



DEAN CLOSE
LITTLE TREES
NURSERIES

DEAN CLOSE NURSERIES LIMITED

Independent Day Nursery

**Safety of the Children
(NL002)**

Little Trees, Dean Close Nurseries Ltd is wholly owned by The Dean Close Foundation, registered Charity No: 1086829

LITTLE TREES DAY NURSERY

SAFETY OF THE CHILDREN

- This policy has been authorised by the Directors of Dean Close Nurseries Ltd for all of its nurseries, (the "Nursery").
- This policy will be reviewed periodically by the Group Operations Manager and submitted to the Dean Close Nurseries Ltd Board for oversight and sign off.

At Little Trees we aim to protect and support the welfare of the children in our care at all times. The safety and welfare of children is of paramount importance. Staffing arrangements and the environment must meet the needs of all children and ensure their safety and wellbeing. The Nursery Manager is responsible for ensuring that the team adequately supervise children in their care whilst meeting their needs at all times.

In order to ensure the safety of children at Little Trees, we will ensure that:

- All staff members receive the relevant training and information on policies and procedures in the nursery in order to supervise the children in their care suitably, whilst ensuring everyone is fully aware of their responsibilities
- Parents/ carers are kept informed about staff deployment and who their child's key person is, and the supporting staff members within the room/ department.
- The term 'supervision' is clarified/ set out for clarity below, as to what is appropriate when.

The Nursery Manager, or nominated deputy is responsible for ensuring that a Daily Bulletin (Appendix A) is recorded accurately, that details the numbers of children in each group, the staff directly in ratios per group, including any changes to the ratios throughout the day, such as lunch time cover. The daily bulletin should also record any children messages, such as a settling in arriving with pre-arranged times, as well as messages for staff. The Nursery Manager MUST ensure that this is communicated at the beginning of the day, and spot check the numbers of children and staff per group in the morning, by 9am after most children have arrived, and again by 1.30pm, after the half day changeover of sessions, if applicable to the setting. All staff share in the responsibility of understanding and implementing the daily bulletin.

Attendance Records – cross reference to H&S policy.

1. Staff MUST accurately record the arrival and departure times of all children on the daily register as soon as a child arrives and leaves the nursery on Family, including the accurate recording on whether a child leaves the group to join another on a settle session internally. These records will be paper based in this first instance, or where the nursery experiences technical difficulty with WIFI. These must be checked at the end of the day, by the Team Leader or nominated individual to ensure that the records are correct and accurate.

2. Staff MUST ensure they accurately record their own arrival and departure times from the nursery, on the staff weekly registers.
3. The Nursery Manager/ senior person in charge MUST (spot) check to ensure that the registers accurately reflect the attendance of all children on a daily basis
4. Headcounts MUST be undertaken regularly, in which the frequency must meet the needs of the nursery, and recorded within the LIVE LOGS. This could be:
 - a) Every time there is a change to the group
 - b) A child arrives or leaves the nursery
 - c) A child arrives or leaves the room/ group on a settle session
 - d) The room/ group move around the nursery e.g. from inside to outside areas
 - e) Rooms/ groups join together
5. A record of the head count and who it was completed by must be recorded on the LIVE LOGS
6. If a child is booked to attend nursery and does not arrive by 10.00 and we have not been advised of an absence, every effort will be made to contact the parents via telephone or the Family app to ascertain the reason for the absence. This will be closely monitored by the Nursery Manager to ensure that there are no patterns or trends in absences which may give cause for concern.
7. At the end of each week, these must also be checked by the Deputy Manager/Nursery Manager. These will be checked periodically by the Regional Manager

In some circumstances it may be necessary to introduce additional checks to ensure that children are not left unattended in the nursery setting. This is at the discretion of the Nursery Manager, and will be recorded on the Head Count form/ Live Logs (Appendix B) by the room leader or in their absence, a designated colleague, and checked against the register.

Supervision

Staff MUST be vigilant and aware of the position of all children at all times including free flow, whether children are in or out of the building, they must be supervised at all times. Supervision means children must usually be within sight **and** hearing of staff members, and always within sight **or** hearing as a minimum, at all times.

