or water play. Staff should be aware of the risks that plants can present to children. Many plants are poisonous and care should be taken when choosing plants for the garden, or when children are handling or playing near plants outdoors. Safety checks of the indoor and outdoor areas are carried out daily and should have regard to:

- Damaged or broken toys
- Security including fences and gates
- Rubbish, glass and animal excrement
- Indoor floor surfaces are clean, dry and undamaged.
- Any other hazards.

Cleaning of toys and equipment is carried out on a regular basis. See rotas for details.

## **Premises**

### **Legal requirements**

Our premises and equipment are organised in a way that meets the needs of all children, so far as is reasonable, and are accessible to all. All of our provision meets the space requirements set by Ofsted, and are used exclusively by us during our hours of operation. All of our provision holds and displays Public Liability Insurance.

### **Guidance**

Cleaning of premises is carried out in accordance with Supertots policies and procedures. The Health & Safety policy includes procedures for identifying, reporting and dealing with accidents, hazards and faulty equipment.

### **Fire Safety**

A clear fire evacuation procedure is in place and displayed in the Hall Way. All staff will be made aware of this and their responsibilities, including where to assemble in case of a fire, as part of their induction. Regular evacuation drills will be carried out and details recorded in a fire log book of any problems encountered and how they were resolved. We have a Fire Risk Assessment in place which identifies hazards, preventative measures and those responsible for carrying out specific duties in relation to reducing the risk of fire.

### **Emergency Evacuation**

An emergency evacuation plan is in place in case of circumstances occurring which make it unsafe for users to remain in the building e.g. gas leak, explosion. The priority of staff would be to evacuate the building quickly to ensure the safety and wellbeing of all children and adults.

### **Heating, Lighting & Ventilation**

Our premises are clean, adequately ventilated, well lit and kept at an appropriate temperature. The minimum temperature is 16C but children's ages and activity levels should be taken into account when determining what is an appropriate temperature. In circumstances where these conditions cannot be maintained, children's parents/carers will be asked to collect them and Ofsted will be notified.

### **Outdoor Play**

Wherever possible children have access to outdoor play.

### **Storage**

Good use is made of the space available to store toys and children's personal belongings. Children's confidential records are stored securely, in a locked office whenever possible.

### **Food Preparation**

Food preparation is carried out in accordance with Environmental Health regulations. All staff undertaking food preparation are required to have a food hygiene qualification. All snacks are prepared in areas which are hygienic and adequately equipped to provide healthy food and drinks.

### **Toilet Facilities & Baby Changing**

Toilet and hand washing facilities meet Ofsted requirements. Hygienic baby changing facilities are available and nappy changing procedures are displayed. Children are encouraged and supported to take responsibility for their personal hygiene e.g. washing hands after using the toilet. Paper towels or hand dryers are supplied to prevent cross infection. Separate toilet facilities are provided for adults.

### **Rest Areas**

Suitable quiet, comfortable areas are provided for children who wish to relax, play quietly or sleep. Appropriate furniture and equipment is provided for children to sleep comfortably.

### **Space for Adults**

A private space will be made available if staff need to talk to parents confidentially. Staff breaks will be taken away from areas being used by children.

### **Accessing the Environment**

Every effort will be made to remove obstacles which prevent individual children from accessing the environment both indoors and out. This may include making extra space around tables and in passageways to accommodate children using walking frames and/or wheelchairs.

### **Notification to Ofsted of Significant Change**

We will notify Ofsted in writing of any change in the facilities that may affect the space and level of care available to children e.g. building work. Where it is reasonably practicable to do so, we will do this in advance of the event occurring. In all other cases, this will be done no later than 14 days after the event has occurred.

**Links:**

Statutory Framework for the Early Years Foundation Stage (pages 33-36)

Health & Safety Policy

Emergency Evacuation Plan

Fire Evacuation Procedure

Nappy Changing Procedure

This policy will be reviewed in 12 months.

Date: January 2011      Date of Review: January 2012

## SECURITY

### **Aim:**

To ensure that premises are safe and secure.

### **Rationale:**

We recognise that to ensure children's wellbeing they need to be cared for in a setting that is safe and secure; both in terms of the physical environment and the adults with whom children have contact whilst in our care.

