

# **POLICIES & PROCEDURES 2025-26**

## **HEALTH & SAFETY**

## **FIRE SAFETY**

## **FOOD SAFETY**

October 2025

## **HEALTH & SAFETY POLICIES 2025-26**

**Incorporating FIRE SAFETY POLICY and FOOD SAFETY & NUTRITION POLICY**

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## **Important Organisations Contact Details**

### **EMERGENCY CONTACT NUMBERS**

- Local fire service – 02380 644000
- Fire or arson – 999
- Electrical – 0800 7838866 or 105
- Flooding (Environment Agency Incident Hotline 0800 807 060) or 0300 555 1388 or 101
- Severe weather damage - landlord 01264 720417 or 999
- Break in – 999 or 101
- Staff/ parent mugged – 999
- Lost child – 999
- Anti-terrorist helpline – 0800 789321
- Health and safety executive – 0300 003 1647
- Insurance provider – 02076 972595
- Landlord – 01264 720317
- Local ambulance – 0300 100 0024 or 112
- RIDDOR – 0345 3009923
- Local police – 0845 0454545
- National grid emergency – 0800 404 090
- Ofsted – 0300 1231231
- Southern water – 0330 3030368
- LADO 01962 876364
- Local PHE health protection team 0344 2253861
- SFYC – use General Enquiry form  
[https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfU0yGnB20OQGNm\\_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSjFKVEFBUIVLRzgxQS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=tdiBPwfU0yGnB20OQGNm_D9k1qf4MxLmmh9FyEba9pUQIJHV1I3NzA1QkNQSjFKVEFBUIVLRzgxQS4u)

# 1. Health and safety policy

## EYA Policy Template Reference: 01

**Designated Health and Safety Officer is: KRISTY LAMBERT**

### Aim

Longparish Little School is a suitable, clean and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for health and safety and fulfil the criteria for meeting the Early Years Foundation Stage Safeguarding and Welfare Requirements.

### Objectives

- We recognise that we have a corporate responsibility and duty of care towards those who work in and receive a service from our provision. Individual staff and service users at Longparish Little School also have responsibility for ensuring their own safety as well as that of others. Adherence to policies and procedures and risk assessment is the key means through which this is achieved.
- Insurance is in place (including public liability) and an up-to-date certificate is always displayed.
- Risk assessment is carried out where it is helpful to do so, to ensure the safety of children, staff, parents, and visitors. Legislation requires all those individuals in the given workplace to be responsible for the health and safety of premises, equipment and working practices.
- Smoking and vaping is not allowed on the premises, both indoors and outdoors. If children use any public space that has been used for smoking or vaping, members of staff ensure that there is adequate ventilation to clear the atmosphere. Staff who smoke or vape must fully cover their work clothes (or change their clothes). The use of electronic cigarettes is not allowed on the premises.
- Staff must not be under the influence of alcohol or any other substance which may affect their ability to care for children. If staff are taking medication that they believe may impair them, they must seek further medical advice and only work directly with children if that advice is that the medication is unlikely to impair their ability to look after children. The setting manager must be informed.
- Alcohol must not be bought onto the premises for consumption.
- A risk assessment (01.1a Generic risk assessment) and access audit (01.1b Access audit form) are carried out for each area as required and the procedure is modified according to needs identified for the specific environment.
- Risk assessments are monitored and reviewed by those responsible for health and safety.

### Legal references

Health and Safety at Work etc Act 1974

Health and Safety (Consultation with Employees) Regulations 1996

Management of Health and Safety at Work Regulations (1999)

Regulatory Reform (Fire Safety) Order 2005)

Electricity at Work Regulations (1989)

Regulation (EC) No 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Manual Handling Operations Regulations (1992) (Amended 2002)

Medicines Act (1968)

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (Amendment) Regulations 2012

Control of Substances Hazardous to Health (COSHH) Regulations 2004

Health and Safety (First Aid) Regulations 1981

Childcare Act 2006

#### **Further guidance**

[Dynamic Risk Management in the Early Years](#) (Alliance Publication)

Health and Safety Executive [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

Food Standards Agency [www.food.gov.uk](http://www.food.gov.uk)

Ministry or Housing, Communities & Local Government [www.communities.gov.uk](http://www.communities.gov.uk)

## **2. Risk assessment**

### **EYA Policy Template Reference: 01.1**

Risk assessment is carried out to ensure the safety of children, staff, parents/carers, and visitors.

Individuals in the workplace are responsible for the health and safety of premises, equipment and working practices. We have a 'corporate responsibility' and 'duty of care' to those who work in and receive a service from our provision. Individuals are also responsible for ensuring their own and others safety.

- Generic **Health & Safety Risk Assessment** form is completed for each area of work, and the areas of the building that are identified in these procedures
- **Access audit** is completed to ensure inclusion and the health and safety of all visitors, staff, and children. The relevant procedure is modified if required to match the assessment.

Risk assessment means: *Taking note of aspects of your workplace and activities that that could cause harm, either to yourself or to others, and deciding what needs to be done to prevent that harm, making sure this is adhered to and is updated when necessary.*

The law does not require that all risk be eliminated, but that 'reasonable precaution' is taken. This is important when balancing the need for children to take appropriate risks through physically challenging play. Children need opportunities to work out what is not safe and what to do when faced with a risk.

**Daily safety sweeps and checks indoors and outdoors.**

- Safety sweeps are conducted before children arrive when setting up for the day or closing in the evening. Sometimes a safety sweep will identify a risk that requires a formal risk assessment on form. For example, if a window latch is stiff and an educator has to stand on a chair in order to reach it to ensure it has closed properly.

## **Health and safety risk assessments**

Health and safety risk assessments inform procedures. Staff and parents/carers should be involved in reviewing risk assessments and procedures, as they are the ones with first-hand knowledge as to whether the control measures are effective, and they can give an informed view to help update procedures accordingly.

The Health & Safety Officer undertakes training and ensures staff have adequate training in health and safety matters. The setting manager ensures that checks/work to premises are carried out and records are kept.

- Electricity safety by a qualified electrician.
- Fire precautions to check that all fire-fighting equipment and alarms are in working order.
- Hot air heating systems/air conditioning systems cleaned and checked.
- Deep clean is carried out in kitchen.

The Health & Safety Officer ensures that staff members carry out risk assessments that include relevant aspects of fire safety, food safety, in each of the following areas of the premises:

- Entrance and exits.
- Outdoor areas.
- Off-site venues used regularly.
- Passageways, and connecting areas.
- Group rooms.
- Sleep areas.
- Main kitchen.
- Staff/parent's room.
- Rooms used by others or for other purposes.

The Health & Safety Officer ensures staff members carry out risk assessment for off-site activities, such as children's outings (including use of public transport), including:

- Forest School
- home visits
- other duties off-site such as attending meetings, banking etc

The Health & Safety Officer ensures staff members carry out risk assessment for work practice including:

- changing babies, and the intimate care of young children and older children
- arrivals and departures
- children with allergies and special dietary needs or preferences
- serving food in group rooms
- cooking activities with children
- supervising outdoor play and indoor/outdoor climbing equipment
- settling young children to sleep
- assessment, use and storage of equipment for disabled children.
- visitors bringing equipment or animals for children's learning experiences, for example fire engines.
- following any incidents involving threats against staff or volunteers
- following any accident or incident involving staff or children

The Health & Safety Officer liaises with Crime Prevention Officers as appropriate to ensure security arrangements for premises and personnel are appropriate.

### **3. Group rooms**

**EYA Policy Template Reference: 01.2**

- Significant changes such as structural alterations or extensions are reported to Ofsted. A risk assessment is done to ensure the security of the building during building work.
- Door handles are placed high or alternative safety measures are in place.
- Chairs are stacked safely and not too high.
- There are no trailing wires.
- Windows are opened regularly to ensure flow of air.
- Floors are properly dried after mopping up spills.
- Staff hold the hand of toddlers and children who require assistance.
- Materials and equipment are not generally stored in corridors, but where this is the case, it does not block clear access or way out.
- Walkways and stairs are uncluttered and adequately lit.
- Socket safety inserts are not used as there is no safety reason to do so, modern plug sockets are designed to remove risk of electrocution if something is poked into them. Socket covers (that cover the whole socket and switch) may be used, please note these are different to socket inserts.

The use of blinds with cords is avoided. Any blinds fitted with cords are always secured by cleats. There are no dangling cords.

## 4. Kitchen

### EYA Policy Template Reference: 01.3

#### General safety

- Doors to the kitchen are kept always closed.
- Children do not have unsupervised access to the kitchen.
- Children are not taken to the kitchen when meal preparation is taking place.
- Staff do not normally take tea breaks in the kitchen unless there is no alternative, in which case, tea-breaks are not taken in the kitchen when food is being prepared.
- Wet spills are mopped immediately.
- Mechanical ventilation is used when cooking.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

#### Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are washed down at least daily.
- All work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned monthly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down daily after use; ovens are fully cleaned as required and annually during deep cleaning of the area.
- If dishwashers break down, washing up done by hand.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once. They are laundered daily.
- Any cleaning cloths used for surfaces are washed and replaced daily.
- There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
- Any repairs needed are recorded and reported to the manager.
- Chip pans are not used.

#### Further guidance

## 5. Children's bathrooms/changing areas

### EYA Policy Template Reference: 01.4

- Children at Longparish Little School are provided with bags for spare clothing and nappies/pants
- The floor surface is used for changing children. Staff should not have to lift heavy toddlers on to waist high units.
- Disposable nappies/trainers are placed in nappy disposal units.
- Staff use single use gloves and fabric aprons to change children and wash hands when leaving changing areas. Please note that gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a 'soiled' nappy.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat.
- Changing areas or stands are provided for older (disabled) children, if required.
- Changing mats are disinfected after each change.
- Anti-bacterial spray is not used where residue may have direct contact with skin.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural or mechanical ventilation is used; chemical air fresheners are not used.
- All other surfaces are disinfected daily.

### Children's toilets and wash basins

- Children's toilets are cleaned as required (minimum daily) using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- Toilets not in use are checked to ensure the U-bend does not dry out and are flushed every week. Taps not in use are run for several minutes every two to three days to prevent infections such as Legionella.
- There is a toilet brush available for children's toilets. This is stored in the adult toilet, along with a separate cleaning cloth.
- Cubicle doors and handles are washed weekly.
- Children's hand basins are cleaned as required (minimum daily) and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets. Colour coded cloths are used.
- Paper towels are provided.

- Bins are provided for disposal of paper towels and are emptied daily.
- All bins are lined with plastic bags.
- Staff who clean toilets wear rubber gloves.
- Staff changing children wear gloves and aprons as appropriate.
- Wet or soiled clothing is placed in a reusable wet bag for parents to collect.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and using Emergency Absorbent Clean Up Powder.
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mops used for other areas. Colour coding helps keep them separate.
- Used water is discarded down the sluice.

## **6. Short trips, outings and excursions**

**EYA Policy Template Reference: 01.6**

### **Planning and preparation**

- Outings have a purpose with specific learning and development outcomes.
- If staff are 'borrowed' from another area to maintain ratios on an outing they are fully briefed about the children they are accompanying.
- The excursion does not go ahead if concerns are raised about its viability at any point.
- Parents are informed of an outing and staff check that consent forms (Family Permissions) on children's registration were signed.
- A minimum of two staff accompany children on outings. There is a ratio of 1:2 for babies in buggies, some disabled children, and children up to 3 years. Older children have a ratio of 1:4, depending on the risk assessment.
- Children are specifically allocated to each member of staff/volunteer; they are responsible for supervising their designated children for the duration of the excursion.
- Parents/carers on outings are responsible for their own children only.
- Parents/carers who have undergone vetting as volunteers may be included in the ratio.
- A mobile phone, and small first aid kit is taken out.
- Staff make sure they have water, plastic cups, spare nappies/change of clothes and wet wipes for the children going out appropriate to the length of time they are out for.
- Sun cream is applied as needed and children are clothed appropriately (see also **Sun Safety Policy**)
- Children wear 'high viz' vests with the name and number of the setting.

- Staff have emergency contacts, medication and equipment needed for children.

## **Risk assessment**

- Risk assessment if required, is completed prior to the outing and signed off by the Health & Safety Officer and all staff taking part. Any existing risk assessments are reviewed/amended as required.
- Children with specific needs have a separate risk assessment if necessary.

## **Outing venue (larger outings)**

- Venues used regularly are 'risk assessed' and an initial pre-visit is made to look at the health and safety aspects. If pre-visits cannot be made, risk assessment is achieved by calling the venue and asking for their risk assessment.

## **Transport**

- If coach hire is required for an outing, only reputable companies are used.
- The setting manager ensures that seat belts are provided on the coach and that booster seats and child safety seats are used as appropriate to the age of the children.
- The maximum seating capacity of the coach or minibus is not exceeded.
- Contracted drivers are not counted in ratios.
- Public transport should always be ratio of 1-2 (unless agreed with the setting manager).