The supervision of children and the deployment of staff members should ensure the safety and wellbeing of the children at all times, and colleagues should be aware of their own position and those around them, ensuring children are cared for and ratios are met at all times and that children are not left unattended whilst routine tasks are completed.

When a staff member is required to complete a task which will momentarily take them away from the main group of children and staff members e.g. taking a child to the toilet, sleep room etc, they MUST communicate this to their other colleagues who MUST ensure that supervision and deployment is adapted accordingly. If a child is leaving the room with them e.g. for nappy changing, this MUST also be communicated. In instances that a staff member is working directly within their own ratio, or the ratio is accounted for across the floor/ department, and they would therefore require support to ensure a routine task for one child, that the remaining children are not left unattended/ unsupervised for any reason. Colleagues are expected to support one

another through effective communication to ensure children are within sight and or hearing as a minimum.

There may be times throughout the day when a child changes rooms for a period of time e.g settling in before moving up to another room. The child's key person is responsible for supporting the transition with the child wherever possible and for signing the child in and out of the different rooms. This MUST be communicated to the room in which the child is leaving, and to the room in which the child is joining so that the room leaders or nominated person can update their LIVE logs accordingly.

There will always be at least two members of staff on duty to ensure no lone working. There may be occasions in which staff are working solely within their own ratio, however they will not be alone within the department/ floor, and have access to ask for support, or in an emergency, additional support on hand.

Volunteers/Students/ Work experience/Visitors

At no time, must they be left alone with the children.

They must display the correct lanyard according to their purpose for visiting the nursery.

Sleeping

Babies/ children are closely supervised whilst sleeping and regular 10 minute checks are recorded, on Family, or in instances of technical difficulty; paper records, if the child is sleeping in a dedicated sleep room that has been risk assessed for safety, such as using cots. The babies/ children will always remain within hearing through the use of a monitor. If a staff member remains within the sleep room with the sleeping babies/ children throughout the duration, and therefore are within sight as well as hearing, then the regular checks are not needed as full supervision has been maintained. Babies/ children will never be left unattended when sleeping in the base room. We follow the advice and guidance provided by the Lullaby's Sleep Trust with regards to how and where children should be placed to sleep to help reduce the risk of SIDS (Sudden Infant Death Syndrome). We therefore encourage all children, particularly young babies, to sleep lying flat on their backs. We understand that some children may feel more comfortable to sleep in a pushchair or even their car seat. Every effort will be made to support the child through the transition to sleep on a flat bed through the means of comfort, close contact sleeping and transition to a bed, and sitting close by Steps will be taken to keep babies from becoming too warm or over heating by regulating their body temperature, avoiding excess bedding and not over dressing or over wrapping the baby. Nurseries have a variety of safe sleep bed options including cots, dream oracles, mini camp beds and floor mattresses. Children's shoes will always be removed, including any hazards such as bibs, or hair clips that could present a choking or strangulation hazard.

Further advice can be found at;

<https://www.lullabytrust.org.uk/safer-sleep-advice/>

Water

Staff MUST be aware that children can drown in only a few centimeters of water, and therefore children must be fully supervised at all times, within sight and hearing, when using water play/

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paddling pools for the duration of the activity, in accordance with the nurseries specific risk assessment. A member of staff must be next to the activity for the duration of the activity.

Outdoor Play

Staff members MUST supervise large outdoor play equipment at all times, and this should be agreed upon and communicated within each of the teams as to who. A member of staff must be next to the activity for the duration of the activity. Special care should be taken when children are using large apparatus e.g. climbing frames, and when walking up or down steps/ stairs. Large equipment should only be accessed by children in which a specific risk assessment deems the equipment and activity safe to do so. Outdoor play equipment is purchased from reputable suppliers to ensure that it is suitable for the age of the children, with appropriate surfaces in place. The Grounds Manager for the Foundation, and several other Grounds workers, are trained and qualified in ROSPA, to support the regular inspection of all outdoor play equipment.