### **Procedure:**

#### **Collection of Children**

Supertots have a meeting and greeting policy. The parents are greeted at the main door, and again by the staff in the child's room. In all cases the name of the Carer dropping off and collecting children will be recorded, along with the time of arrival and departure. Parents/Carers will be contacted if someone unknown to the setting attempts to collect a child.

Children will only be released in to the care of individuals named by the parent. Relevant passwords or other security checks will be used to confirm the identity of individuals collecting children. Children will not be released into the care of anyone under the age of 16 years, who is not the parent. Children will never be allowed to leave the premises unsupervised.

#### **Security of the Premises**

Security systems are in place that reflects the individual needs of each establishment in order to prevent unaccompanied children from leaving the premises or intruders gaining access.

The identity of visitors to the premises will be checked and they will be asked to sign in and out of the building. Staff are required to sign in out of the premises each day.

Parents/carers are made aware of the need for security measures and the systems that are in place in individual settings.

Areas of possible security weaknesses will be identified and assessed using Supertots risk assessment formats.

### **Links:**

Suitable Premises, Environment and Equipment Policy - Risk Assessments  
Statutory Framework for the Early Years Foundation Stage: page 24

This policy will be reviewed in 12 months.  
Date: January, 2011      Date of Review: January 2012

## OUTINGS

### **Aim:**

- To ensure that the children explore their wider community in a safe and stimulating way that is relevant to the needs of the group
- To ensure that outings are well planned and cover all eventualities.

### **Rationale:**

To ensure that the staff have guidelines to plan and select suitable trips, carry out a risk assessment, have appropriate materials and equipment necessary, act in the case of emergency.

### **Procedure:**

1. In the initial planning and preparation, we allow time for proper consideration of the activity/outing; the make up and management of the group and any financial arrangements.
2. If possible a visit prior to the outing is undertaken and discussions with the proprietor are carried out. Consideration is given to, safety including a risk assessment, snacks/lunches, toilet facilities and access to activities.
3. Our staff have a sense of responsibility and the capabilities to take overall charge of the activity/outing. A named leader must be identified before the outing commences.
4. If the Manager intends to delegate another person to take charge of the activity/outing that person must be capable and responsible to take overall charge and have had previous experience in a pre-arranged outing. The manager must be informed and must agree with the arrangements made.
5. The senior staff must be satisfied that all arrangements made are satisfactory and can be safely entrusted to the staff in charge of the children.
6. The leader of the outing must ensure that they take a mobile phone to be contacted on, in case of an emergency.
7. If going on an outing with parent/carers it is always explained to the parent/carer that they are fully responsible for their own child/ren on the outing. They are made aware they are not responsible for any other child/ren. However in the event of a child going missing all participants are familiar with our "Missing Child Policy"
8. When adult:child ratios are assessed for the outing the adults must be given the names of the children in their care. The adults must be made aware that they are responsible for the children in their care. However in the event of a child going missing all participants are familiar with our 'Missing Child Policy'
9. There must be a minimum of 2 members of the staff attending the outings.

10. Staff must ensure that ratios are appropriate to the outing and the children participating in the activities.
11. Staff, parents and carers ARE NOT allowed to drink alcoholic beverages under any circumstances whilst engaged in any activities or outing with children. Smoking must be prohibited in the presence of children.
12. Written permission from a parent/carer MUST be obtained for each child participating in the activity/outing. This also includes children whose parent/carer is accompanying them on the activity/outing. Copies of information relating to all children participating on the activity are held by the Manager and are on file at the office.
13. The staff are NOT to use their own cars to carry any children.
14. At least one member of our staff is qualified in First Aid. A First Aid kit is always available for immediate use throughout the outing.
15. The leaders ensure that all staff involved are aware of the special needs of any children participating in the activity/outing.
16. We always have insurance. This is current and covers all eventualities. This is renewed and amended as appropriate on an annual basis.
17. Staff are not allowed during their working hours to have responsibility for their own children. Their children may attend but they would need to be accompanied by a responsible adult.
18. The staff members delegate a person to stay behind to be responsible for contacting parents/carers of any delays that may arise, and is contactable throughout the duration of the outing. We ensure that person has access to all names, addresses and telephone numbers of people to contact in an emergency and estimated time of arrivals. (A duplicate copy is also taken on the trip.) Gill Burke senior manager will be the staff member who will be left behind and can be contacted on 01706 356021.
19. Parents would be asked to contact the delegated member of staff left behind in the nursery with any enquires or emergency messages. All emergency messages will be passed onto the 'leader' of the trip immediately.