## **Where transport is provided by the setting**

- Longparish Little School uses the minibus belonging to Longparish School, and their named driver. The School keeps records including insurance details and a list of named drivers.
- Drivers using their own transport should have adequate insurance cover.

## **Forest School sessions (not on site)**

- A separate risk assessment is conducted, and Forest School standard procedures are followed.
- The sessions always have a level 3 trained Forest School educator.

## **Farm and zoo visits**

Staff are aware of the risks posed by infections such as E.coli being contracted from animals. They are also aware of toxic substances used on farms that could be hazardous to health. Staff are vigilant of the natural dangers presented by a farm or zoo visit and conduct a risk assessment prior to the visit.

- The venue is contacted in advance of the visit to ensure no recent outbreaks of E.coli or other infections. If there has been an outbreak the visit will be reviewed and may be postponed.
- Hands are washed and dried thoroughly after touching an animal.
- Nothing is consumed whilst going round the farm. Food is eaten away from animals, after thoroughly washing hands.

- Children are prevented from putting their faces against animals or hands in their own mouths.
- If animal droppings are touched, hands are washed and dried immediately.
- Shoes are cleaned and hands washed thoroughly as soon as possible on departure.
- Staff or volunteers who are or may be pregnant, should avoid contact with pregnant ewes and may want to consult their own GP before the visit.
- Farmers have a responsibility to ensure that hand washing and drying facilities are available and are suitably located, that picnic areas are separate and clean, and that all other health and safety laws are fully observed.

For further guidance, refer to the insurance provider.

### **Larger outings checklist**

There is an identified lead person for the outing.

- The outing has an educational purpose and has been agreed with the setting manager.
- Risk assessments are completed/updated and shared with every staff, student/volunteer accompanying the children.
- Staff understand the potential risks when they are out with children and takes all reasonable measures to remove minimise risks.
- Bouncy castles and similar attractions are not accessed by children on an excursion.
- The designated lead educator is the last to leave the venue, or transport being used.
- The designated lead conducts a 'safety sweep' before during and after the outing.

### **Further guidance**

[Daily Register and Outings Record](#) (Alliance Publication)

[Introducing Forest School in the Early Years](#) (Alliance Publication)

[Preventing Accidents to Children on Farms](#) (Health and Safety Executive 2013)

## **7. Outdoors**

### **EYA Policy Template Reference: 01.7**

- At Longparish Little School all gates and fences are childproof, safe, and secure.

- Areas are checked daily to make sure animal droppings, litter, glass etc. is removed. Staff wear rubber gloves to do this.
- Bushes or overhanging trees are checked to ensure they do not bear poisonous berries.
- Stinging nettles and brambles are removed.
- Wooden equipment is maintained safely, put away daily and not used if broken.
- Wooden equipment is sanded and varnished as required.
- Broken climbing equipment or outdoor toys are removed and reported to the setting manager.
- Children are always supervised within ratios outside.
- Children are suitably attired for the weather conditions and type of outdoor activities.
- Sun cream (if parents have given permission) is applied and hats are worn during the summer months. Outdoor play is avoided in extreme heat between noon and 3pm.
- Children who have no adequate means of sun protection, such as a hat, long sleeves and trousers or sun cream, will not be able to play outdoors in un-shaded areas.
- Children are supervised on climbing equipment, especially younger children.
- Water play is not left out but is cleared, cleaned and stored after each use.
- Receptacles are left upturned to prevent collection of rainwater, this is important in areas where there are vermin to prevent urine/faeces contaminating the water.
- Sightings of vermin are recorded and reported to the manager who reports to the Environmental Health's Pest Control Department.
- Outdoor areas that have flooded are not used until cleaned down and restored. Grassed areas are not played on for at least one week after the floodwater has gone.
- If paddling pools are used, a risk assessment is conducted, and consideration given to the needs of disabled children or those less ambulant.

## Drones

If there are concerns about a 'drone' being flown over the outdoor area, that may compromise children's safety or privacy, the setting manager will contact the police on 101.

- Children will be brought inside immediately.
- Parents will be informed that a Drone has been spotted flying over the outdoor area and will be advised fully of the actions taken by the setting.
- The police will have their own procedures to follow and will act accordingly.

- If at any point following the incident, photographs taken by a drone emerge on social media that could identify the nursery or individual children, these are reported to the police.
- A record is completed in the Notifiable Incident Record unless there is reason to believe that the incident might have safeguarding implications, for example:
  - the drone has hovered specifically over the outdoor area for any length of time
  - there is a likelihood that images of the children have been recorded
  - is spotted on more than one occasion
  - if the Police believe there is cause for concern

Where this is the case, **Safeguarding children, young people and vulnerable adults** procedures are followed.

#### **Further guidance**

[Reportable Incident Record](#) (Alliance Publication)

## **8. Forest School (Longparish Little School Policy)**

#### **Policy statement**

Forest School is a child-centred inspirational learning process, that offers opportunities for holistic growth through regular sessions. It is a long-term program that supports play, exploration and supported risk taking. It develops confidence and self-esteem through learner inspired, hands-on experiences in a natural setting. Due to the 'off-site' and adventurous nature of Forest School, it is deemed necessary to be governed by its own policy. Forest School sessions are run by a fully trained, external Forest School teacher.

#### **Procedures**

A risk assessment is completed before each session, and submitted to Little School to retain for records. The Forest School lead also conducts an annual site risk assessment, and activity-based risk assessments for certain activities, such as campfires and tool usage.

If there is the possibility of extreme weather such as lightning or wind, we will not run forest school sessions.

- Before each session, we will check for dead branches and complete tree safety checks.
- We ensure the site is acceptable for that day's activities.
- There will be a breakdown of the risks associated with the activities planned for the session on the risk assessments.
- All persons will use personal protective equipment when necessary, by risk assessment.
- A First Aid kit is taken into Forest School and the Level 3 practitioner holds Paediatric and specialised Forest School first aid qualifications.

- The children will toilet before leaving the main building and if required during the session, an adult will accompany them back to Little School.
- A 2-litre sealed bottle of fresh water will be available at Forest School sessions, to be used for first aid purposes if required (such a cleaning small cuts.) A further 5 litres of water, bowl and anti-bacterial hand wash is available at every session for hand washing.
- Snack eaten at Forest School is prepared before leaving (or prepped to be cooked at Forest School if there is to be a cooking activity).
- The Level 3 Practitioner will have communication radio with her to contact Little School at all times. The other communication radio will be instructed into the care of someone present in Little School.
- Medication & medical forms will be taken to Forest School.
- Any accidents are recorded on Famly upon return to Little School
- Otherwise, normal procedures will be followed as set out in standard Policies and Procedures

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in our lobby. Where an external Forest School leader is employed, we ensure that they have their own separate liability insurance, a copy of which is retained in Little School.

Our full Health and Safety wording is available to view on our website and at the setting.

### **Safeguarding Policy - Forest School**

We have a safeguarding policy covering, amongst other things, hiring of staff, how to deal with suspicions of abuse, what do if you suspect abuse from a member of staff, how to complain etc.

Physical safeguarding in respect of Forest School is covered under the Safeguarding policy.

A full copy of this wording is available on our website and at the setting. See **Safeguarding Policy**

### **Behaviour and Learning Policy - Forest School**

Little School believes that children blossom when all their needs are met, including social, personal and emotional. There will be appropriate expectations for their individual behaviours.

Children need to understand the consequences of their actions which we will correct. This will allow them to empathise with other children's feelings to allow them to develop. We will support and encourage this.

Forest School sessions work within our curriculum in terms of both behaviour and learning.

Children are reminded of the rules and boundaries of Forest School at the start of each and every forest school session. Forest school sessions implement positive language and praise small tasks.

### **Tree climbing Policy - Forest School**

Tree climbing is encouraged based on "value judgement" where the forest school leader identifies the benefits, considers the risks, reviews the response and reaches a judgement.

Adults must always be present when children are climbing trees.

No child is permitted to climb higher than the adults present can reach.

Forest school staff will regularly check the trees climbed to ensure they are not dead/may break.

### **Equal Opportunities Policy - Forest School**

Our setting promotes equality of opportunity and valuing diversity for all children and families therefore we have an anti-discriminatory practice. We provide a secure and accessible environment so that all of our children can blossom. We value and understand equality and diversity.

For more information, see our **Equality Policy**.

### **Emergency and Accident Procedure - Forest School**

All accidents are recorded on Family, and parents/carers are required to acknowledge the record, and details of any treatment given

Ofsted is notified of any food poisoning affecting two or more children looked after on our premises and any injury requiring treatment by a general practitioner or hospital doctor, or the death of a child or adult as soon as possible or at least within 14 days of the incident occurring.

Local child protection agencies are informed of any serious accident or injury to, or the death of any child while in our care and we act on any advice given by those agencies.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### **Dealing with incidents**

- A Forest School member of staff will radio the main setting to report the incident/accident and normal preschool procedure for calling emergency services will be followed.
- If necessary, extra staff will attend the forest school area to take children back to the main setting.
- At least 2 members of staff will stay with the casualty.
- The Forest School Leader holds an outdoor first aid qualification.
- A record is made on Family and notifiable incidents reported to the relevant bodies.
- In the event a child eats a poisonous plant:
  - We will not make them sick.
  - We will take them to hospital/doctor with sample of the plant.
  - We will note the time of eating and any symptoms at the time or afterwards.

The Forest School lead will complete the accident record on Family.

- In the event of skin/eye irritation by plant:

We will wash effected area with clean water.

If in doubt, we will seek medical advice with sample of plant.

The Forest School lead will complete the accident record on Family.

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

any accident to a member of staff requiring treatment by a general practitioner or hospital; and any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done.

Any dangerous occurrence is recorded.

Information for reporting the incident to Health and Safety Officer is detailed in the Little School Learning Alliance's Accident Record publication.

### **Critical Incident Policy - Forest School**

See **Critical Incident Procedure** (Health & Safety Policy and pinned to Health & safety noticeboard in the office)

### **Missing Child Policy - Forest School**

As soon as it is noticed that a child is missing, the Forest School staff will complete a headcount to ensure that no other child has gone astray. One staff member will search the immediate vicinity but will not search beyond that.

Any staff remaining at the setting will be notified by radio by the Forest School leader. The Primary School will also be informed to check if the child is on their premises. If this is not the case, the setting leader will contact the police and report the child as missing and contact the parents.

Staff will take the remaining children back to the setting.

The setting leader will contact the chairperson and report the incident. The chairperson will come to the setting immediately to carry out an investigation, with the management committee where applicable.

(See **Missing Child – Safeguarding Policy Section 6**)

### **The investigation**

Staff must remain calm and ensure that the other children are not anxious or worried.

The setting leader, together with the chairperson will speak with the parent(s).

The chairperson and manager will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.

The key person/staff member will write an incident report detailing:

- The date and time of the report.
- What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
- When the child was last seen in the group/outing.
- What has taken place in the group or outing since the child went missing.
- The time it is estimated that the child went missing.

If the incident warrants a police investigation, all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.

In the event of disciplinary action needing to be taken, Ofsted and the insurance provider is informed.

### **Forest School Essential Equipment List**

Register with emergency numbers/contact numbers.

Medical Forms.

Radio (for communication with main setting).

Wet Wipes.

Antibacterial soap.

Two hand towels.

Protective gloves.

5ltr water container with water for drinking/washing.

2ltr sealed bottle of water.

Sun cream.

Container for inhalers and EpiPens.

Carry bag for dirty/wet clothing.

Clothing List.

Woolly hat/sun hat.

Gloves.

Jacket/waterproof coat.

Fleece/sweatshirt.

Long trousers.

Spare socks.

Stout wellies/shoes/boots.

### **9. Sun Safety Policy (Longparish Little School policy)**

Whilst we recognise that some sun is good for us, over-exposure to Ultraviolet Radiation (UVR) is an important safeguarding issue for preschool settings. During the warmer months of the year, children are exposed to UVR from the sun, often when penetration is at its strongest (between 11am and 3pm). Without adequate protection, a child's delicate skin can easily burn causing cumulative and irreparable damage. This can significantly increase their risk of developing skin cancer in later life. Skin cancer is the most common cancer in the UK with rates of the disease rising faster than any other cancer. 86% of skin cancers are caused by over-exposure to UVR, so it is almost entirely preventable. Sun exposure in the first 15 years of life contributes significantly to a person's lifetime risk of skin cancer, high-lighting the importance of preschool settings and parents working together, to increase knowledge and influence behaviours, to ensure children are protected against UVR and learn how to enjoy the sun safely.

This policy outlines our commitment to:

- Protection – providing an environment that enables children and staff to stay safe in the sun
- Education – learning about sun safety to increase knowledge and influence behaviour
- Collaboration – working with parents, the management structure, and the wider community to reinforce awareness about sun safety

### **Clothing and sun hats**

Clothing is one of the most effective barriers between our skin and the sun and should always be considered the first line of defence against UV exposure. Ideally, clothing should cover as much skin as possible. Shoulders should always be covered as they can easily burn. A closer weave fabric will provide better protection and a UPF (ultraviolet protection factor) rated fabric will provide best protection.