When outdoors, staff must be aware of any dangers relating to bushes, shrubs and plants. The outdoor gardens should be checked for security and hazards before children are taken outside on each occasion. A visual check is undertaken in the outdoor areas for rubbish, animal faeces, safety of the play equipment before allowing children access to the outdoors. Staff should position themselves, and be aware of the position of other adults, so that they can ensure that children who are playing can be in sight and hearing, and certainly within sight or hearing at all times.

Eating – cross reference with Food & Nutrition Policy

Children must be fully supervised at all times when eating, and toddlers and babies should be closely monitored. Babies will never be left alone with a bottle and will always be bottle fed whilst being held by their key person, or supported appropriately in a safe manner if the baby wants to independently feed themselves.

We follow the Safe Weaning advise given by the NHS; <https://www.nhs.uk/start-for-life/baby/weaning/safe-weaning/choking-and-gagging-on-food/>

Choking and gagging on food

Gagging is a totally normal reflex when babies start weaning – choking on food is dangerous. Find out how to tell the difference, and learn to spot the signs of your baby choking on food and what to do if it happens.

There's a difference between choking and gagging.

- Gagging is a normal reflex as your baby learns to chew and swallow solid foods. Gagging is loud. Your child's skin may also look red when they're gagging, but redness can be harder to see on brown and black skin.
- Choking is quiet. If your child has white skin, it may begin to look blue (cyanosis) when they're choking. If they have brown or black skin, their gums, inside their lips, or their fingernails may begin to look blue.

Choking: what to do

If you/ we think your child is choking and cannot breathe properly:

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- shout for help
- get them out of the high chair
- support their chest and chin with one hand and – with the heel of your hand – give 5 sharp blows between the shoulder blades

Gagging

Your baby may gag when you introduce solid foods – this is totally normal.

It happens because they are learning to regulate the amount of food they can chew and swallow at one time. They will eventually learn to cope with different textures and harder foods.

If your baby is gagging, this is what may happen:

- your baby's eyes may water
- they might push their tongue forward (or out of their mouth)
- to bring the food forward in their mouth – they might make a retching movement, or they may vomit

Reduce the risk of choking

For babies and young children, food can be a choking hazard, especially when they do not chew their food well.

Choking can happen with any foods, but firm foods, bones and small round foods can be more risky.

When preparing food for your child, remember to follow these steps:

- introduce solid foods from around 6 months
- think about the size, shape and texture of food – cut it into narrow batons, and avoid round shapes and firm foods
- use a highchair – make sure babies and young children are alert and seated safely upright in a highchair while eating
- always supervise babies and young children while they're eating
- role model chewing and swallowing – encourage babies and children to chew and swallow food properly, and not to rush eating

How to serve food safely

Follow our guidance on preparing and serving food safely to reduce the risk of choking.

- Small fruits and vegetables such as grapes/ berries, will be cut into quarters (4 small pieces)
- Pips and stones in fruits will always be removed
- Large fruits such as melon/ apples or vegetables such as carrots, cucumber, peppers - will be cut into batons/ slices. For very young babies, these fruits may be steamed, mashed and pureed.
- Firm fruit and vegetables may be cooked/ steamed to soften them, and or with the skins removed for very young babies
- Meat, Fish including sausages will be cut lengthways in half and thinly as possible making it easier to swallow. Any bones would be removed, including skins where needed
- Cheese will either be grated or cut into small narrow strips

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- We are a nut free nursery and so ensure that all meals and snacks are nut free
- White bread can form a ball dough like shape in the throat if not chewed properly and therefore if served, must be slightly toasted, or brown bread is served. Cut into strips
- Raisins and other dried fruits are not given to babies under 1 years old. For older children these are cut into small pieces.

In conjunction with our Food & Nutrition Policy, fridge/freezer temperature checks are taken and recorded regularly, food and produced used within the Use by Dates, allergen foods and preparation areas maintained safely and records kept of all ingredients in all meals and snacks, including children's allergen and dietary preferences.