**Links:**

Risk Assessment Policy

Key Person Policy

This policy will be reviewed in 12 months.

Date: January 2011

Date of Review: January 2012

## Equal Opportunities Policy

**Supertots are committed to the principle of equal opportunity in nursery careers and employment in general.**

Accordingly, our employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, disability, trade union membership or non-membership, sex or marital status. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

**Management has the primary responsibility for the successful implementation of the policy by:**

- Not discriminating in the course of employment against fellow employees or job applicant.
- Not inducing or attempting to induce others to practise unlawful discrimination.
- Bringing to the attention of employees that they will be subject to disciplinary action for failure to adhere to the policy.

**Individual employees have the responsibility to ensure that they assist the Company in achieving these objectives by:**

- By not discriminating in the course of employment against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties.
- Not inducing or attempting to induce others to practise unlawful discrimination.
- Reporting any discriminatory action to the Senior Manager.

The successful operation of this policy necessitates a contribution from each employee and all employees have an obligation to report any act of discrimination known to them.

Employees who consider that they are a victim of unlawful discrimination may raise the issue through the Grievance Procedure.

The Company has a strong belief that racial tension comes from a lack of understanding and all staff should ensure that children are provided with information about other cultures.

Every child should be encouraged to develop and learn without prejudice.

Equal Opportunities should be fully integrated into the Nursery by activities and displays positively reflecting the History and Culture of living in a multicultural society.

All play activities must reflect non sexist and non racist attitudes. Role playing situations, books, posters, storytelling, food & cooking activities, dressing up, jigsaws, music etc. should all be used to emphasise our non racist and non sexist attitudes.

## INCLUSION POLICY

### **Aim:**

To safeguard and promote the welfare of children.

### **Rationale:**

All children are entitled to the same high quality care and play provision. Children's entitlement to such will be delivered in such a way as to take into account their individual needs and ensure that services strive towards equality of opportunity for all.

### **Procedure:**

#### **Admissions**

- All children and families are welcomed irrespective of ethnicity, culture, religion, home language, family background, learning difficulties or disabilities, gender or ability.
- Children's differences, similarities and individuality is celebrated, considered and responded to appropriately in planning, use/choice of resources, support and multi agency working.
- Positive images and attitudes are shown at all times in the setting and children are encouraged to value and respect others.
- Procedures and practices are regularly reviewed to ensure inclusion of all children and equality of opportunities for all activities.
- A flexible approach is taken towards the settling in of new children and this is reflective of the needs of individual children.

#### **Working with parents**

- It is recognised that parents know their children best and this knowledge is valued and responded to.
- It is recognised that in order to ensure equal opportunities within our setting, parental involvement and consultation about existing policies must be ensured.
- Systems are in place to allow regular information exchange from parent to the setting and from setting to parent: verbal, written, sharing records.
- Parents are consulted about all aspects of their child's care.
- All parents are aware of the complaints procedure.
- Parents are signposted to local support groups and organisations, where appropriate.
- Confidentiality is maintained where possible, information will not be

shared unless consent to do so is secured, except in the case of safeguarding children.

- Appropriate support is offered to parents to develop confidence, knowledge and understanding of the service to allow children to access with parental piece of mind i.e. Interpreters

