



Policy - Health and Safety

Title: Health and Safety

Category: In the Setting

Review Date: 1st Aug 2019

Description:

The Health and Safety of your child is very important to me and I have, therefore, documented the following procedures that I have in place to support this.

This policy includes

- * Head Lice
- * Sun Protection
- * Safety & suitability of premises
- * Ratio and staffing
- * Insurance
- * Fire Safety
- * First Aid
- * Pets
- * Hygiene
- * Forest School

Head Lice - No Child will be excluded from my care unless treatment is not sought to help rid the said child of head lice, or that the child in question becomes overly infested and extra treatment needs to be sought I ask that all children and parents are sensitive and understanding towards the child. It is not their fault they have head lice.

Please inform me immediately if you have discovered that your child has head lice.

Sun Protection - I will do everything I can, working in partnership with you, to ensure that your child is protected from the sun's rays and for this reason will need you to provide me with:

Sun Cream suitable for your child (high factor).

Sun hat (preferably a legionnaires or brimmed hat to protect the neck, rather than a cap).

I will ensure that your child uses the sun cream that you have provided and wears the hat. Forest Tribe Friends is an outside setting, I will ensure there is shade by using gazebos in my garden or shaded areas when out and about. I will encourage your child to drink water regularly to prevent dehydration.

If you have any concerns regarding the health and safety of your child please discuss them with me.

Safety and suitability of premises, environment and equipment

Statement of intent

At Forest Tribe Friends Childminding I believe that the health and safety of children is of paramount importance. I will make my practice a safe and healthy place for children, parents and assistants.

Aim

I aim to make children, parents and assistants aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Staff: child ratios

Forest Tribe Friends Childminding is an outside based practice, my home base is in my garden with two insulated cabins and a covered pagoda. Children are in my view at all times. The entrance hall forms part of the practice and the bathroom is currently on the ground floor of the house.

Ratio

I will care for a maximum of six children under the age of 8 of these 6 children a maximum of 3 will be under 5 (until the 1st September following 5th birthday - reception age). Only 1 child under 1 years old.

Assistants as specified above.

Holiday clubs and after school

Ratios remain as above.

If I care for any children over the age of 8, these children will not have an impact on the children I care for under 8.

Safety

Forest Tribe Friends childminding has an outside home base practice, with a majority of our time spent in local woodlands. I have written permissions to use local woodlands including (but not exclusively) The CSG Playfields and Hodgmore Woods.

Smoking

No smoking is permitted at my practice.

Premises

At home there are two insulated cabins (3x5m) and (4x5m) which are resourced with age appropriate resources, there is a covered pagoda (4x5m) with a large table and chairs. Grassed areas and steps. The garden is an enclosed space only accessible through two locked gates or through the house. Childminded children and parents enter the practice through house. There is access to a toilet, but the remaining inside of the house is not included within the allocated space for my practice.

Insurance cover

I have public liability insurance with Pacey and Forest School Insurance with Birnbeck, certificates are displayed in the entrance hall.

Policy

Health and safety issues are explained to the parents of new children so that they understand the part they play in the daily life of my practice.

- I have a no smoking on my premises policy.
- I have a policy that no alcohol or other substances are not allowed to be brought onto the area being used for my practice which are accessible to children.
- Children are made aware of health and safety issues through discussion, planned activities and routines.

Security

- Systems are in place for the safe arrival and departure of children. The times of the children's' arrivals and departures are recorded on a register.
- My premises are secure and do not allow for unauthorised access
- My premises prevent children from leaving the premises unnoticed and unescorted.
- I will only release children to authorised persons, details of whom are provided by parents
- The garden used for my practice is enclosed and secure

Windows

- Windows of cabins are made with British Standards safety glass to prevent breakage

Floors External and Internal

- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

Kitchen

- Children do not have access to the kitchen in house, unless we are doing a cooking activity where access to the cooker is required.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities they;
 - o Are supervised at all times
 - o Are kept away from hot surfaces and hot water; and
 - o Do not have unsupervised access to electrical equipment.

Electrical equipment

- All electrical conform to safety requirements and is checked regularly.
- My combi boiler/ electrical switchgear/ meter cupboard is not accessible to the children and is serviced annually

Storage in entrance hall and cabins

- All resources and materials which children can select are stored safely and at their height.
- All other equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

Fire safety

- I will carry out regular practices with children of our emergency evacuation procedure
- Records are kept of fire drills
- There is a fire blanket in the practice entrance and both cabins
- Cabins are fitted with smoke alarms

First aid and medication

- I hold a current 12 hour paediatric first aid certificate, and 16 hour forest school first aid certificate and these are renewed ever three years

My first aid kit;

- Complies with the Health and Safety (First Aid) Regulations 1981
- Is regularly checked and re-stocked as necessary;
- Is easily accessible to myself but is kept out of reach of children.
- A separate first aid kit is taken carried whenever we leave the house
- Parents provide written permission for emergency medical advice or treatment to be sought by myself if required
- Is kept safely and accessibly;
- My Accident Book is reviewed regularly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a General Practitioner or hospital, or the death of a child or adult.

