



Meeting the Welfare Requirements for the EYFS

Date Approved: September 2022

Approved by on behalf of the governors of
Ladywood Primary School.

Review Date: September 2023

1. Safeguarding and promoting children's welfare

Safeguarding

The provider must take necessary steps to safeguard and promote the welfare of children.

Health & Hygiene

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection and take appropriate action when they are ill.

Keeping healthy

We promote good health by providing children with healthy snacks and drinks throughout the day. Children are taught to wash their hands prior to sitting down with their milk and fruit. There is also free access to water throughout the session.

Fruit is provided from the Free Fruit Scheme.

Children learn about healthy lifestyles and routines through a range of planned and spontaneous activities.

Personal Hygiene

We have a separate toilet area located off the main room. There are two blocks of 3 toilets. Children have free access at all times. There are 6 low wash basins where the children are encouraged and reminded to wash their hands after using the toilet. The toilet area is cleaned prior to the start of the afternoon session and at the end of each day.

Children are taught to wash their hands after messy activities using the sink in the creative area, and before having their milk and fruit using the sinks in the snack area. Hand washing or hand sanitising also takes place before lunchtime.

If a child has a toileting accident staff clean and change the child in the toilet area. Staff wear disposable gloves and use wet wipes to clean the child and place

all rubbish in a nappy sack or sealed bag. All wet / soiled accidents are recorded and parents / carers are informed.

First Aid

We have 2 pediatrics first aiders (S.Mcquillan and R.Wilding). There is a list of staff who have received general first aid training. First aid boxes are situated in the medical room. Foundation Stage is covered by the school's policy for preventing the spread of infection and illness. If a child falls ill during school time, either parents are called immediately and asked to collect their child.

Behaviour

Children's behavior must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.

At Ladywood we have high expectations regarding behavior. Boundaries and routines are established as soon as children join F1 and continue consistently throughout the Foundation Stage and in main school. We reward good behavior with praise and rewards and inappropriate behavior is discussed immediately to help the children to resolve issues and work and play happily together.

Circle time and class discussions reinforce the above and help the children to express their thoughts and ideas.

2. Suitable Adults

Providers must ensure that adults looking after children or having unsupervised access to them are suitable to do so.

All staff have current DBS certificates; helpers also have current DBS checks.

Suitable Staff

Adults looking after children should have appropriate qualifications, training, skills and knowledge.

Foundation 1

Rhianna Wilding	QTS Foundation 1 teacher
Joanne Spialek	HLTA

Foundation 2

Sue McQuillan	QTS Foundation 2 teacher
Adele Lindley	HLTA cover for FS2
Debbie Haynes	Teaching Assistant

3. Staffing Arrangements

Staffing arrangements must be organised to ensure safety and to meet the needs of the children.

Staffing ratios are within the statutory requirements of 1 adult/13 children in Nursery.

F1 offers 26 places for morning and afternoon sessions. FS1 also has a 30 hour offer in place - please see the details of this on our EYFS class page. FS2 is able to accommodate 30 full time places. A screen divider is in place to allow separate nursery and reception teaching sessions to take place.

The unit operates in 1 room and there are currently a minimum of 5 members of staff at any time: 2 x teacher, 1 x HLTA (full time), 1 x HLTA (FS2 cover), 2 x TA

Adult deployment is planned to enable a variety of whole class, group and individual activities to take place. Opportunities and times are made available to allow for spontaneous activities. Children are never left unsupervised inside and outside and all areas are supervised at all times.

Times: Morning Session

FS1 AM children 9:00 – 12:00 (30 hours children – 9:00 to 3:15 & FS2 9 – 3.00)

Parents and children approach the unit using the designated pathway and wait at the top gate until the door is opened at 8.55am. Staff help children with coats in the cloak area and bring them into the main room. A member of staff remains at the main door until all children have arrived and the main entrance door is closed. The entrance door is operated by a key fob from the outside and a release button on the inside.