### **Facilities, staffing and training**

- Settings will strive to ensure that all services are accessible.
- Resources and equipment will be reflective of the individuals using the services and reasonable adjustments made to ensure the inclusion and ease of access of all children and families in all activities.
- The use of positive images in and around the setting should aim to promote children's self esteem, hence encourage a positive learning environment where children can feel a sense of confidence and independence.
- Offensive behaviour, language or attitudes with regards to ethnicity, culture, religion, home language, family background, learning difficulties or disabilities, gender or ability will be challenged in appropriate ways.
- Support is actively sought from local agencies and support groups to allow inclusion and equal access to services.
- Individual plans are devised in partnership with parents, children and relevant agencies in order to identify needs and ensure these are being addressed to increase the likelihood of full participation in activities.
- Staff ratios should be adjusted to allow additional support to be offered to children in need where necessary.
- A key worker system is implemented in accordance with the key person policy of the setting.
- Where intimate care is provided facilities allow dignity to be maintained and parents are consulted to maintain consistency.
- The setting shows a commitment to training where it will support the access of children from a variety of ethnicities, cultures, religions, home language, family backgrounds, gender or abilities.

Where possible and when required financial assistance is sought to allow the inclusion of specific children.

## **SEN Code of Practice 2001**

Regard will be given to the SEN code of Practice 2001, as outlined below:

This will be implemented using The Graduated Approach which is a model of action and intervention used in settings to help children who have Special Educational Needs. The approach recognises that there is a progressive response to SEN. If necessary, specialist advice can be brought in to support the child and setting.

### **Concerns:**

- Talk to the Parents/Carers, SENCO, practitioner or parent/carer may identify that a child may be in need of additional support.
- Observe, keep accurate and up to date records.
- Possible referral to Area SENCO/Children's Centre Teacher

### **Stages of SEN Code of practice:**

#### **Early Years /School Action:**

- Where a child has been identified as having SEN
- Interventions that are additional or different to the settings are put in place.
- An IDP/IEP will usually be devised at this stage.
- To continue with observations and record keeping.

#### **Early Years/School Action Plus:**

- Continue Early Years Action.

The practitioner who works day to day with the child and the SENCO are provided with advice and support from outside specialists e.g. Educational Psychologist, RANS, Occupational therapist, Physiotherapist, Speech & language Therapist, CAMHS etc.

IDP/IEP will usually be devised with advice from the outside agencies.

### **Statementing Process**

**It is important to work closely in partnership with the child's Parents/Carers throughout all stages of the Code of Practice.**

**The named SENCO at this setting is: Nicci Hopwood**

This policy will be reviewed in 12 months.

Date: May 2011      Date of Review: May 2012

## MEDICATION

### **Aim:**

To implement an effective policy on administering medicines.

### **Procedure:**

#### **Medicines**

If a child is on prescribed medication then the following should be noted:

Where possible parents should administer medicines. If it is not possible then medication should be clearly labelled with the child's name, dosage and instructions.

Parents are asked to inform the senior worker of any medication given to their child prior to attending the setting.

The facilities medication form must be completed prior to the medication being administered. Clear instructions about the dosage, administration of the medication and permission for a member of staff to administer the medication must be obtained.

**All medications are kept in a cupboard. The cupboard is located in the BabyRoom**

**Antibiotics are stores in the Baby Room fridge**

If the medication requires being stored in a fridge then individual containers with a lid will be used for each child.

- A medication book is kept in each room containing the medication to log: Name of child receiving medication, time when medication should be given and the dosage. Date, time and dosage (when the medication was actually given), compliance, together with a signature of the person who administered the dose and a witness.
- We will ensure that the parent/carer signs the entry when they collect the child. Our system complies with data protection.

The administering of Injections can only take place when **WRITTEN CONSENT OF PARENTS HAS BEEN RECEIVED** and may only be done by an appropriately qualified person.

Non prescribed medications that may be administered with parental consent are teething gels and barrier creams. Forms must be completed and parent's signature obtained prior to administering. All items must be individually labelled.

Barriers creams and teething gels will only be used on one child and never shared.

Children who have special needs, chronic illness or disabilities may have a list of health information. This will be carefully documented and appropriate instructions about the implications of health related conditions contained within the child's individual file. If the administration of prescription medicines requires technical/ medical knowledge then individual training will be provided for staff prior to the child's admission, from a qualified health professional. Training will be specific to the individual child concerned.

**Links:**

Outings Policy  
Staff induction

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## ILLNESSES & INJURIES

### **Aim:**

To promote the health and wellbeing of children in our care by having procedures in place to:

- Prevent the spread of infection.
- Take appropriate action when children are ill or injured.