Outdoor area

- My outdoor garden area is securely enclosed.
- My outdoor area is checked for safety and cleared of dog faeces, before it is used.

- Planting in garden is done with reference to dangers of poisonous plants list
- All outdoor activities are supervised, at all times.

Pets

- I have two small dogs a Parsons Terrier and a Morkie. They will be allowed in the childminding areas whilst children are there, but children will not be left unsupervised.
- Both dog's vaccinations are kept up to date, and both receive flea and worming treatments as advised by their vet Pets at Home, Wycombe
- A daily sweep is carried out to clear garden of any dog mess and regular checks are made throughout the day and dealt with immediately.

Forest School

- Children are reminded before each session of Forest School rules, 'No pick, No Lick and Stop' and they are reminded of the boundary line. Boundary line is indicated by 'stop signs' &/or coloured tape (if required)
- A safety sweep is carried out before the start of each Forest School session any issues or concerns are recorded
- Snack is provided to children attending Forest School, there is water, soap and paper towels for the children to wash their hands.
- Parents are provided with information on suitable footwear and clothing required for forest school sessions (long sleeves and trousers to be worn)
- Parents of childminded children are on What's App groups for the days their children attends Forest Tribe Friends. If and when we go away from the home base, they are sent a message with the our intended destination location and estimated time of return.

Hygiene

- Environmental Health Department and the Health Authority have been advised of my practice and I will keep up-to-date with the latest recommendations.
- My daily routines encourage children to learn about personal hygiene
- My have a daily cleaning routine for practice of cabins, entrance, toilet ensure high standard of hygiene
- Resources and equipment, dressing up clothes and furnishings are cleaned regularly.
- The toilet has a high standard of hygiene including hand washing and drying facilities. (disposal of nappies- as appropriate).

I implement good hygiene practices by:

- Cleaning tables between activities
- Checking toilet regularly;
- Wearing disposable gloves – as appropriate.
- Providing sets of clean clothes
- Providing tissues and wipes

Essential Equipment List for Forest School Sessions

- o Emergency contact details – laminated paper format
- o Mobile phone - with emergency medical ID and 999 emergency SMS service
- o First Aid bag
- o Protective Gloves
- o Nappies wipes & bags (if required) and weather appropriate change of clothes, spare socks & gloves
- o Sun cream
- o Scissors
- o Water bottle with water for drinking
- o Flask with warm water, soap and paper towels for washing
- o Sleeping bag/survival bag
- o Thermal wrap sheet
- o Pamphlet on Hypothermia and first aid
- o Medical equipment – inhalers, epi pens if required
- o Carrier bags for litter, rubbish and dirty/ wet clothes

- For toileting at Forest School holiday clubs, I have a pop up toilet tent to provide privacy, with a portable potty and potty bags.

Activities

- 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 my practice.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials – including paint and glue – are non toxic.
- Sand is clean and suitable for children's play.
- Physical play and risky play is supervised.
- Children are taught to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities I provide and the routines we follow.
- Risky and exploratory play is encouraged during Forest School sessions, only following my safety sweep, to ensure it is controlled risk not unsafe play. I will be on hand for assistance, if a child, is in need. Risky play takes place only within the conditions of my Forest School insurance policy.

Forest School Resources

- Minimal resources are taken to Forest School, children are encouraged to use what is around them in the woods.
- Use of tools - Knives will not be used by the children, any equipment or tools used will be recorded and stored securely in locked boxes or in my Forest School rucksack. All tool work is closely supervised.
- Nursery and Pre School aged children will use potato peelers for whittling, this will be in a designated area of Forest School and will be on a one to one basis.
- Fires will be carried out using a fire basket only in the basecamp centre, children's seating in basecamp is 1.8m away. An adult remains at the fire until it is extinguished, by using water and waiting until charcoal is cold. Fire basket is removed and stored away from FS site. All firelighters are stores securely in my FS rucksack.

Clothing requirements for Forest School sessions

Woolly hat/ sun hat
Gloves
Jacket/waterproof coat
Fleece/ sweatshirt

Long trousers – all seasons

Long sleeved top

Two pairs of socks for wellies (plus spare)

Stout shoes, wellies or boots

Emergency change of clothes and carrier bag for dirty / wet clothes