Sun hats provided by both parents and preschool should be:

- Broad-brimmed, bucket-style, or legionnaire to adequately shade the face, neck, ears and cheeks
- Baseball caps are not recommended because they do not provide shade to the neck, ears, or cheeks
- Parents are actively reminded to ensure they provide an appropriate sun hat for use throughout the day
- Additional/spare sun hats are available for all outdoor play/activities in the event that a parent is unable to provide one
- Staff ensure that all children wear a sun hat outdoors when UV levels reach 3 or above
- Sun Safe strategies are employed to encourage children to cover up, such as "No hat, play indoors".
- Parents are actively encouraged to dress children in suitable clothing, with shoulders covered during warmer months. Sunglasses are optional.

### **Sunscreen**

Sunscreen should be applied to areas of exposed skin that are not covered by clothing to protect it from UVR. Without adequate protection, a child's delicate skin can easily burn, causing cumulative and irreparable damage. This can significantly increase their risk of developing skin cancer in later life.

Sunscreen provided by both parents and preschool should be:

- A minimum Sun Protection Factor (SPF) 30
- Labelled "Broad Spectrum" to provide both UVA and UVB protection and labelled with a UVA symbol (minimum 4 stars)
- Applied generously to exposed skin 20 minutes before going outdoors when UV levels reach 3 or above
- Reapplied at least every two hours and more frequently if sweating/towelling
- Stored in a cool, dry, accessible place
- Checked for expiry dates as sunscreen becomes less effective over time. If an expiration date is not displayed, check for an open jar symbol (i.e. 9M or 12M) – this indicates the number of months after opening that the sunscreen can be used safely.
- Parents are actively reminded to supply a quality sunscreen for application during the day as required. This must be supplied in the original packaging.
- The preschool has a supply of sunscreen for all outdoor activities in the event that a parent is unable to supply their own. This sunscreen is available for parents to patch test upon request
- Staff make sure that sunscreen is applied when UV levels reach 3 or above, before periods of outdoor play/activities and reapplied at least every two hours when required

### **Shade**

- Outdoor shaded areas are available where children can congregate and play
- Shade assessments are conducted to consider future needs, and the preschool is committed to improving shade solutions as necessary
- Children are encouraged to play in the shade as much as possible when UV levels reach 3 or above, particularly between peak UV hours (11am to 3pm)
- Staff monitor and limit time spent outdoors according to UV levels and during peak UV hours (11am to 3pm)

### **Monitoring UV**

- UV levels are monitored daily during warmer months to ensure appropriate sun safety measures are implemented as necessary

### **Role modelling, sun safety education, and informing parents**

- Staff role model good behaviours by applying sunscreen and wearing a hat when UV levels reach 3 or above
- Staff are actively involved in implementing this policy, and consider the UV forecast when planning outdoor play/activities

- Children are educated on the importance of sun safety, and this is regularly reinforced during warmer months to influence behaviours and embed key messaging
- Our policy is shared with parents, and support from parents is sought through a range of channels including our setting interactive portal, Famly.
- Parents are provided with sun safety and skin cancer awareness information to promote support and raise awareness of prevention and early detection

## Hydration

- Children are kept hydrated with drinks, particularly water, which is freely available, and drinking is encouraged regularly throughout the day, especially during warmer weather and physical activity

## 10. Staff cloakrooms

### EYA Policy Template Reference: 01.8

- All areas at Longparish Little School are kept tidy and always uncluttered.
- Doors to staff/visitor toilets and cloakrooms are kept always shut.
- Staff are provided with lockers or a secure area for storing personal belongings, including any medication they are taking. Lockers are emptied each evening.
- Toilet areas are not used for storage due to the risk of cross-contamination.
- Staff/visitor toilets are cleaned daily using disinfectant.
- Toilet flush handles are disinfected daily.
- There is a toilet brush provided per toilet and separate cleaning cloth.
- Toilets that are not in use are checked to ensure that the U-bend is not drying out and are flushed every week. Taps that are not in use are run for several minutes every two to three days to minimise the risk of infections such as legionella.
- Cubicle doors and handles are washed weekly.
- Staff hand basins are cleaned daily using disinfectant. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Floors in staff toilets are washed daily.
- Mirrors and tiled splash backs are washed daily.
- Paper towels or hot air dryers are provided for hand drying.
- Bins are provided for disposal of paper towels and are cleared daily.
- All bins are lined with plastic bags.

- Members of staff who are cleaning toilets wear rubber gloves that are kept specifically for this purpose to prevent cross contamination.

## 11. Maintenance and repairs

### EYA Policy Template Reference: 01.9

Any faulty equipment or building fault at Longparish Little School is recorded, including:

- date fault noted
- item or area faulty
- nature of the fault and priority
- who the fault reported to for action
- action taken and when
- if no action taken by the agreed date, when and by whom the omission is followed up
- date action completed

Any area that is unsafe because repair is needed, such as a broken window, should be made safe and separated off from general use.

- Any broken or unsafe item is taken out of use and labelled 'out of use'.
- Any specialist equipment (e.g. corner seat for a disabled child) which is broken or unsafe should be returned to the manufacturer or relevant professional.
- Any item that is beyond repair is condemned. This action is recorded as the action taken and the item is removed from the setting's inventory.
- Condemning items is done in agreement with the setting manager. Condemned items are then disposed of appropriately and not stored indefinitely on site.
- Where maintenance and repairs involve a change of access to the building whilst repairs are taking place, then a risk assessment is conducted to ensure the safety and security of the building is maintained.
- ***As per our Sustainability Policy, we will always endeavour to repair broken/damaged items (such as toys), but only if the item can be repaired in a way that does not compromise safety standards of the item.***

## 12. Staff personal safety

### EYA Policy Reference: 01.11

#### General

- Members of staff at Longparish Little School who are in the building early in the morning or late in the evening, ensure that doors and windows are locked.
- Where possible, the last two members of staff in the building leave together after dark and arrange to arrive together in the morning.
- Visitors are allowed access only with prior appointments and once identifications are verified.
- Staff make a note in the shared diary of meetings they are attending and when they are expected back.
- The setting manager liaises with local police for advice on any issues or concerns.

#### Home visits

Home visits are done at the setting manager's discretion under the following health and safety considerations:

- Whenever possible, staff carry out home visits in pairs; usually manager or deputy and key person.
- Each home visit is recorded in the diary with the name and address of the family being visited, prior to the visit taking place.
- Staff alert a contact person in the setting when they are leaving to do the home visit and what time they are expected to return
- If there is reason for staff to feel concerned about entering premises on a visit, they do not do so, for example, if a parent/carer appears drunk or under the influence of drugs.
- Members of staff carry a mobile phone when going out on a home visit.
- Staff identify an emergency word/phrase, which is made known to all staff in the setting, so that if they feel extremely threatened or in danger on a home visit they can covertly alert other members of staff via a telephone call to the situation. Use of the agreed word/phrase will initiate an immediate 999 call to be made.
- If staff do not return from the home visit at the expected time the contact person attempts to phone them and continues to do so until they make contact

If no contact is made after a reasonable amount of time has passed, the contact person rings the police.

#### Dealing with agitated parents/carers or other visitors in the setting

- If a parent/carer or visitor appears to be angry, mentally agitated, or possibly hostile, two members of staff will lead them away from the children to an area less open but will not shut the door behind them.
- If the person is standing, staff will remain standing.

- Staff will try to empathise, for example: 'I can see that you are feeling angry at this time'.
- Staff offer to discuss the issue of concern and show they recognise the concern.
- Staff will ensure that the language they use can be easily understood
- Staff will make it clear that they want to hear issues and seek solutions.
- If the person makes threats and continues to be angry, members of staff make it clear that they will be unable to discuss the issue until the person stops shouting or being abusive, avoiding expressions like 'calm down' or 'be reasonable'.
- If threats continue, members of staff will explain that the police will be called and emphasise the inappropriateness of such behaviour in front of the children.
- Health & Safety Procedure **Threats and abuse towards staff and volunteers** is implemented where staff feel threatened or intimidated.
- If the event involves a child's parent/carer, it is recorded in the child's file together with any decisions made with the parents to rectify the situation.
- Any situation involving threats to members of staff are reported to the line manager, following procedure **Threats and abuse towards staff and volunteers**.

Copies of correspondence regarding the incident will be kept in the relevant child's file.

### **13. Threats and abuse towards staff and volunteers**

#### **EYA Policy Template Reference: 01.12**

Longparish Little School is responsible for protecting the health and safety of all staff and volunteers in its services and has a duty of care in relation to their physical and emotional well-being. We believe that violence, threatening behaviour and abuse against staff are unacceptable and will not be tolerated. Where such behaviour occurs, we will take all reasonable and appropriate action in support of our staff and volunteers.

- Staff and volunteers have a right to expect that their workplace is a safe environment, and that prompt and appropriate action will be taken on their behalf if they are subjected to abuse, threats, violence or harassment by parents, service users and other adults as they carry out their duties.
- The most common example of unreasonable behaviour is abusive or intimidating and aggressive language. If this occurs, the ultimate sanction, where informal action is not considered to be appropriate or has proved to be ineffective, is the withdrawal of permission to be on the premises.
- Where a person recklessly or intentionally applies unlawful force on another or puts another in fear of an immediate attack, it is an offence in law which constitutes an assault. We would normally expect the police to be contacted immediately.

There are three categories of assault, based on the severity of the injury to the victim.

1. Common Assault - involving the threat of immediate violence or causing minor injury (such as a graze, reddening of the skin or minor bruise).
2. Actual Bodily Harm - causing an injury which interferes with the health or comfort of the victim (such as multiple bruising, broken tooth or temporary sensory loss).
3. Grievous Bodily Harm - causing serious injury (such as a broken bone or an injury requiring lengthy treatment).

There is also an aggravated form of assault based upon the victim's race, religion, disability or sexual orientation and other protected characteristics as defined in the Equality Act 2010 which carries higher maximum penalties.

It is important to note that no physical attack or injury needs to have occurred for a common assault to have taken place. It is sufficient for a person to have been threatened with immediate violence and put in fear of a physical attack for an offence to have been committed.

Any staff member or volunteer who feels under threat or has been threatened, assaulted, or intimidated in the course of their work must report this immediately to their manager who will follow the setting manager's procedures and guidance for responding.

999 should always be used when the immediate attendance of a police officer is required. The police support the use of 999 in all cases where:

- there is danger to life
- there is a likelihood of violence
- an assault is, or is believed to be, in progress
- the offender is on the premises
- the offence has just occurred, and an early arrest is likely

If it is not possible to speak when making a 999 call because it alerts an offender, cough quietly or make a noise on the line, then follow the prompts to dial 55 (mobiles only) for a silent call. Police may be able to trace the call and attend the premises.

## **Harassment and intimidation**

Staff may find themselves subject to a pattern of persistent unreasonable behaviour from individual parents or service users. This behaviour may not be abusive or overtly aggressive but could be perceived as intimidating and oppressive. In these circumstances staff may face a barrage of constant demands or criticisms on an almost daily basis, in a variety of formats for instance, email or telephone. They may not be particularly taxing or serious when viewed in isolation but can have a cumulative effect over a period of undermining their confidence, well-being, and health. In extreme cases, the behaviour of the parent or other service user may constitute an offence under the Protection from Harassment Act 1997, whereby:

*A person must not pursue a course of conduct:*

*(a) which amounts to harassment of another, and*

*(b) which he knows or ought to know amounts to harassment of the other.*

If so, the police have powers to act against the offender. Such situations are rare but, when they do arise, they can have a damaging effect on staff and be very difficult to resolve. If the actions of a parent appear to be heading in this direction, staff should speak to their manager who will take appropriate action to support. This may include the manager sending a letter to the aggressor, warning them that their behaviour is unacceptable and may result in further action being taken against them. All incidents must be recorded and reported to the Trustees.

### **Banning parents and other visitors from the premises**

- Parents and some other visitors normally have implied permission to be on the premises at certain times and for certain purposes, and they will not therefore be trespassers unless the implied permission is withdrawn.
- If a parent or other person continues to behave unreasonably on the premises a letter will be sent to them from the Trustees, withdrawing the implied permission for them to be there.
- Further breaches may lead to prosecution of the person concerned by the police and they are treated as a trespasser.
- Full records are kept of each incident, in the Reportable Incident Record, including details of any person(s) who witnessed the behaviour of the trespasser(s), since evidence will need to be provided to the Court.