### **Rationale:**

Staff who have a responsibility for looking after children need to act swiftly when children become ill or injured to ensure that they receive the appropriate health care to meet their needs. In order to promote good health and prevent cross infection, sick children will not be admitted to the centre.

### **Procedure:**

Several of our Staff will hold a current 12 hour Paediatric First Aid certificate. A well stocked First Aid Box is available in the 2—3 room stock room, Kitchen, Tiny Tots room, and in the Outings bag these will be replenished regularly and in accordance to guidance provided on the First Aid course.

### **Exclusions:**

Any child suffering from diarrhoea and/or vomiting is potentially infectious and must not return to the setting until symptom free for 48 hours.

For a list of other infectious illnesses and exclusion periods, please see:

[http://www.hpa.org.uk/web/HPAwebFile/HPAweb\\_C/1194947403614#267,4](http://www.hpa.org.uk/web/HPAwebFile/HPAweb_C/1194947403614#267,4), Examples of exclusion periods

### **Children who become unwell whilst in our care;**

Sometimes children become ill whilst in our care. In these instances we will reassure the child and make them comfortable until their parent/carer arrives to collect them. In some cases it may be necessary to isolate the child from other children in order to prevent the spread of infection.

Parents/carers will be contacted, given the symptoms of their child's illness, and asked to collect their child. It is important that correct contact details are provided by parents/carers and updated when any details change.

We will make every effort to contact parents/carers. If it is not possible to do so we will attempt to contact the emergency contact number parents/carers have given us. If contact is still not made, staff will provide the treatment we feel the child requires.

In a case where we feel the child requires urgent medical treatment we will ensure that they are taken to hospital whilst still attempting to make contact with the parent/carer or emergency contact person.

Contact details and the child's personal details, including the G.P's name and address, will be shared with emergency services and hospital staff as required

### **Accidents;**

Every precaution is made to ensure that children are safe in our care. Staff are qualified and the care offered is of a high standard. However accidents do still happen and we cannot be held responsible for any unforeseen accidents that occur.

If a child has an accident whilst in our care we will provide First Aid treatment and reassure the child.

Details of all children's accidents are recorded in our accident book which parents/carers will be asked to sign to confirm that they have been informed.

If staff feel that parents need to be notified immediately and asked to collect the child, every effort will be made to contact the parent/carer or emergency contact person.

In the event of a child requiring urgent medical treatment we will ensure that they are taken to hospital whilst still attempting to make contact with the parent/carer or emergency contact person.

Contact details will be shared with emergency services and hospital staff as required.

We are required to notify OFSTED and the local child protection agency of any serious accident or injury to or serious illness of a child in our care.

### **Links:**

Statutory Framework for the Early Years Foundation Stage pg. 26

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## SUN SAFETY

### **Aim:**

To promote the good health of children and protect them from the dangers associated with exposure to strong sunlight.

### **Rationale:**

Developing a sun smart sun policy is an important step towards encouraging good health.

### **Procedure:**

We are aware of the dangers of exposing children and young people to direct sunlight.

Where possible children should be encouraged to take responsibility for their own sun protection, however, we still have a responsibility to ensure that children are protected from the harmful effects of the sun. Sun protection is relevant to both fair and dark skinned children.

### **Sun Smart means:**

Stay in the shade between 11.00 and 3.00

Make sure you never burn

Always cover up - wear a t-shirt and hat

Remember children burn more easily

To use factor 15+ sunscreen

At the nursery we want staff and children to enjoy the sun safely. We will work with staff and parents to achieve this through;

### **Education**

Parents/carers will be informed about our sun protection policy and how they can help.

The importance of sun safety will be highlighted with all staff during their induction and they will be reminded of this during the spring term team meetings.

### **Protection**

We will create shade whenever possible by draping material over the fence and using gazebos and sun canopies when possible on very hot days.

### **Time spent outdoors**

Staff are made aware of 'safe times to play'. The senior worker will use their discretion as to whether it is too hot to play out regardless of the time of day. On very hot days staff need to limit the amount of time children play outdoors at any one time. Children should be offered cool water to drink throughout the session.

### **Clothing**

We will actively encourage all children to wear a hat when playing outside in hot sunny weather. We ask all parents to supply a suitable sun hat for their child.