No hot drinks are allowed in the rooms and staff are only allowed to drink water from safe cups/ bottles that are not in reach of children.

Fresh drinking water is available for children to easily access

Activities in conjunction with the Nursery Risk Benefit Assessment

Children must be carefully supervised when using scissors, with a member of staff supporting the activity at all times.

Children must be carefully supervised when using knives for cooking activities, with a member of staff supporting the activity at all times.

Changing

Babies/ children MUST never be left unattended on high level changing units. Children who are potty training, and independently using the toilet, can be within sight or hearing, to encourage independence in a safe manner, however a staff member must be aware and within hearing to assist with any calls for help.

Supervision at Arrival and Departure times

Staff MUST be particularly vigilant when parents are dropping off and collecting their children. If more than one handover is needed at the same time, then staff should ensure that other practitioners in the room are deployed to adequately supervise and interact with the children. If this is not possible, parents should be politely asked to wait until someone is available for the handover.

Safe Handover of Children

Parents are asked to provide emergency contact details for children, who they have authorised to be able to collect their child/ children from the nursery, including the use of a Password system. Parents are required to keep the Nursery Manager informed of any changes, and can update their records on the Family account. All staff members responsible for caring for the child will be aware or have access to the password and those nominated as emergency contacts, for the safe departure of children to an adult that may be unfamiliar to the nursery. Unfamiliar adults, who parents have authorised as an emergency contact, will be asked to provide photographic identification as well as confirming the password. On occasion, it may be necessary for the nursery to contact a parent for verification before allowing the child to be collected.

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Nursery Trips and Outings

Please refer to NL006 Nursery Outing's Policy, for details of increased ratio, to ensure supervision of children is heightened and maintaining that all children are within sight and hearing at all times.

When on visits out of the nursery, including local walks;

The adult to child ratios must be considered in the context of the location and type of outing and not less than the ratio employed within the rooms. Little Trees preferred ratio would be as high as possible, and managers must make appropriate judgements for each outing, without limiting children's experiences but keeping them safe at all times ensuring full supervision. If parents are included in the outing, they will be responsible for their own child/ children only.

Safety of the Premises in conjunction with H&S Policy

1. A safety check on premises, both indoor and outdoor will be carried out before children arrive in the morning, and again at the end of the nursery day. This will be recorded on the Management AM/PM checks record (Appendix C)
2. Internal safety gates and barriers will be used as necessary.
3. Low level glass will be covered, or replaced by safety glass
4. Finger door guards will be used where appropriate.
5. Outdoor play spaces will be securely fenced, with the use of combination locks on exiting gates. Keys to doors leading to the outdoor spaces are kept at height next to the door. Codes to the combination locks are consistent for ease of memory and shared with staff.
6. Staff will be aware of the effect of any plants, particularly in an outdoor area, that can be hazardous, such as bramble bushes, and report accordingly using the Hazard Reporting form, as found in the Health & Safety policy.
7. Equipment and toys will conform to all relevant safety regulations and will be sound and well made.
8. Equipment will be checked regularly and any dangerous items repaired/discarded
9. Equipment offered to children will be developmentally appropriate, recognising that materials suitable for an older child may pose a risk to younger, less mature children
10. Play rooms will be well lit and windows will be able to be shaded by blinds which are non-flammable
11. Fires, heaters, electric points and leads will be adequately guarded. Where are nursery has a fire pit in the garden for risky play, this will be fully supervised at all times.
12. Heating and ventilating systems will enable comfortable and legally required temperatures to be maintained. Minimum temperature 65 degrees Fahrenheit. Temperature checks are carried out and recorded within the nurseries.
13. If applicable stairways will be well lit, with handrails.
14. All hazardous materials, including medicines and cleaning materials, will be stored out of reach of children. Medicine has a dedicated area for storing in fridges if required.
15. Children will not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches
16. Fire doors will not be obstructed

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17. Fire drills will be held at least once a term. All fire drills will be recorded and reviewed. All staff and volunteers will be informed of evacuation procedures during their induction.
18. Smoke detectors are fitted and checked periodically
19. Correctly stocked first aid boxes will be available at all times with the locations cleared marked within the nursery
20. Appropriate safety arrangements will be made for children with disabilities or learning difficulties through the completion of personalised Health Plans.
21. Accidents and Incidents within the nursery are recorded, communicated with parents, and audited monthly by the Nursery Manager to further inform risk assessment or policy if trends are identified.