### **Dealing with an incident**

- We would normally expect all cases of assault, and all but the most minor of other incidents, to be regarded as serious matters which should be reported to the setting manager and/or the police and followed up with due care and attention.
- A record of the incident must be made whether the police are involved or not.
- Whilst acknowledging that service users i.e. parents and families, may themselves be under severe stress, it is never acceptable for them to behave aggressively towards staff and volunteers. Individual circumstances along with the nature of the threat are considered before further action is taken.
- All parties involved should consider the needs, views, feelings and wishes of the victim at every stage. We will ensure sympathetic and practical help, support and counselling is available to the victim both at the time of the incident and subsequently.
- A range of support can be obtained:
  - from the setting manager, Trustees and/or a staff colleague
  - from Victim Support on giving evidence in court

- In non-urgent cases, where the incident is not thought to be an emergency, but police involvement is required, all staff and volunteers are aware of the non-emergency police contact number for the area.
- 999 calls receive an immediate response. Unless agreed at the time, non-emergency calls are normally attended within 8 hours (24 hours at the latest).
- When they attend the setting or service, the police will take written statements from the victim (including a 'Victim Personal Statement') and obtain evidence to investigate the offence in the most appropriate and effective manner.
- The police will also consider any views expressed by the setting manager and owner/directors/trustees as to the action they would like to see taken. The manager should speak to the victim and be aware of his or her views before confirming with the police how they wish them to proceed.
- In some cases the victim may be asked by the police if he/she wishes to make a complaint or allegation against the alleged offender. It is important to ensure that the victim can discuss the matter with their line manager, a colleague or friend before deciding on their response. It is helpful for the victim to be assured that, if there is a need subsequently to give evidence in court, support can be provided if it is not already available from Victim Support.
- The decision regarding whether an individual is prosecuted is made by the police or Crown Prosecution Service (CPS) based on the evidence and with due regard to other factors.
- After the incident has been dealt with, a risk assessment is done to identify preventative measures that can be put in place to minimise or prevent the incident occurring again.

### **Harassment or intimidation of staff by parents/carers/visitors**

- Through open communication between staff and parents/carers a culture of respect and tolerance should always be promoted. Should this communication and relationship break down due to a parent or parents/carers behaviour towards the staff member the setting manager should contact their line manager for advice and support. Where the staff member feels threatened or intimidated the aggressive and unacceptable behaviour should be addressed.
- Where the parent/carers behaviour merits it, the setting manager, with another member of staff present, should inform the parent/carer clearly but sensitively that staff feel unduly harassed or intimidated and are considering escalating the issue and making a complaint to the police if the behaviour does not desist or improve. The parent/carer should be left in no doubt about the gravity of the situation and that this will be followed up with a letter drafted by the setting manager but sent to their line manager for approval before being issued.
- The letter to the parent/carers should outline the Zero Tolerance policy approach for any form of harassment, intimidation or abuse directed at staff.
- Staff must keep a record of incidents, including dates, times, locations, and witnesses, to support future action and meet reporting procedures as outlined in the **Record Keeping** policy

- If the investigation concludes that the parents/carers expectations and demands are unreasonable, and that they are having a detrimental effect on staff, the findings can strengthen the setting manager's position in further discussions with the parent/carer and subsequently, if necessary, with the police. See procedures above relating to banning parents/carers from the premises.
- If the investigation concludes that the parents/carers expectations and demands are reasonable and if the parent/carer feels unhappy with the staff member or the setting itself the setting manager and/or owners/directors/trustees might wish to consider advising the parent/carer to make a formal complaint. Information about how to complain is clearly displayed for parents/carers and service users.

Complaints relating to potential breaches of the EYFS Safeguarding and Welfare requirements will be managed according to the **Complaints procedure for parents and service users (Working in Partnership policies)**.

### **Zero Tolerance Procedure (Little School addition)**

At Longparish Little School we have a Zero Tolerance Policy towards verbal and physical abuse. We believe that all children, staff, parents and volunteers within the setting have the right to be protected from verbal abuse (including swearing) and physical abuse or assault, whether directed at or by witnessing it being directed towards another person in or around the preschool. We therefore intend to create an environment in which children, staff and volunteers are free from abuse and treated with respect and in which any suspicion of abuse is promptly and appropriately responded to. We believe we have a strong partnership with our parents and an open door policy to discuss any matters arising.

#### **Procedure:**

In the unlikely event that a parent is seen in an aggressive or abusive manner at the preschool, or is verbally abusive via telephone, email or on social media, our procedure is to:

1. Discuss the incident with the parent in a private area such as the office, ensuring that a second senior member of staff be in attendance. It will be made clear that we do not tolerate aggressive or abusive language or behaviour.
2. Contact the police if the behaviour does not diffuse.
3. A written statement will be issued stating the event and a written warning given. We may also notify Ofsted.
4. Should Staff /Children/Parents require support and reassurance following the experience, management will provide this and seek further support where necessary.
5. Should a further situation arise, Longparish Little School reserves the right, in line with safeguarding procedures, to ban the abuser from the premises until further notice. Alternative suitable arrangements may therefore need to be made in relation to the drop-off and collection of the child.
6. In extreme circumstances a child may be excluded from the preschool.

## **Further guidance**

[Complaint Investigation Record](#) (Alliance Publication)

[Reportable Incident Record](#) (Alliance Publication)

## **14. Lone Worker Policy (Little School addition)**

### **Introduction**

Lone working is not covered by any specific legislation, but the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply.

This legislation states that “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all of his employees” and “It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with”.

Employers and employees therefore have a duty to themselves and others with regard to safety and there is an increased risk to the health and safety of employees when they work remotely from other colleagues or other persons and/or outside ‘normal’ working hours.

The definition of a lone worker is: “Those who work by themselves without close or direct supervision”.

### **Persons at Risk**

At Longparish Little School, people at risk may include anyone who comes into the building alone during closure times.

### **Hazards**

These may include, for example:

- The use of machinery, electrical or other equipment or chemicals.
- Working in remote areas, particularly after dark and outside normal working hours.
- Encountering intruders.
- Working at heights, using ladders and lifting.
- Competency, ability and medical condition of the individual.
- Trip hazards around the setting.

This is not an exhaustive list, individuals are expected to discuss any potential lone working with their immediate line manager so the risk can be assessed and any necessary control measures applied.

## **Control Measures**

All staff will:

- Not undertake work for which they are not trained/qualified.
- Take reasonable care of their own health and safety, for example, use kick stools when working at height.
- Not do anything to put themselves in danger.
- Know and follow relevant safe working procedures and guidelines including for operating machinery and using hazardous substances.
- Never cut corners or rush work.
- Stop for regular breaks.
- Tell their manager about any relevant medical conditions.
- Report any hazards or accidents encountered.

Longparish Little School will:

- Provide opportunities for meetings and support.
- Assess the risks to all lone workers and communicate the findings.
- Provide appropriate training or resources such as protective equipment or clothing to minimise the risks.
- Consider alternative work methods where possible to reduce exposure to the hazard.

Where possible outside of normal working hours, staff should arrange to be in the building with others. Key holders are also advised to inform someone when they are attending an alarm call out. **Staff should inform a manager when they are on the premises and when they are leaving. It is also advisable that staff inform someone at home that they are working out of normal hours.**

## **15. Entrances and approach to Longparish Little School**

### **EYA Policy Template Reference: 01.13**

- Entrances and approaches are kept tidy and always uncluttered.
- All gates and external fences are childproof and safe
- The front door is always kept locked and shut.
- The identity of a person not known to members of staff is checked before they enter the building.

- All staff and visitors to the setting sign in and out of the building.
- A member of staff is available to open and close the door and to greet arrivals, say goodbye to parents and to make sure that doors and gates are shut.
- Back doors are always kept locked and shut if they may lead to a public or unsupervised area, unless this breaches fire safety regulations or other expectations.
- Where building works or repairs mean that normal entrances/exits or approaches to the building are not in use, a risk assessment is conducted to maintain safety and security whilst the changes are in place.

## 16. Control of Substances Hazardous to Health (COSHH)

### EYA Policy Template Reference: 01.14

- Staff at Longparish Little School implement the current guidelines of the Control of Substances Hazardous to Health (COSHH) Regulations.
- Personal protective equipment (PPE), such as rubber gloves, latex free/vinyl gloves, aprons etc., is available to all staff as needed and stocks are regularly replenished.
- Hazardous substances are stored safely away from the children.
- Chemicals used in the setting should be kept to the minimum to ensure health and hygiene is maintained.
- Risk assessment is done for all chemicals used in the setting.
- Environmental factors are considered when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.
- Bleach is not used in the setting.
- Anti-bacterial soap/hand wash is not normally used, unless specifically advised during an infection outbreak, such as Pandemic flu or Coronavirus.
- Anti-bacterial cleaning agents are restricted to toilets, nappy changing areas and food preparation areas and are not used when children are nearby.
- Members of staff wear rubber gloves when using cleaning chemicals.

## 17. Manual handling

### EYA Policy Template Reference: 01.15

- All staff at Longparish Little School comply with risk assessment and have a personal responsibility to ensure they do not lift objects likely to cause injury. Failure to do so may invalidate an insurance claim.
- Members of staff bring the setting manager's attention to any new risk, or situations where the control measures are not working.

- Risk assessments may need to be changed for some individuals, such as a pregnant woman, or staff with an existing or previous injury or impairment that may affect their capacity to lift.
- Risk assessment is carried out of the environment in which the lifting is done. Features such as uneven floor surfaces, stairs, etc. add to the general risk and need to be taken into consideration.
- The setting manager ensures that they and their staff are trained to lift and move heavy objects and unstable loads correctly. Young children are also heavy and need to be lifted and carried carefully and correctly.

### **Guidelines:**

- Do not lift heavy objects alone. Seek help from a colleague.
- Bend from the knees rather than the back.
- Do not lift very heavy objects, even with other, that are beyond your strength.
- Use trolleys for heavy items that must be carried or moved on a regular basis.
- Items should not be lifted onto, or from, storage areas above head height.
- Do not stand on objects, other than proper height steps, to reach high objects and never try to over-reach.
- Push rather than pull heavy objects.
- Do not carry heavy objects up or down stairs; or carry large objects that may block your view of the stairs.
- Do not hold children by standing and resting them on your hips.

Please note this is not an exhaustive list.

The Health & Safety Officer is responsible for carrying out risk assessment for manual handling operations, which includes lifting/carrying children and lifting/carrying furniture or equipment.

### **Manual Handling of Heavy Loads Procedure (Longparish Little School addition)**

#### **Overview**

This procedure is a guide for staff in safe manual handling practices. All staff are responsible for following steps detailed in this procedure for any manual handling activity as defined below.

#### **Considerations**

Manual handling is any activity that involves lifting, pushing, pulling, carrying, moving, holding or restraining. It also includes sustained and awkward postures or repetitive movements. Good manual handling techniques can help to prevent injury.

Individuals, no matter what age or gender have differing physical abilities.

## **Managing Manual Handling Risk**

The Little School Management Team identify work activities that involve manual handling and which may pose a risk to employees. Risks are evaluated and treated. The Management team ensure monitoring and review of all manual handling systems and procedures on a regular basis.

### **Assessment of Risk**

Each manual handling job is broken down into individual tasks to assist in identifying the range of potential manual handling hazards. Manual handling hazards are considered through employee consultation, reviewing accident reports and through observation.

Kristy Lambert and staff observe and record:

- Workplace and workflow design.
- How and where equipment is used.
- How tools are stored and accessed.
- Tasks that require awkward postures and movements and/or that are forceful or repetitive.
- How workers perform their tasks.
- How workers might be injured.

When assessing manual handling risks, consider the following:

- Workplace layout.
- Worker's posture and position.
- Duration and frequency of manual handling.
- Load location and distance to be moved.
- Characteristics of the load.
- Available equipment and resources to assist moving the load.
- Work environment.
- Staff member's health, skill and experience.
- Particular needs of the staff member.

Hazards are prioritised, taking into consideration likelihood, consequences and controls. Refer to Kristy Lambert, Health & Safety Officer, and Little School Risk Assessments (kept on Famly) for details on risk management. Staff are sent 4-5 risk assessments each half-term to review and refresh their memories. Staff acknowledge these have been read and understood via Famly. Kristy Lambert addresses hazards with the highest rated risk of injury as a priority.

### **Minimising Manual Handling Risk**

Little School ensures work practices are designed to minimise risk and be consistent with the safe handling of objects.

All objects, work practices and the working environment are designed, constructed and maintained as to eliminate risks arising from manual handling.

The Manual Handling Operations Regulations 1992 establishes a hierarchy of controls to minimise risk as outlined below:

- Avoid the need for hazardous manual handling, 'so far as is reasonably practicable'.
- Assess the risk of injury from any hazardous manual handling that can't be avoided.
- Reduce the risk of injury from hazardous manual handling, 'so far as is reasonably practicable'.

Where it is not practical to eliminate manual handling risks, Kristy Lambert designs the work activity to control these risks and, if necessary:

- Modify the design of objects or the work environment taking into account work design and work practices.
- Provide mechanical aids or as a last resort use team lifting.
- Ensure staff are trained in manual handling techniques, correct use of aids and team lifting procedures. There is a poster demonstrating lifting best practice. This is located in the office.

### **Assessing the Lift**

Before undertaking to lift an object, assess the start and finish heights and ensure clear pathways.

For objects over 16kg use mechanical aids or, as a last resort use two or more people.

For large (awkward) objects (even light ones) use mechanical aids or 2-person lift  
Consider your own capacity: do you have existing injuries or are you recovering from an illness?

### **Performing a Lift**

In preparation for lifting an object, warm up the muscles by stretching and then test the weight of the load.