### **Sunscreen**

We will ask permission from parents for staff to apply sunscreen to their children. Parents/carers may be asked to provide their own sunscreen, or alternatively may be asked for a small contribution to enable us to buy sunscreen. Parents are asked to seek advice from their G.P. about suitable sunscreen if their child suffers from any allergies or skin conditions.

### **Drinks**

Water will be provided for children, staff and parents if present, throughout the day to prevent dehydration and help to keep cool.

### **Babies under 12 months**

Babies should be kept out of direct sunlight. Particular attention should be paid to giving babies regular drinks and ensuring that clothing is cool and loose.

### **Sunburn**

If children arrive at the setting with sunburn the senior worker will speak to the parent/carer about the child's condition and give advice about sun safety. Parents would be advised to seek medical attention if it was thought necessary. If the child is well enough to stay at the setting the child's skin will be kept covered and not exposed to any further sun. The child's condition will be monitored and the child will be kept indoors if necessary.

Should children's skin start to become red, the skin should not be exposed to any further sun.

Medical attention should be sought if the child appears unwell, and if this is the case then parents will be informed.

The incident should be recorded on an accident form which will be shown to the parent/carer and signed by them.

This policy will be reviewed in 12 months.

Date: January 2011      Date of Review: January 2012

## FOOD AND DRINK

### **Aim:**

To promote positive attitudes to good nutrition and the good health of children.

### **Rationale:**

To ensure that consistent messages about healthy eating are given and sent out to the community.

### **Procedure:**

- Where children are provided with meals, snacks and drinks, these will be healthy, balanced and nutritious. Parents are given information about meal choices and menus.
- Explanations are given to children about where food comes from, how it changes when it is cooked, different tastes and textures.
- Opportunities will be provided for children to enjoy food from different cultures and to investigate unfamiliar foods.
- Staff will help children to understand why some foods are healthy and others are not.
- Feeding times will be planned to take account of individual cultural needs and to meet the individual needs of young babies.
- Consideration is given to be aware of eating habits at home and of the different ways people eat their food, for example, using hands to eat and some cultures strongly discourage the use of the left hand for eating.
- Those responsible for the preparation and handling of food are trained to do so. Food hygiene matters are included in induction and on-the-job training for all staff involved in the preparation and handling of food. We are aware of our responsibilities under food hygiene legislation including registration with the relevant Local Authority Environmental Health Department.
- Staff are aware of all safety issues regarding the use of microwaves.
- Baby jars unopened before use can be stored in cupboards - heat gently, no need to be piping hot. Baby jars that have been opened before should be stored in the fridge for 24 hours only, and then used. Heat thoroughly before serving.
- Precooked food needs to be covered and cooled down quickly then placed in the fridge (if being used the day after) or the freezer (if being used on another day). Pre-cooked food that has been stored in the fridge needs to be heated thoroughly until piping hot to 80°C for at least 6 seconds; 75°C for at least 30 seconds (a temperature probe and anti bacterial wipes will be made available). If food has been frozen it needs to be thoroughly defrosted before being re-heated to the temperatures as stated above. Food kept in a

holding pot needs to be above 63°C.

- Bottle warmers and sterilising units must be used in an area separate to where the children are playing.
- If a child appears to be hungry, food will be offered.
- Milk or water is served with morning and afternoon snacks and meals, and fresh drinking water is available at all times.
- Children's growing independence will be supported as they are encouraged to pour their own drinks, make choices about and serve their own food, and to have opportunities to be responsible for setting up and clearing away afterwards.
- Parents/carers will be advised if their child is not eating well.
- Parents/carers of children who are on special diets will be asked to provide as much information as possible about suitable foods and, in some cases, may be asked to provide the food themselves e.g. gluten free products or other products that are prescribed. Information will be recorded.
- If parents/carers provide packed lunches, we will inform them about what can be stored safely in the fridge and about appropriate food content.
- Sugar containing snacks or birthday treats are not encouraged. Alternative ideas that put the emphasis on making the child feel special and keep them healthy include wearing badges, stickers, hats.
- Staff will sit with children while they eat and will provide a good role model for healthy eating.
- Children will be encouraged to develop good eating skills and table manners and will be given plenty of time to eat.
- Withholding food will not be used as a form of punishment.
- Children will have daily opportunities to play outside, as sunshine helps their bodies to make vitamin D.
- We will notify Ofsted of any food poisoning affecting two or more children looked after on the premises as soon as possible and within 14 days of the incident occurring.
- We will also notify the Local Environmental Health Authority of any food poisoning affecting two or more children looked after on the premises and seek their advice.