Children are dismissed from the unit to a known adult who is named on their contact sheet. Parents wait at the top gate and staff call children's names once their adult is there. In the event of an unknown adult attempting to collect a child, staff would need to check with parents before allowing the child to leave the premises. In the event of a parent failing to collect a child, staff would attempt to make contact via the main office. Where necessary the school's Safeguarding policy would be followed.

F2 children prepare to go to dinner in the main school at 11:55; they wash hands and line up at the inner door to KS1. A member of staff takes the children to the dining area and brings them back at 12:30.

The all day FS1 children eat a packed lunch brought in from home in the FS1 classroom supervised by a member of staff.

Afternoon FS1 session

The procedure remains the same as for the morning session with the door opening at 12:10 and home time at 3:15.

EYFS Outdoor Area

The outdoor area of the Foundation Unit is securely fenced with a high metal grid fence that extends from the outer edge of the building. There are no gaps where children are able to get through to the main school playground or towards the

entrance pathway. The area can be accessed from outside (for grass cutting and maintenance work) by one of three gates. These are all kept padlocked and are only opened by a member of staff. They are locked immediately once the work has been completed.

Please see EYFS Risk Assessment for the Indoors and Outdoors

PART 1

BASIC HEALTH & SAFETY IN PLAYGROUPS AND NURSERIES

The Health & Safety at Work Act 1974

As a place of work the premises must comply with the Health & Safety at Work Act 1974.

General duties of every employer cover:

- Provision and maintenance of safe equipment and systems of work
- Maintenance of the place of work in a safe condition
- Provision of safe means of entrance and exit
- Provision of adequate welfare facilities
- Arrangements for the safe use, handling and storage of articles and substances
- Provision of such information, instruction, training and supervision as necessary to ensure the health and safety of employees

Under this act, the employer and staff have a duty to ensure the health and safety not only of themselves but also other persons who may frequent the premises, such as children and their parents.

It is the duty of every employer of five or more persons to prepare a written statement of this general policy with respect to the health and safety at work of his employees and the organization and arrangements for carrying out the policy.

Please see EYFS Risk assessment

The Management of Health & Safety at Work Regulations 1999

Under these regulations employers have a duty to carry out an assessment of the health and safety risks to which their employees and any other persons are exposed as a result of the carrying out of their business.

Risk assessment involves identification of 'hazards' and 'risks' involved in the workplace.

'Hazard' mean anything likely to cause harm (e.g. electricity, chemicals)

'Risk' is the chance, great or small, that someone may be harmed by the hazard

The measures to control any significant risks need to be identified and information provided for employees

Where there are five or more employees, the significant findings of the risk assessment must be recorded and the health and safety arrangements to control the risks

Manual Handling Operations Regulations 1992

These regulations require employers to consider the risks from manual handling to the health and safety of their employees (where handling involved lifting, carrying, pulling and pushing).

Where possible manual handling should be avoided, possibly by using mechanization such as trolleys.

Employers should carry out an assessment of manual handling tasks performed in the course of an employee's work.

Assessments should preferably be recorded and, where risk of injury is identified, steps taken to reduce the risk to the lowest level reasonably practicable.

Electricity at Work Regulations 1989

An employer or self-employed duty holder should ensure that the electrical installation and portable equipment over which he/she has control are safe and without risk to him/herself, employees and others who may use the equipment or come onto their premises.

Electrical Safety Generally

The easiest way to ensure the electrical installation is 'safe' is to only allow competent electricians to work on electrical wiring. It is usually recommended that an electrician should inspect wiring at five year intervals and a suitable test certificate provided in accordance with the current IEE regulations and kept available for inspection.

Portable electrical equipment is anything which can be plugged in or connected to your electrical wiring. It should only be used for the purpose for which it was intended.

By carrying out visual examinations of portable equipment for obvious signs of damage or faults in equipment most of the potentially dangerous faults can be controlled.

Staff should be encouraged to look at electrical equipment they use for signs of damage and to report them to the employer.

Sufficient socket outlets should be provided to accommodate all appliances likely to be used at one time.