Begin with a smaller load using a whole hand grip.

For good balance, use a wide base of support and position yourself with your feet shoulder width apart.

Use smooth motions and hold the load close to the body.

Maintain the natural curves of the spine as you move through the lift.

Use hip and knee joints to bend to the object rather than bending the spine in

exaggerated curves. Do not twist or bend the back sideways.

### **If Discomfort Occurs**

Following the lift or move, report any discomfort you feel to a member of the management team.

Apply ice initially to the area and try to rest the area. Apply heat, stretches and massage to the area, keeping active to hasten recovery.

If discomfort does not subside, report incident to a member of the management team and complete an Incident Report Form.

Consult your medical practitioner if pain or discomfort does not settle.

### **Monitoring and Review**

All employees identify new manual handling hazards, and report them to their manager. Kristy Lambert checks that solutions are appropriate and have not created new problems, checks the register of injuries and incident reports, and updates work procedures regularly.

In addition to the annual review of risks and manual handling risk assessments, measures adopted to control the risk are reviewed when:

- There is evidence that the risk assessment is no longer valid, for example due to changes in technology or knowledge, from an incident investigation and/or report, or from an analysis of trends (e.g. staff health).
- An illness or injury results from exposure to the hazard.

## **18. Working at Height (Longparish Little School Policy)**

### **Policy statement**

Longparish Little School is committed to managing the hazards of working at height in accordance with current health and safety legislation, with particular regard to safe methods of work and the use of appropriate access equipment. The implementation of the key objectives below is delegated to the Health and Safety Officer: **Kristy Lambert**.

### **Procedures**

Longparish Little School has the following key objectives to secure safety for work involving working at height:

- To take all necessary steps to ensure that staff, contractors and any other persons affected by its activities, are made aware of significant working at height hazards.
- To treat all working at height, once identified, in accordance with the relevant legislation, approved codes of practice and current best working practices.
- To carry out such identified 'working at height' tasks in a planned manner based upon prior risk assessment. To check that risk assessments for generic working at height tasks address issues arising from the site-specific working environment.

- To ensure that all relevant contractors adopt a planned approach to working at height, particularly in emergency repair situations. All staff to be safe when working at height.

## **Basic Principles**

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height:

- Avoid 'working at height' tasks if possible.
- Use work equipment or other measures to prevent falls in situations where 'working at height' tasks cannot be avoided.
- Where it is not possible to eliminate the risk of a fall, then work equipment or other measures must be assessed to minimise the distance or the consequences of a fall, should one occur.

The Work at Height Regulations 2005 requires duty holders to ensure that:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those undertaking tasks working at height are trained and competent.
- The location or immediate environment where work at height is undertaken is safe.
- Equipment for work at height is appropriately inspected.
- Risks from falling objects are properly controlled.
- Risks from fragile surfaces are properly controlled.
- Risks from falling objects are properly controlled.
- Staff must only use a 2-step ladder.
- Chairs and tables will not be used to stand on to complete a task.

## **Background**

In 2013/14 period, falls from height were the most common cause of fatalities, accounting for nearly three in ten (29%) fatal injuries to workers (RIDDOR). About 1.5 million working days were lost due to slips & trips and falls of which 567k working days were due to falls. 39 fatal injuries to workers involved falls from height. These regulations apply to all work activities and work equipment where there is a risk of a fall liable to cause personal injury. The regulations place duties on employers, the self-employed, and any person who controls the work of others (e.g. Estate Manager) to the extent they control the work. Such persons are referred to as 'duty holders'.

## **Duty Holder Responsibilities**

The overriding principle in these regulations is the requirement for duty holders to carry out a risk assessment to establish whether all reasonably practicable measures have been taken to prevent employees falling from any height. In the event of a serious accident this is the standard by which the risk assessment is expected to be judged.

Longparish Little School notes that The Work at Height Regulations 2005 neither specifically prohibit the use of ladders or stepladders nor do the Regulations promote their use. The use of such equipment should be the logical outcome of the relevant risk assessment. In other words, the risk assessment will determine whether there is a safer method or better equipment that would allow the working at height task to be undertaken.

## **Monitoring and Review**

The Health and Safety Officer (Kristy Lambert) will ensure that all working at height risk assessments are monitored on an annual basis.

## **19. Festival (and other) decorations**

### **EYA Policy Template Reference 01.16**

#### **General**

- Basic safety precautions apply equally to decorations put up for any festival as well as to general decorations in the setting. Children are informed of dangers and safe behaviour, relative to their level of understanding.

#### **Decorations**

- Only fire-retardant decorations and fire-retardant artificial Christmas trees are used.
- Paper decorations, other than mounted pictures, are not permitted in the public areas of the buildings, for example, lobbies, stairwells etc.

#### **Electrical equipment.**

- Electrical equipment (a light, extension leads etc) must be electrically tested before use.
- If using tree lights, place the tree close to an electrical socket and avoid using extension leads. Always fully uncoil any wound extension lead to avoid overheating.
- Remember to unplug the lights at the end of the day.
- Electrical leads are arranged in such a way that they do not create a trip hazard.

#### **Location**

- Trees and decorations must never obstruct walkways or fire exits.
- Do not place decorations on or close to electrical equipment (e.g. computers); they are a fire hazard.
- Decorations must be clear of the ceiling fire detectors, sprinklers, and lights.

#### **Children's areas**

- Christmas trees and other free standing decorations are placed where children cannot pull them over.

Glass decorations are not used.

## **20. Jewellery and hair accessories**

### **EYA Policy Template Reference: 01.17**

Children, staff members, volunteers and students do not attend the setting wearing jewellery or fashion accessories that may pose a potential hazard to other children or themselves.

- Health and safety take precedence over respect for culture, religion or fashion.

- Members of staff do not wear jewellery or fashion accessories, such as belts or high heels, rings with sharp edges that may pose a danger to them or to young children. Staff exercise caution when choosing other jewellery such as earrings, necklaces, bracelets, or anything with attachments that can be pulled off, posing a threat/choking hazard. Staff should avoid wearing any unnecessary jewellery.
- Parents/carers must ensure that any jewellery worn by children poses no risk, for example, earrings which may get pulled, bracelets which can get caught when climbing, or necklaces that may pose a risk of strangulation.
- Children may wear small, smooth stud earrings.
- Children, staff, and volunteers do not wear anything with sharp edges that could scratch children, or jewellery with small elements that could become detached and swallowed.
- Hair accessories that may come loose pose a choking hazard are removed before children sleep or rest.
- Parents/carers are requested not to send children wearing hair beads. If staff see beads that are coming loose, they will remove them.
- Hair accessories that may pose a choking hazard to other children should they become detached, should be removed if members of staff consider this to be a possibility.
- Amber beads for teething pain relief are not to be worn due to the risk of choking posed to the infant and other children who may remove them.

## **21. Animals and pets**

### **EYA Policy Template Reference: 01.18**

- Longparish Little School does not currently have any pets (October 2025)
- Views of parents and children are considered when selecting a pet for the setting.
- Staff will be aware of any allergies or issues individual children may have with any animals/creatures.
- A risk assessment is conducted and considers any hygiene and safety risks posed by the animal or creature.
- Suitable housing for the animal is provided and is regularly cleaned and maintained.
- The correct food is offered at the right times and staff are knowledgeable of the pet's welfare and dietary needs.
- Arrangements are made for weekend and holiday care for the animal/creature.
- There is appropriate pet health care insurance or other contingencies agreed and put in place to pay for veterinary care and the animal is registered with a local vet.
- All vaccinations and health measures such as de-worming are up to date.

- Children are taught correct handling of the pet and are always supervised.
- Children wash their hands after handling the pet and do not have contact with animal faeces, or soiled bedding.
- Members of staff wear single use vinyl/latex free gloves when cleaning/handling soiled bedding.
- Snakes and some other reptiles are not suitable pets for the setting due to infection risks.
- The manager will check with the Trustees before introducing a new pet into the setting.

#### **Animals brought in by visitors**

- The owner of the animal/creature maintains responsibility for it in the setting.
- The owner carries out a risk assessment detailing how the animal/creature is to be handled and how any safety or hygiene issues will be addressed.
- No dogs on the Government's Banned Dogs list are to be brought on site at any time. All other dogs brought on site by parents/carers during arrivals and departure times must be on a lead and under control. The manager reserves the right to request that a dog is not brought on site, if the animal appears to be out of control, or likely to pose a risk.
- If staff are concerned that a family owns a dog which is on the 'banned dog' list, it is treated as a safeguarding concern and it is reported to the relevant authority and safeguarding procedures are followed.

#### **Further guidance**

<https://www.gov.uk/control-dog-public/banned-dogs>

## **22. Face painting and mehndi**

### **EYA Policy Template Reference: 01.19**

Children are face painted only if parents have given prior written consent. Verbal consent is fine at events where parents are present.

- A child who does not want to have their face painted will not be made to continue.
- Children with open sores, rashes or other skin conditions are not painted.
- Glitter based face paints are not used on children under two years of age.
- Members of staff painting children's faces wash their hands before doing so, cover any cuts or abrasions and ensure they have the equipment they need close to hand.
- Only products with ingredients compliant with EU and FDA regulations for skin contact are used.
- Clean water is used to wash brushes and sponges between children. Ideally a sponge is used once only before being machine washed on a hot cycle.

- Staff face painting at an event ensure they have a comfortable chair or shoes if standing, to reduce the risk of back or neck strain. Face painting is an activity that can cause repetitive stress injuries, therefore, regular breaks are not taken at events such as fêtes.

### **Mehndi painting**

- Staff never mehndi paint children under three years old using henna/henna-based products.
- Parental permission must be gained before staff mehndi paint children over the age of three years old.
- Children prone to allergies, anaemic or suffering from any illness that may compromise their immune system are never painted under any circumstances.
- Black henna is never used and only 100% natural red henna (diluted with water) is used on children
- Non-henna products are preferable to create mehndi patterns but if the setting operates in an area where mehndi is practiced by families and the criteria above is followed then henna may be used.

## **23. Notifiable incident, non- child protection**

### **EYA Policy Template Reference: 01.20**

Staff respond swiftly, appropriately and effectively in the case of an incident within the setting. Notifiable incidents in this procedure are those not involving child protection.

A 'notifiable' incident' could include:

- fire or suspected arson
- electric or Gas fault
- burst pipe, severe leak or flooding
- severe weather that has caused an incident or damage to property
- break-in with vandalism or theft
- staff, parent/carer or visitor mugged or assaulted on site or in vicinity on the way to or from the setting
- outbreak of a notifiable disease
- staff or parent threatened/assaulted on the premises by a parent or visitor
- accidents due to any other faults (that are reportable under RIDDOR)
- lost child
- any event or information that becomes known, that may have implications for the setting or the wider organisation in the future use

The designated health and safety officer (or another named person):

- has all emergency services numbers immediately to hand;

- has a list of contacts for maintenance and repair;
- ensure that members of staff know what to do in an emergency;
- risk assess the situation and decides, with the Trustees, if the premises are safe to receive children before any children are arrive or to offer a limited service.

### **Emergency evacuation**

In most instances, children will not be evacuated from the premises unless there is an immediate risk or unless they are advised to do so by the emergency services.

- There is an emergency evacuation procedure in place which is unique to the setting and based upon risk assessment in line with others using the building.
- Emergency evacuation procedures are practised regularly and are reviewed according to risk assessment (as above).
- Staff evacuate children to a pre-designated area (as per the fire drill), unless advised by the emergency services that the designated area is not suitable at that time.
- Once evacuated, nobody enters the premises, until the emergency services say so.
- Members of staff will act upon the advice of the emergency services at all times.

### **Emergency evacuation procedure**

- On hearing the fire alarm (or bell if we are doing our own practice) the children, staff and any visitors exit the Little School from the back door if safe to do so. There is a count of children and adults. Any SEN or disabled children will have an allocated member of staff to assist in their evacuation.
- Children are led from the building to the assembly point in the church yard. The Fire Marshal checks the building and collects the register, fire evacuation box, medicines, mobile phone and walkie-talkie.
- At the assembly point the manager checks the register to check all children and adults are accounted for.
- The manager then passes on confirmation that the building has been evacuated to the Fire Safety Officer at the Primary School by using the walkie-talkie to communicate with the school.
  - The emergency services will be contacted in the case of a real fire.
  - In the case of a real fire parents will be contacted to come and collect their child. (see emergency closure procedure)
  - If parents are waiting to collect children, they walk around to the church yard.

### **Alternative evacuation procedures:**

If the main fire exit is blocked:

- *Leave by the main front door and the assembly point is on the school playground. (key to school gate is in the fire evacuation box)*

*If the main exit is blocked and there are children both indoors and outdoors:*

- *The staff outside lead the children out of the side gate into the school site, around the reception year outside area and onto the playground.*
- *The staff evacuate through the main door and onto the school playground.*

*If we are in the school hall:*

*We evacuate through the fire exit in the hall and into the Little School outside area and follow the main evacuation procedure.*

## **Emergency Closure**

**(See also section 25 – Emergency Closure Procedure)**

The circumstances under which the setting may be closed due to an incident include:

- The Trustees make the decision to close – thereby withdrawing the service.
- A third party makes the decision to close for example:
  - a school, where the setting is on a school site
  - the children's centre (if on a children's centre site)
  - the emergency services
- A parent/carer makes the decision for their child not to attend.
  - If a parent/carer makes the decision for their child not to attend due to a critical incident, the child's fees are due as normal.
  - Further consideration of individual incidences must be done in consultation with the Trustees.