### **Suggested suitable (sugar-free) foods for snack time**

- Toast or crumpets spread with margarine, cheese spread, fish pate, egg mayonnaise, cottage cheese, tuna mayonnaise.
- Various types of bread: pitta, French stick, bagel, chapatti, croissant.
- Raw vegetables: carrots, celery, cucumber, tomato, pepper.
- A range of dips served with various snack foods: yoghurt and mint, hummus,

- mild salsa, cottage cheese.
- Fresh fruit/salad/kebab.
- Canned fruit in juice not syrup.
- Breadsticks, melba toast, crisp breads, plain rice cakes.
- Crackers and cheese or cubes of cheese.
- Plain popcorn.
- Cooked meat as a finger food or a sandwich filling.
- Natural yoghurt with chopped fruit.
- Milk blended with fresh or tinned fruit into a homemade smoothie.

**Links:**

EYFS Welfare requirements - Safeguarding and promoting

- Children's welfare
- Suitable people
- Suitable premises, environment and
- Equipment
- Organisation
- Documentation

EYFS Practice guidance - Personal, Social and Emotional Development (self care)

- Physical Development (health and bodily awareness)

This policy will be reviewed in 12 months.  
Date: January, 2011      Date of Review: January 2012

## BEHAVIOUR MANAGEMENT

### **Aim:**

To create a safe and secure environment for all children that promotes and encourages acceptable behaviour and respect for others.

### **Rationale:**

To ensure behaviour strategies are consistent and developmentally appropriate, respecting individual children's level of understanding, individual needs and maturity.

### **Procedure:**

- Share with parents/carers the rationale of boundaries and expectations to maintain a joint approach.
- All adults' role model good behaviour and positive strategies and language at all times.
- Praise - our policy is based on the Webster Stratton positive management framework where children are encouraged, praised and rewarded for good behaviour.
- Reassuring children that they are always valued as individuals even if their behaviour may sometimes be unacceptable. Unacceptable and unwanted behaviour refers to behaviour such as - that which may cause upset or harm to others, indicate bullying, doesn't show respect for other people or equipment, not sharing, using inappropriate language.
- Clear and simple 'Golden' rules for areas and rooms that the children have been involved in formulating (where appropriate), developing a sense of responsibility and ownership.
- Tangible reward systems for individual and group goals.
- Encourage responsibility e.g. helping with tidying up and helping to care for pets. Involve children in identifying issues and finding solutions to conflict.
- Encouraging sharing and negotiation skills. Encourage children to think about issues from the view point of others. Develop children's understanding of what is right and wrong.
- Ignore unwanted behaviours by distraction and redirection.
- Give warnings regarding the consequences they will face, if their behaviour continues.
- Use consequences to help children understand the effects of their behaviour on others, for example, loss of a privilege. Explaining to children why the behaviour is unacceptable, showing them how to behave appropriately. Avoid discussing children's behaviour with staff or parents in front of them or others.

- Timeout is used as a last resort where appropriate to age and stage of development of child. Time out should be saved for serious and intentional aggression or persistent non-compliance. Time out must never damage children's self esteem, for example, by humiliation, segregation, withholding food or using a naughty chair.
- Bullying in any form will not be tolerated. Staff will respond positively to all parents/carers concerns regarding bullying, and listen to all concerned. Help children to challenge bullying, harassment and name calling.
- Corporal punishment or any form of punishment which could have an adverse impact on a child's well being will not be used or threatened to be used, for example, shaking, rough handling, slapping, smacking. Corporal punishment is not given to any child by any person who cares for, or who is in regular contact with children, or by any person living or working on the premises.
- Adults do not use any form of physical intervention unless it is necessary to prevent physical injury to the child, other children, an adult or serious damage to property. Any incident is recorded and the parent informed of the incident on the same day.