Trailing wires should be avoided and cables should not be placed under carpets where damage could go unnoticed.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Certain accidents must be reported under these regulations. Details are available online from www.hse.gov.uk/riddor/reportable-incidents.htm

Arrangements for reporting an accident/incident

How to report Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). Health and Safety Executive Published by the Health and Safety Executive 10/13 INDG453(rev1) Page 5 of 5

Reporting out of hours

HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:

- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers.

If you want to report less serious incidents out of normal working hours, you should complete an online form at www.hse.gov.uk/riddor/report.htm#online.

You can find more information about contacting HSE out of hours at www.hse.gov.uk/contact/outofhours.htm.

See also accident and incident reporting in schools:

<https://www.hse.gov.uk/pubns/edis1.pdf>

The Control of Substances Hazardous to Health Regulations 2002

These regulations require assessment of the risk to health from substances in use or present on the premises and taking of appropriate steps to minimize or eliminate those risks. Further details are available on the HSE COSHH website

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

General Health and Safety

First Aid

A properly stocked first aid kit should be available - no medication should be kept in the first aid kit

It is advisable for at least one member of staff to undertake an approved first aid course and a named person should be appointed to take charge in the event of an accident

Accident records should be maintained. The easiest way is to record accidents in a book. (This should be available for inspection by authorised persons).

It is good practice to take the accident book on all group outings and accidents should be recorded as soon as possible. Parents should be informed of any accident or injury to their child.

Heating appliances

Should be safe, securely fixed and guarded and regularly serviced. The use of portable appliances is generally not acceptable.

Floors/flooring

Floors/flooring should be level and coverings non-slip and appropriate for the area (e.g. washable for messy play areas)

All joints and edges must be properly secured to avoid tripping hazards. See 'EBC slips, trips and falls health and safety advice'

Doors/windows/stairs

Precautions should be taken to protect children from the dangers of swing doors, split level floors or unguarded stairs

Glass doors and low windows must be fitted with safety glass or covered with safety film

Windows should be fitted with safety catches if they may be accessible to children additional barriers may be necessary

Adequate door catches (e.g. high handled doors or two key locks etc.) should be fitted to ensure that children cannot leave the group unaccompanied, but parent and staff can enter

Hot drinks/water

Hot drinks/water used by children should have the temperature carefully controlled to prevent scalding

Hot drinks are not taken into areas where children could knock them over and be scalded.

Passive smoking

Passive smoking is now recognized as a health risk and is not be allowed anywhere on school premises.

Kitchen safety

Children are not allowed to enter the EYFS kitchen area.

Boiling kettles, hot liquids and cleaning materials are kept out of children's reach.

Cleaning materials, toiletries etc. are stored securely in a locked cupboard away from the classroom areas

All cupboards should be fitted with child safety catches. Cooker guards should be fitted where appropriate

Play equipment

Play equipment must be properly maintained and kept clean. Damaged or broken equipment must be removed immediately for repair or disposal.

Outdoor play equipment can be especially hazardous. All outdoor play equipment which is used commercially will receive heavier use than that for which 'domestic' equipment is designed and must accordingly be more durable. All new equipment for permanent installation outdoors should comply with current British standards.

Outdoor play areas

Outdoor play areas should be sited, wherever possible, so that there is level access from the playrooms avoiding steps or stairs. The site should be well drained to minimize corrosion to the base of the equipment.

Equipment should be sited to prevent interference between users on one piece of equipment and another. Attention should be given to likely child traffic patterns to avoid children passing dangerously near one piece of equipment when moving from one piece of equipment to another.

Equipment must be firmly fixed to the ground without risk of tilting or toppling.

Concrete is not suitable for surfaces around play equipment as it is abrasive and extremely hard (a fall from 12 inches onto concrete covered with tarmac could prove fatal to a child). A number of alternative impact absorbent surfaces are available for use around play equipment.

All play equipment should receive a daily visual inspection to check for damage and wear. More detailed inspections should be carried out monthly.

The area should be securely fenced to prevent children gaining access to the street or other areas and staff supervision is essential at all times. Gates should be fitted with locks positioned so that children cannot open them. Plants in play areas should not be hazardous to children

More in depth guidance documents and advice are available to view/download on the HSE website at <https://www.hse.gov.uk/aboutus/index.htm>