## **Recording and reporting**

- On discovery of the notifiable incident, the member of staff reports to the appropriate emergency service, fire, police, ambulance, if those services are needed.
- The member of staff ensures that the setting manager and/or deputy are informed (if not on the premises at the time) and that the Trustees are informed.
- The setting manager completes and sends an incident record to the owners/trustees/directors, who, according to the severity of the incident notifies Ofsted or RIDDOR.

- If the incident indicates that a crime may have been committed, all staff witness to the incident should make a written statement.
- Staff do not discuss the incident with the press.

RIDDOR reportable events include:

- Specified injuries at work, as detailed at [www.hse.gov.uk/pubns/indg453.pdf](http://www.hse.gov.uk/pubns/indg453.pdf)
- Fatal accidents to staff, children and visitors (parents).
- Accidents resulting in the incapacitation of staff for more than seven days.
- Injuries to members of the public, including parents' and children, where they are taken to hospital.
- Dangerous 'specified' occurrences, where no-one is injured but they could have been. (these are usually industrial incidents).

This may include:

- a member of staff injures back at work through lifting and is off for two weeks
- a parent/carer slips on a wet floor near the water tray and is taken to hospital
- a child falls from a climbing frame and is taken to hospital
- the ceiling collapses
- an outbreak of Legionella

The setting manager informs the Trustees and completes an accident and/or incident record; witness statements are taken as previously detailed.

- If the incident is RIDDOR reportable, the setting manager telephones HSE Contact Centre on 0345 300 9923 or reports online at [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)
- RIDDOR Reportable events require reporting to RIDDOR within 15 days of the event occurring.

The local authority investigates all reported injuries, diseases or dangerous occurrences. They will decide if there has been a breach in health and safety regulations and will decide what measures will be taken.

The Trustees review how the situation was managed, as above, to ensure that investigations were rigorous and that policies and procedures were followed.

If an insurance claim is likely:

- incidents such as fire, theft or flood are notified to the insurance provider immediately
- the setting does not admit liability
- if broken or faulty equipment is involved, it must not be repaired, destroyed or disposed of, in case it is needed during the investigation

- if communication from a solicitor is received on behalf of the injured party, this is sent directly to the insurance provider; the setting manager will then write to the solicitor to confirm that the letter has been passed on
- the incident is not discussed with any outside persons, or other parents, no matter what questions they may ask about their own child's safety in relation to the incident, as it is regarded as confidential under the Data Protection Act.

## 24. Lockdown

### EYA Policy Template Reference: 01.21

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations you will be advised to stay put (lock-down) rather than evacuate. 'Lock-down' of a building/group of buildings is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement in an area, emergency services can contain and handle the situation more effectively.

- The setting manager at Longparish Little School assesses the likelihood of an incident happening based on their location.

Given the location of the setting, and the fact that there have been no previous incidents of this nature, the risk has been assessed to be **LOW**. This means that an attack is unlikely.

- The setting manager ensures that the emergency evacuation and lockdown procedures are included in staff training and induction.
- The setting manager will check our police website for advice and guidance.  
<https://www.hampshire.police.uk/>
- Local police contact numbers are clearly displayed for staff to refer to. **Critical Incident Procedure – Quick Reference is displayed on the Health & Safety notice board in the office**
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions in the same way that fire procedures are practiced. Lock-down must be rehearsed and recorded termly.
- The setting manager is aware of the current terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://www.mi5.gov.uk/threat-levels).
- The setting manager follows any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- Information about this procedure is shared with parents/carers and all staff are aware of their role during 'lockdown'.
- A message is issued to parents via Family when lockdown is confirmed.

## Suggested wording for parent message

*Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.*

## Lock-down procedures

If an incident happens the setting manager acts quickly to assess the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

### Alerting to lockdown

Walkie-talkie radios will be available in the office, in the kitchen, and carried by a member of staff in the outside area. An agreed safe word/phrase will be deployed when threat is apparent to alert other members of staff.

### During 'lock-down'

- Staff and children stay in their designated areas if it is safe to do so. ***The staff will gather the children in the office and lock the door. Alternative places of safety are the setting's kitchen (access to the school), or the church.***
- **Forest School** – children are given the signal, and gather on the viewing platform and stay low.
- **Timber trail** – children are given the signal and run to the door (digi-lock) adjacent to the Reception classroom. Staff will take children into the school building for safety.
- The emergency services are contacted.
- The school is alerted.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

**The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.**

During lockdown staff do NOT:

- assemble in large open areas
- call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on

#### **Following lockdown:**

- Staff will cooperate with emergency services to assist in an orderly evacuation.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.
- In the event of an incident it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will be acting on the advice of the emergency services at all times.

#### **Recording and reporting (Follow the *Critical Incident Procedure – Quick Reference* displayed on the Health & Safety notice board in the office)**

- The setting manager reports the lockdown to the Chair of the Management Committee as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

#### **Further guidance**

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

#### **Emergency evacuation**

The **Emergency Evacuation Procedures** should be displayed clearly at each exit. In shared premises, the plan must be implemented alongside any other plans in place for the rest of the building.

A copy of the **Emergency Evacuation Procedures** is also in the appendix section of this policy document.

## **25. Emergency Closure Procedure**

This is a step-by-step procedure to follow in the event of a forced closure. This may be due to environmental factors (for example snow, flooding) internal issues (for example power cut, gas leak) or other external factors (for example disease outbreak).

Procedure:

#### **Alert Parents**

During the normal opening hours of the setting, the management team will ensure the safety of all those on the site by enacting the **Evacuation Procedure**

- For emergency closures both **during and outside of normal opening hours**, we will use Family to alert as many parents/carers as possible to prevent families arriving at the setting or to ensure that they are quickly and safely removed from the premises.
- We will ask parents to acknowledge the message in Family. If a child is in attendance or due to attend, we will phone parents who do not acknowledge the message.
- If families do arrive at the setting, they will be safely accommodated if they are unable to return home immediately, assuming the nature of the emergency makes this possible. Appropriate arrangements should be made for their return home.

### **Alert all staff members including Chairperson and management team:**

Contact details are listed in the **Critical Incident Procedure** (on Health & Safety notice board in the office).

### **Alert Hampshire Council**

We will then report the emergency closure to Hampshire County Council and local radio stations by completing the online form <https://www.hants.gov.uk/schoolclosures>

Completion of the form will automatically update the list of school, college, children's centre and EYE provider closures on Hantsweb, notify local radio stations of the closure; and notify relevant staff in Hampshire County Council of the closure (including Childcare Development Co-ordinator (CDC)).

- A new form needs to be completed for each day of the emergency closure. You are able to enter the details from 3pm on the working day prior to the closure.  
If you are unable to access the Internet, please telephone Services for Young Children on 01962 847070 to report your closure.

### **Alert OFSTED**

You must alert OFSTED if the setting is forced to close:

<https://contact.ofsted.gov.uk/contact-form>

Unique reference number: 2811094

Once a contact form has been submitted, OFSTED should be kept updated and alerted when the setting reopens.

Include:

- the name of your setting
- your reference number
- any additional details about the incident

### **Alert Insurance Company**

You must email our insurer to alert them of the incident and forced closure.

[insurance@eyalliance.org.uk](mailto:insurance@eyalliance.org.uk)

The email heading should be:

Member 3035 – Longparish Little School – Emergency Closure. You must also notify them once reopened.

### **Alert School Office and Kitchen**

As our landlord, the primary school must be notified of a closure. The kitchen should also be notified to provide an update on lunch orders

01264 720317

### **Further information**

- **If a setting has to close unexpectedly will the early years education grant have to be refunded?**

Not generally, but a setting must make every effort to re-open as soon as possible or put contingency plans in place. If it is an event that prevents the setting from opening on a temporary basis, for example, heavy snow or breakdown of heating, Services for Young Children would not seek a refund of grant. However, settings should re-consider the five days they have nominated through the school year when they are proposing to be closed, or know they will not be claiming grant funding. The school year is 195 days long but the entitlement (and therefore grant funding) is only for 190 days (38 weeks). Ideally the setting will readjust their nominated days, to ensure all children can have their full entitlement.

- **Do parents receive a refund in the event of an emergency closure?**

Due to ongoing overheads and expenses we do not offer refunds in the event of an emergency closure. Your child's place will remain reserved for them, and we will still require 6 week's notice to cancel your child's place.

## **26. Fire Safety Policy**

### **EYA Policy Template Reference 02**

**Designated Fire Marshals are: KRISTY LAMBERT & CLAIRE NASH**

**Annual check of Fire Extinguishers carried out on: 3 November 2025**

#### **Aim**

Longparish Little School is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements about fire safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare Requirements.

#### **Objectives**

- We recognise that we have a corporate responsibility and a duty of care for those who work in and receive a service from our provision, but individual employees and service users also have a responsibility to ensure their own safety as well as that of others. Risk assessment is the key means through which this is achieved.

- A fire safety risk assessment is carried out by a competent person in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- A Fire Log is completed and regularly updated.
- Necessary equipment is in place to promote fire safety.

## Legal references

Regulatory Reform (Fire Safety) Order 2005

Electricity at Work Regulations (1989)

## Further guidance

Fire Safety Record (Alliance Publication)

[Fire Safety Risk Assessment: Educational Premises \(Gov.uk\)](#)

## 27. Fire safety

### EYA Policy Template Reference 02.1

- The setting manager or named fire marshal (if applicable) at Longparish Little School has access to, or a copy of, the fire safety procedures specific to the building and ensure they align with these procedures. The setting manager/fire marshal makes reasonable adjustments as required to ensure the two documents do not contradict each other.

### Fire safety risk assessment

A **Fire safety risk assessment form** is carried out in each area of the setting by a competent person/named fire marshal, using the five steps to fire safety risk assessment as follows:

#### 1. Identify fire hazards

- Sources of ignition.
- Sources of fuel.
- Sources of oxygen (including oxygen tanks for disabled children).

#### 2. Identify people at risk

- People in and around the premises.
- People especially at risk including very young babies, less ambulant disabled children or those using specialised equipment, such as splints, standing frames.

#### 3. Evaluate, remove, reduce and protect from the risk

- Evaluate the risk of the fire occurring.
- Evaluate the risk to people from a fire starting on the premises.
- Remove and reduce the hazards that may cause a fire.

- Remove and reduce the risks to people from a fire.

4. Record, plan, inform, instruct, train
  - Record significant findings and action taken.
  - Prepare an emergency plan.
  - Inform and instruct relevant people; inform and co-operate with others.
  - Provide training.
5. Review
  - Keep assessment under review and revise when necessary.

The fire safety risk assessment focuses on the following for each area:

- Electrical plugs, wires, sockets.
- Electrical items.
- Gas boilers.
- Cookers.
- Matches.
- Flammable materials, including furniture, furnishings, paper etc.
- Flammable chemicals (which are also covered in COSHH).
- Means of escape.
- Any other, as identified.

#### **Fire safety precautions include:**

- All electrical equipment is checked by a qualified electrician annually.
- Any faulty electrical equipment is taken out of use and disposed of.
- Water and electrical items do not come into contact; staff do not touch electrical items with wet hands.
- All fire safety equipment is checked annually.
- If lighters are used in the kitchen, they are kept in a drawer.
- Oxygen tanks.

#### **Fire Drills**

- Fire Drills (to include emergency evacuation procedures and lock down) are held at least termly.
- Drills are recorded, including:
  - date of drill

- staff involved and numbers of children
- how long it took to evacuate
- any reason for a delay in achieving the target time and how this will be remedied

## **Fire precautions**

- Fire exit signs are the green 'running man' signs and are in place and clearly visible.
- Fire exits by doors are those that show a green light at night.
- Fire doors are not locked during normal working hours.
- Fire evacuation notices are in every room; these are displayed in print large enough to read from a short distance. They say where the assembly point is.
- Fire alarms are in place and tested weekly (by the adjoining school, who are the setting's landlords), and where necessary supplemented with visual warnings. This is recorded.
- Smoke alarms are in place and tested by the adjoining school, who are the setting's landlords. This is recorded.
- A fire blanket is in place in the kitchen (and any other location where there is a cooker).
- Fire extinguishers are in place and are appropriate.