Staff; Child Ratios

For children aged under two years in our Explorers Groups:

- There must be at least one member of staff for every 3 babies
- In our English nurseries, at least 50% of the team will hold a full and relevant level 2 or above qualification, and must be suitably experienced in working with babies. At least one member of staff must will hold a level 3 qualification.
- In our Welsh nurseries, at least 60% of the team will hold a full and relevant level 2 or above qualification, and must be suitably experienced in working with babies.
- At least half of the team will have received suitable training to work with babies.

For children aged two and under three years in our Adventurers Groups:

- There must be at least one member of staff for every 4 toddlers in Wales.
 - There must be at least one member of staff for every 5 toddlers in England from September 2023
- In our English nurseries, at least 50% of the team will hold a full and relevant level 2 or above qualification, and at least one qualified to level 3 and above.
- In our Welsh nurseries, at least 60% of the team will hold a full and relevant level 2 or above qualification.
- At least half of the team will have received suitable training to work with toddlers

For children aged 3 years and older, in our Investigators Groups;

- There must be at least one member of staff to every 8 children.
- In our English nurseries, at least 50% of the team will hold a full and relevant level 2 or above qualification, and at least one qualified to level 3 and above. Where a staff member is trained to QTS or approved level 6, then a 1;13 ratio may be used as part of our contingency planning for that staff member only.
- In our Welsh nurseries, all preschool staff must hold a level 2 or above childcare qualification as approved education providers within the relevant local authorities.

Paediatric First Aid

In England, the minimum requirement is to have at least one member of staff qualified in Paediatric first aid on site at any one time.

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In Wales, the minimum requirement is to have a 1;10 ratio of staff qualified in Paediatric first aid.

At Little Trees we aim to supercede these minimum requirements, and ensure all other staff have at least basic awareness of First Aid training.

Appendix A – Daily Bulletin

Date:.....

Explorers					
No of Children:	AM Staff Present:	PM Staff Present:	Absence:	Messages:	Lunch Times & Cover:
AM	*	*			*
	*	*			*
PM	*	*	Extras:		*
	*	*			*
Adventurers					
No of Children:	AM Staff Present:	PM Staff Present:	Absence:	Messages:	Lunch Times & Cover:
AM	*	*			*
	*	*			*
PM	*	*	Extras:		*
	*	*			*
Investigators					
Number of Children:	AM Staff Present:	PM Staff Present:	Absence:	Messages:	Lunch Times & Cover:
AM	*	*			*
	*	*			*
PM	*	*	Extras:		*
	*	*			*

Appendix C – AM & PM Management Checks

Week Commencing:

AM Checks before children arrive	Mon	Tues	Wed	Thur	Fri	QFM Issues to report
Ensure the nursery phone is charged and working						
Check staff register for signing in						
Check children registers with RL or nominate individual						
Check cable and plugs on electrical equipment are in good working order						
Walk way's and stair wells clear of hazards						
Window openings have the safety brackets						
Fire doors in good working order						
Fire exits clear from obstruction and visible						
Fire evacuation cots clear and easily accessible						
Fire escape routes clear and safe to use						
Opening Manager/ Deputy to sign						
PM Checks at the end of the day						
Check staff & child registers for signing out						
Doors/ windows are all closed and locked						
Electrical appliances are switched off – minus fridge/freezers/ CCTV						
Rooms left in good clear order						
Laundry hung out if required						
All types of waste bins emptied						
Intruder alarm set, if applicable						
Closing Manager/ Deputy to sign						
Weekly – Fire alarm tested in alternative zones and noted in the electronic fire log book						
Termly – Fire Drill held termly, or after a new member of staff joins						

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