Named staff members who have responsibility for behaviour management issues liaise with and communicate with the Senior Manager/ Line Manager.

Behaviour Management personnel—Nicci Hopwood, Gill Burke and Victoria Rucastle

**Links:**

EYFS Welfare Requirements - Safeguarding and promoting children's welfare  
Organisation Policy  
Documentation Policy

EYFS Practice Guidance - Personal, Social and Emotional Development  
(Behaviour and self control)

This policy will be reviewed in 12 months.  
Date: January 2011      Date of Review: January 2012

## Supertots Exclusion procedure for illness/communicable disease

### Minimum periods of exclusion

<b>Disease/illness</b>	<b>Minimal Exclusion Period</b>
Antibiotics prescribed	First day at home
Temperature	If sent home ill, child must be off for 24 hours
Vomiting	If sent home ill, child must be off for 24 hours
Conjunctivitis	Keep at home for a minimum of 1 day; longer if eyes still weeping
Diarrhoea	24 hours or until 2 clear nappies
Chickenpox	7 days from appearance of the rash or blisters are dry
Gastro-enteritis, food poisoning, salmonellosis and dysentery	24 hours or until 2 clear nappies or for notifiable diseases, until advised by the relevant public health official
Infective hepatitis	7 days from onset of jaundice
Measles	7 days from appearance of the rash
Meningococcal infection	Until recovered from the illness
Mumps	Until the swelling has subsided and in no case less than 7 days from onset of illness
Pertussis (whooping cough)	21 days from the onset of paroxysmal cough
Poliomyelitis	Until declared free from infection by the appropriate public health official
Scarlet fever and streptococcal infection of the throat	Until appropriate medical treatment has been given and in no case for less than 3 days from the start of treatment
Tuberculosis	Until declared free from infection by the appropriate public health official
Typhoid fever	Until declared free from infection by the appropriate public health official
Impetigo	Until the skin is healed
Pediculosis (lice)	Until appropriate treatment has been given
Plantar warts	No exclusion. Should be treated and covered
Ringworm of scalp	Until cured
Ringworm of body	Seldom necessary to exclude provided treatment is being given
Scabies	Need not to be excluded once treatment has been given

Please insert Outdoor risk assessment

## Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between twelve and twenty four months of age. The safety of the children at the nursery is our primary concern. The Nursery's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the carer or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self control. Sometimes biting occurs for no apparent reason. Supertots will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our Nursery:

- The biting will be interrupted with a firm "No ... we don't bite people!"
- Staff will stay calm and will not overreact
- The bitten child will be comforted
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and a cold compress applied if needed. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (incident Report).
- Confidentiality of all children involved will be maintained
- The bitten area should continue to be observed by parents and staff for signs of infection
- If it gets serious, the child will be observed or shadowed by a carer (e.g. shadowed for 10 minutes at a time without hindering their play or activities) and the observations will be monitored to see why the biting is reoccurring.

- The child will be given appropriate activities (sensory activities) to help cope with the biting.

This policy will be reviewed in 12 months  
Date May 2011                      Date of review : May 2012

## Fire drill on discovering a fire

### **CALMLY**

- Raise the alarm by telling the other staff.
- Immediately evacuate the building under guidance from the senior staff member.
- Using nearest exit lead the children out.

The fire assembly point is:

### **DRIVE, OFF WILBUTTS LANE**

- Check all rooms, toilets, corners etc.
- Close all doors and windows behind you

### **THE SENIOR STAFF MEMBER TO DELIGATE SOMEONE TO:**

- Pick up the register, and visitors file.
- Telephone Emergency services: Dial 999 and ask for the Fire Service.

### **IN A SAFE PLACE CLEAR OF THE BUILDING**

- Check the children against the register
- Account for all adults.

Then if safe, attempt to put out the fire but only using the fire blanket from the kitchen or an extinguisher from the baby room, foyer, kitchen or circle room.

**DO NOT BOTHER WITH PERSONAL BELONGINGS ON EVACUATING THE BUILDING.**

**Please insert Accident form**

**Please insert Incident form**

**Please insert Injury on arrival form**