## ***EMERGENCY EVACUATION PROCEDURE***

- *On hearing the fire alarm (or bell if we are doing our own practice) the children, staff and any visitors exit the Little School from the back door if safe to do so. There is a count of children and adults. Any SEN or disabled children will have an allocated member of staff to assist in their evacuation.*
- *Children are led from the building to the assembly point in the church yard. The Manager checks the building and collects the register, fire evacuation box, medicines, mobile phone and walkie-talkie.*
- *At the assembly point the manager checks the register to check all children and adults are accounted for.*
- *The manager then passes on confirmation that the building has been evacuated to the Fire Safety Officer at the Primary School by using the walkie-talkie to communicate with the school.*
- *The emergency services will be contacted in the case of a real fire.*
- *In the case of a real fire parents will be contacted to come and collect their child. (see emergency closure procedure)*
- *If parents are waiting to collect children, they walk around to the church yard.*

### **Alternative evacuation procedures:**

#### **If the main fire exit is blocked:**

- **Leave by the main front door and the assembly point is on the school playground. (key to school gate is in the fire evacuation box)**

#### **If the main exit is blocked and there are children both indoors and outdoors:**

- **The staff outside lead the children out of the side gate into the school site, around the reception year outside area and onto the playground.**
- **The staff evacuate through the main door and onto the school playground.**

#### **If we are in the school hall:**

**We evacuate through the fire exit in the hall and into the Little School outside area and follow the main evacuation procedure.**

#### **Further guidance**

[Dynamic Risk Management](#) (Alliance Publication)

[Fire Safety Record](#) (Alliance Publication)

Fire Safety Risk Assessment: Educational Premises (HMG 2006):

[www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises](http://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises)

## **28. Food safety and nutrition policy**

### **EYA Policy Template Reference 03**

#### **Aim**

Longparish Little School is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for food safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

#### **Objectives**

- We recognise that we have a corporate responsibility and duty of care for those who work in and receive a service from Longparish Little School, but individual employees and service users also have responsibility for ensuring their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- Procedure **Kitchen (Health & Safety Section 4)** is followed for general hygiene and safety in food preparation areas.
- We provide nutritionally sound meals and snacks which promote health and reduce the risk of obesity and heart disease that may begin in childhood.

- We ensure that children are supervised at mealtimes and that children are within sight and hearing of a member of staff at all times and where possible staff are sat facing children when eating to ensure that they are eating in a way that prevents choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- We follow the main advice on dietary guidelines and the legal requirements for identifying food allergens when planning menus based on the four food groups:
  - meat, fish, and protein alternatives
  - milk and dairy products
  - cereals and grains
  - fresh fruit and vegetables.
- Following dietary guidelines to promote health also means taking account of guidelines to reduce risk of disease caused by unhealthy eating.
- Parents/carers share information about their children's particular dietary needs and allergies with staff when they enrol their children and on an on-going basis with their key person. This information is recorded on Famly and shared with all staff who are involved in the care of the child.
- We take into account every child's individual development needs and work in partnership with parents/carers to help children to move on to the next stage with regard to weaning as per the guidance listed below.
- Longparish Little School ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis and the differences between allergies and intolerances which may develop at any time.
- Foods provided by the setting for children have any allergenic ingredients identified on the menus.
- Care is taken to ensure that children with food allergies and intolerances do not have contact with food products that they are allergic to.
- We notify Ofsted or the childminder agency (CMA if registered with a CMA) of any food poisoning affecting two or more children in our care as soon as possible and at least within 14 days.
- Risk assessments are conducted for each individual child who has a food allergy or specific dietary requirement.
- If a child chokes at mealtime and intervention is given. We record details of the incident and ensure that parents/carers are informed.
- The Choking Procedure (below) is displayed in the kitchen.

## **CHOKING PROCEDURE**

**If the child is coughing but can breathe or make sounds:**

- **Encourage them to keep coughing to try to clear the object.**
- **Do not hit their back or interfere unless the coughing becomes ineffective.**
- **Stay close and monitor carefully — be ready to act if they start to struggle.**

**If the child cannot breathe, cough, or speak (severe choking):**

1. **Call for help immediately — shout for assistance.**
2. **Stand or kneel behind the child.**
3. **Give 5 back blows:**
  - **Lean the child forward.**
  - **Deliver 5 firm blows between the shoulder blades with the heel of your hand.**
4. **If the object is still stuck, give 5 abdominal thrusts.**
  - **Stand behind the child and wrap your arms around their waist.**
  - **Make a fist just above the navel (belly button).**
  - **Grasp your fist with your other hand.**
  - **Pull sharply inward and upward up to 5 times.**
5. **Alternate 5 back blows and 5 abdominal thrusts until:**
  - **The object comes out, or**
  - **The child starts to breathe or cough, or**
  - **The child becomes unresponsive.**

**If the child becomes unresponsive:**

- **Call emergency services**
- **Begin CPR:**
  - **Open the airway and look inside the mouth — remove any visible object (do not do blind sweeps).**
  - **Start chest compressions (30 compressions, then 2 rescue breaths).**
  - **Continue CPR until the child starts breathing or help arrives.**

**After choking episode:**

- **Contact the child's parents or carer.**
- **Even if the object is removed and the child seems fine, get medical attention — there may be injury or residual blockage.**
- **Record the incident on the child's incident form on Family.**

### **Legal references**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.

Food Information Regulations 2014

The Childcare Act 2006

### **Further guidance**

[Safer Food Better Business for Caterers](#) (Food Standards Agency)

[Paediatric Allergy Action Plans - BSACI](#)

[Food allergy - NHS](#)

Anaphylaxis - NHS

Weaning - Start for Life - NHS

Help for early years providers : Food safety

Early Years Foundation Stage Nutrition Guidance (2025)

Allergy action plan

## **29. Food preparation storage and purchase**

**EYA Policy Template Reference 03.1**

### **General**

- All Early Years Practitioners at Longparish Little School have up to date certificated training on food safety.
- ***Hot meals are produced by kitchen staff at Longparish school in the school kitchens, where they have their own regulations and safety standards. The school kitchen staff are employed by Hampshire County Council.***
- ***For the purposes of this policy, “cooks” refers to kitchen staff at Longparish School.***
- Cooks refer to Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on menu planning, food safety, managing food allergies and reading food labels.
- The setting manager is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- Cooks and all staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
- The Health & Safety officer has responsibility for conducting risk assessment based on the ‘Hazard Analysis and Critical Control Point’ method set out in Safer Food Better Business.
- The setting manager maintains a Food Allergy and Dietary Needs folder with:
  - a list of all children with known food allergies, intolerances, or dietary needs updated at least once a term (the personal/medical details about the allergy or dietary needs remain in the child’s file along with a copy of the risk assessment). This is displayed for all staff and the risk assessment shared.
  - a record of food menus along with any allergens.
  - a copy of the FSA booklet ‘Allergen information for pre-packed and loose foods’ available at <https://www.food.gov.uk/business-guidance/allergen-information-for-pre-packed-and-loose-foods>
  - a copy of the Food Allergy Online Training CPD certificate for the cook and each member of staff that has undertaken the training

- The setting manager is responsible for informing the Trustees who then reports to Ofsted or the childminding agency of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible and within 14 days of the incident.

### **Purchasing and storing food**

- Food is purchased from reputable suppliers.
- Pre-packed food (any food or ingredient that is made by one business and sold by another such as a retailer or caterer) is checked for allergen ingredients and this information is communicated to parents alongside menu information. For example, a meat pie bought at a supermarket or a tin of baked beans or the ingredients for a recipe prepared on site.
- If food that is not pre-packed (described as ‘loose food’), such as sandwiches bought from a bakery is served, then allergen information will have been provided by the retailer, this information must then be shared in the same way with parents.
- Parents/carers are requested not to bring food that contains (or may contain) nuts. Staff check packets to make sure they do not contain nuts or nut products.
- Bulk buy is avoided where food may go out of date before use.
- All opened dried food stuffs are stored in airtight containers.
- Dried packaged food is not decanted from packaging into large bins or containers as this prevents monitoring of sell by/use by dates and allergen information.
- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Bottles and jars are cleaned before returning to the cupboards.
- ‘Squeezy’ plastic bottles are not used for sauces.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce, meat and fish are to be used the next/same day. Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
- Packaged frozen food should be used by use by dates.
- Food left over should not be frozen unless it has been prepared for freezing, such as home-made bread or stews. Hot food should be left to cool for up to 1.5 hours and then quickly frozen.
- Freezer containers should be labelled, dated and used within 1-3 months.
- Fridge and freezer thermometers should be in place. Recommended temperatures for fridge 37 degrees Fahrenheit (3 degrees Celsius), and freezers 0 degrees Fahrenheit (-18 degrees Celsius). Temperatures must be recorded daily to ensure correct temperatures are being maintained.
- Freezers are defrosted as required.
- Meat/fish is stored on lower shelves and in drip-free dishes.

- Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and E. coli contamination.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

### **Preparation of food**

- Food handlers must check the content of food/packets to ensure they do not contain allergens.
- Food allergens must be identified on the menus and displayed for parents.
- Food handlers wash hands and cover any cuts or abrasions before handling food. Long hair is tied back.
- Separate boards and knives are used for chopping food, usually colour coded.
- Raw and cooked foods are prepared separately.
- Meat and fish should be washed and patted dry with paper towels. This does not include chicken which must not be washed because of the risk of campylobacter.
- All vegetables and fruit are washed before preparing.
- Food left out is covered, for example when cooling down.
- Frozen meat, fish and prepared foods are thawed properly before cooking.
- Meat and fish are cooked thoroughly.
- Where a microwave is used, food is cooked according to manufacturer's instructions. It is not used to reheat children's food and never used to heat babies' bottles.
- Food is cooked in time for serving and is not prepared in advance of serving times.
- Hot cupboards or ovens are not used to keep food warm.
- Potatoes and vegetables are peeled when needed, not in advance and left in water.
- Food prepared and cooked for different religious dietary needs and preferences, such as Halal or Kosher meat is cooked in separate pans and served separately.
- Food cooked for vegetarians does not come into contact with meat or fish or products.
- Food cooked and prepared for children with specific dietary needs is cooked in separate pans and served separately.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.
- Raw eggs are not to be given in any form, such as mousse or mayonnaise.
- When given to children, eggs are fully cooked.

## **Serving Food**

- There is a named person who is responsible for ensuring that the food being provided meets all the requirements for each child.
- Food is served for children in covered containers.
- Children are taught to serve themselves with adult supervision.
- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening, for example:
  - check the list of children's dietary requirements displayed in the food preparation area
  - coloured plates
  - place mats
  - other methods as agreed by the setting manager
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Food served to children with identified allergies is checked by the key person to ensure that the meal (and its ingredients) does not contain any of the allergens for that child.
- The child's key person remains present throughout the child's mealtime.
- Tables are cleaned before and after, with soapy water or a suitable non-bleach product.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster.

## **E.coli prevention**

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of E.coli and must clean and store food in accordance with the E.coli 0157 guidance, available at:

[www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOwDl](http://www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOwDl)

## **Further guidance**

Safer Food Better Business [www.food.gov.uk/business-guidance/safer-food-better-business-sfbb](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)

Campylobacter (Food Standards Agency) [www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014](http://www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014)

## **Food allergy/anaphylaxis guidance**

<https://www.bsaci.org/wp-content/uploads/2020/02/BSACIAllergyActionPlan2018NoAAI2981-2.pdf>

<https://www.nhs.uk/conditions/anaphylaxis/>

<https://www.nhs.uk/conditions/food-allergy/>

Early Years Foundation Stage nutrition guidance

Common allergens.pdf

Allergen checklist for food businesses | Food Standards Agency

## **Food Poisoning Procedure**

***This procedure can also be found in the Poorly Children section of the Health Policy document.***

Food poisoning is preventable when staff follow the **Food Safety and Nutrition Policy**. Where food poisoning is suspected or confirmed, the following procedure is followed:

### **Identify Symptoms Promptly**

Be alert to signs of food poisoning in children or staff. These may include:

- Nausea
- Vomiting
- Diarrhoea
- Abdominal pain or cramps
- Fever

### **Isolate the Affected Individual**

- Remove the affected child or staff member from the group to prevent the spread of infection.
- Ensure they are cared for in a quiet, supervised area.
- Provide fluids (if appropriate) and comfort.

### **Inform Parents/Carers**

- **For children:** Notify the child's parent/carer immediately.
- Advise them to collect the child and seek medical advice if necessary.

### **Record the Incident**

- Log the symptoms, time of onset, and any food consumed.
- Include any actions taken and who was informed.

### **Clean and Disinfect Thoroughly**

- Clean and disinfect any areas where vomiting or diarrhoea occurred using appropriate cleaning products (e.g. bleach-based disinfectant).
- Use PPE (e.g. gloves and apron) during cleaning.
- Dispose of any contaminated materials (e.g. tissues, gloves) safely in sealed bags.

### **Monitor for Additional Cases**

- Keep an eye on other children and staff for similar symptoms.
- If **two or more** individuals are affected, this may indicate an outbreak.

## **Notify Appropriate Authorities (if needed)**

- If multiple cases or a serious illness occurs, **notify your local Public Health Team or Environmental Health Officer** immediately.
- Also notify **Ofsted** if the illness is serious or there is an outbreak.

## **Review Food Handling Procedures**

- Check food storage, preparation, and serving procedures.
- Ensure all food hygiene practices meet legal requirements.
- Discard any suspected contaminated food immediately.

## **Exclusion Period**

- Follow **Public Health England (PHE)** guidance:
  - A child or staff member with diarrhoea and/or vomiting should stay away for **at least 48 hours** after the last episode.

## **30. Food for play and cooking activities**

### **EYA Policy Template Reference 03.2**

Some parents/carers and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or vegetarian, should not be given any food to play with that contains animal products (Gelatine). Parents/carers' views should be sought on this. In some cases, it is not appropriate to use food for play, particularly in times of austerity.

- Food for play may include dough, corn flour, pasta, rice, food colourings/flavourings.
- Jelly (including jelly cubes) is not used for play.
- Food for play is risk assessed against the 14 allergens referred and is included in the written risk assessment undertaken for children with specific allergies.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Pulses such as chick peas and lentils are used occasionally, with staff supervision.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before given for play.
- Cornflower and cooked pasta are discarded after an activity; high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.

### **Children's cooking activities**

- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.

- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned.
- Children should wear aprons that are used just for cooking.
- Utensils provided are for children to use only when cooking, including chopping/rolling boards, bowls, wooden spoons, jugs, and are stored in the kitchen.
- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Cooked food to go home is put in a paper food bag and refrigerated until home time.
- Food play activities are suspended during outbreaks of illness.

### **Playdough and raw (uncooked flour)**

All flour including cornflour is raw until the point it is heated or cooked. Raw flour poses a risk of E. coli to young children and current advice is that it should not be used for play, or for uncooked playdough recipes.

- Only playdough that has been cooked or made with precooked flour should be used.
- Only cornflour that has been cooked or made with precooked flour should be used.

If a child or member of staff is allergic to any of the ingredients they must be replaced, and a safe alternative used.

Staff have up to date information about children's allergies or concerns about a potential allergy and these are clearly displayed.

If a younger child is likely to put the playdough/ cornflour in their mouth, a safe alternative is provided.

If a child is likely to eat the playdough due to persistent sensory seeking behaviours the activity will be replaced with a safe alternative.

Children are always supervised when playing with playdough or cornflour.

Children and staff wash their hands before and after the activity.

### **Other activities with flour**

Uncooked flour should not be used for activities where children are exploring through touch or taste, or there is a likelihood they will put their fingers in their mouths.

Baking: You can do baking activities where flour is used and then the food is cooked. You must ensure that the activity is risk assessed, and children do not eat the uncooked flour or the mixture.

## 31. Menu planning and nutrition

### EYA Policy Template Reference 03.4

- *Hot meals are produced by kitchen staff at Longparish School in the school kitchens, where they have their own regulations and safety standards. The school kitchen staff are employed by Hampshire County Council.*
- *For the purposes of this policy, “cooks” refers to kitchen staff at Longparish School.*

Food provides a healthy, balanced diet for growth and development. Foods containing any of 14 allergens identified by the FSA are identified on menus. Dietary guidance to promote health and reduce risk of disease is followed. When planning menus, the setting manager and cook ensure that:

- Menus are available (<https://www.hants.gov.uk/educationandlearning/education-catering/parent-information/primary>) so that parents and staff know what is being provided.
- Foods that contain any of the 14 major allergens are identified on the menu that is displayed for parents/carers.
- Parents/carers must share information about their children’s particular dietary needs with staff when they enrol their children and on an on-going basis with their key person. This information is recorded on Family.
- Key persons regularly share information about the children’s levels of appetite and enjoyment of food with parents/carers.
- Staff refer to [Eat Better, Start Better - Foundation Years.](#)

### Pre-prepared cook chilled meals and hot meals from suppliers

Longparish Little School uses a food supplier to provide hot meals prepared off site (Longparish School kitchen). The supplier’s instructions for safe storage, heating and serving must be followed.

- Ingredients are checked to identify allergens (this will be clearly indicated on packaging).
- Foods delivered hot are checked as above.
- Foods are served within the time stipulated by the supplier.
- Left-overs are not kept and reheated for another day.
- The guidance in Safer Food Better Business (Food Standards Agency 2020) is always followed.

### Packed lunches

Where children have packed lunches, staff promote healthy eating, ensuring that parents/carers are given advice and information about what is appropriate content for a child’s lunch box. We refrigerate lunch boxes until needed.

# Packed Lunch Policy

*The aim of this policy is to ensure that parents supply children with lunches that:*

- *Are healthy and nutritious*
- *Reduce the risk of choking*
- *Help prevent allergic reactions for children who have airborne food allergies*

*Packed lunches brought to Little School are refrigerated until needed.*

*Children are seated at a supervised table during snack times and lunchtimes, to model healthy and safe eating habits. Children are expected to eat savoury items before sweet items and are encouraged to eat enough to sustain their energy levels throughout the day.*

*To foster independence, children are required to tidy up after themselves, throw away any rubbish, sorting anything that is recyclable as per our Eco-School curriculum, and put their lunchbox back on the trolley ready for home time.*

*Uneaten food is sent back home so parents can monitor what has been consumed, and adjust portion sizes accordingly.*

## **Healthy & Nutritious**

*British Nutrition Foundation booklet on healthy, varied, and balanced diet for children and portion sizes:*

<https://www.nutrition.org.uk/media/oufg1pbd/5532-booklet-sept21.pdf>

*For ideas on what to include in your child's packed lunch, please follow this link:  
[www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/](https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/)*

*Lunchbox swap ideas can be found here:*

<https://www.nhs.uk/healthier-families/food-facts/healthier-food-swaps/#lunch>

*Children should be provided with a water bottle containing only water. We will offer milk or water where a water bottle is not available, and at snack time.*

*Drinks in lunchboxes should be restricted to pure or diluted fruit juice, water, or milk. Please do not supply drinks that are carbonated or have a high-sugar content.*

*We encourage parents to include a nutritious savoury item (see links above for ideas), with vegetables and fruit, and ask parents to avoid processed foods and foods with a high salt or sugar content.*

## **Food preparation to reduce the risk of choking**

*Guidance with photographs can be viewed in full here:*

[www.nhs.uk/start-for-life/baby/weaning/safe-weaning/preparing-food-safely/](https://www.nhs.uk/start-for-life/baby/weaning/safe-weaning/preparing-food-safely/)

*Parents should consider the size, shape, and texture and avoid round foods*

- *Small round fruits (e.g. grapes, cherries, berries, strawberries, cherry tomatoes) – cut into quarters/4 small pieces, and remove any hard pips or stones*
- *Large firm fruits (e.g. melon, apple) – cut into slices, rather than small chunks*
- *Vegetables (e.g. peppers, carrots, cucumber, celery) – cut into narrow batons*
- *Fruits and vegetables with skins – remove skins to make food easier to swallow*
- *Sausages & hotdogs – processed meats should only be given in limited amounts. Cut in half, and then cut lengthways into short strips*

- **Cheese – grate or cut into short narrow strips**
- **Nuts – nuts of any kind are not permitted due to allergy risk**
- **Popcorn – do not give to children under 5**
- **Bread (e.g. sliced, chapatis, naan, pita), toast or cut into narrow strips, and use brown (white bread is more likely to form a dough-like ball which can cause choking if not chewed properly)**
- **Peanut butter – is not permitted due to allergy risk**

#### **Preventing allergic reactions**

**Nuts and nut products are not used within the setting. Nuts and nut products are not permitted to be brought to the setting. Any lunchbox items containing nuts will be removed and sent home with the child at the end of the day.**

**Foods containing nuts include peanut butter, Nutella or other hazelnut spreads, some muesli bars.**

**Parents are asked to check ingredients before including items in lunchboxes.**

#### **References**

**Early Years Foundation Stage Nutrition Guidance document**

[https://assets.publishing.service.gov.uk/media/67f8e61c04146682e61bc84c/Nutrition\\_guidance\\_for\\_early\\_years\\_providers.pdf](https://assets.publishing.service.gov.uk/media/67f8e61c04146682e61bc84c/Nutrition_guidance_for_early_years_providers.pdf)

## **32. Meeting dietary requirements**

### **EYA Policy Template Reference 03.5**

Snack and mealtimes are an important part of the day at Longparish Little School. Eating represents a social time for children and adults and helps children to learn about healthy eating. We aim to provide nutritious food, which meets the children's individual dietary needs and preferences.

- Staff discuss and record children's dietary needs, allergies and any ethnic or cultural food preferences with their parents/carers. A child's special dietary requirements are recorded on Famly on registration to the setting and information is shared with all staff. This continues as an ongoing dialogue with all parents/carers throughout their time at Longparish Little School.
- If a child has a known food allergy, procedure **Allergies and food intolerance (Health Policies Section 5)** is followed.
- Parents are asked to record information about their child's dietary needs on the child's Famly profile. Parents/carers must also sign the dietary needs form to signify that it is correct.
- Up-to-date information about individual children's dietary needs is displayed so that all staff and volunteers are fully informed. This is available to view inside the cupboard in the kitchen.
- Staff ensure that children receive only food and drink that is consistent with their dietary needs and cultural or ethnic preferences, as well as their parent/carer's wishes. At each mealtime, a member of staff is responsible for checking that the food provided meets the dietary requirements for each child.

- The menus of meal and snacks are displayed on the notice board for parents/carers to view. Foods that contain any food allergens are identified.
- Staff aim to include food diets from children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through on-going discussion with parents/carers and research by staff, staff obtain information about the dietary rules of religious groups to which children and their parents belong, and of vegetarians and vegans, as well as food allergies. Staff take account of this information when providing food and drink.
- Staff provide a vegetarian alternative when meat and fish are offered and make every effort to ensure Halal meat or Kosher food is available to children who require it.
- Where it is not possible to source and provide Halal meat or Kosher food, a vegetarian option is available; this will be discussed and agreed with parents at the time of the child's registration.
- All staff show sensitivity in providing for children's diets, allergies and cultural or ethnic food preferences. A child's diet or allergy is never used as a label for the child, they are not made to feel 'singled out' because of their diet, allergy or cultural/ethnic food preferences.
- Fresh drinking water is available throughout the day. Staff inform children how to obtain the drinking water and that they can ask for water at any time during the day.
- Meal and snack times are organised as social occasions.

### **Fussy/faddy eating**

- Children who are showing signs of 'strong food preferences, or aversions to food ' are not forced to eat anything they do not want to.
- Staff recognise the signs that a child has had enough and remove uneaten food without comment.
- Children are not made to stay at the table after others have left if they refuse to eat certain items of food.

Staff work in partnership with parents/carers to support them with children who are showing signs of 'food preference or aversion' and sign post them to further advice, for example, How to Manage Simple Faddy Eating in Toddlers (Infant & Toddler Forum) <https://infantandtoddlerforum.org/health-and-childcare-professionals/factsheets/>

# **Critical Incident (Involving a child) Procedure**

## **- QUICK REFERENCE**

### **Please also refer to Health & Safety Policy**

- **Notifiable incident, non-child protection (section 20),**
- **Lockdown - Terrorist threat /attack (section 21)**

### **IMMEDIATE**

First aider to stay with injured child and administer first aid

First aiders are:

**Claire**  
**Kristy**  
**Sylvia**  
**Renee**  
**Hayley**  
**Sheena**

- A member of the management team should contact the emergency services.
- Our contact number is 01264 720455/ 07961 795363 (mobile)
- Location: Longparish Little School, Longparish Primary School, Longparish, Andover, Hants SP11 6PB
- Exact location: On the right-hand side of the school grounds.
- The name of child and the symptoms will be asked.
- A member of the management team will contact the child's family.
- An allocated member staff will reassure the other children and take them to a safe area.
- An allocated member of staff should assess ongoing risk and respond accordingly.
- A member of the management team should contact the chairperson Emma Fell 07968 477573
- A member of the management team to call for Emergency cover (Appendix 1 for contacts)

### **30 - 60 MINUTES**

A member of the management team:

- Contact the local SfYC office for support and advice - 01264 387443 (general number 01962 847070).
- Liaise with Emma, Chair, to agree communication with all parents.
- Agree communication (with the support of the SfYC local office who can seek advice from experienced press officers) and speak to the media to ensure consistency if necessary.

- Inform Ofsted of the incident:

<https://www.gov.uk/guidance/report-a-serious-childcare-incident>

Unique reference number: 2811094

- Check on wellbeing of staff and children.
- Ask all involved to make a written record of incident.
- Write a factual report to supplement the record of incident.
- Inform insurance company:

[Insurance@eyalliance.org.uk](mailto:Insurance@eyalliance.org.uk)

The email heading should be:

Member 3035 – Longparish Little School – Emergency Closure. You must also notify them once reopened.

## **AT THE END OF THE SESSION**

A member of the management team:

- Bring all staff together.
- Check that everyone is alright.
- Make tea or coffee and reflect.

## **THE FOLLOWING DAY**

A member of the management team:

- Check to see how staff are feeling.
- Review procedures.
- Identify training needs.
- Consider counselling if necessary, information can be obtained through the local doctor or Insurance company.
- Speak to our local development team about any issues arising.