



Health, Safety and Welfare Policy

This policy represents the agreed principles for your child's Health and Safety and Welfare in the Nursery. All Nursery staff, representing Jack in the Box Nursery have agreed this policy.

At Jack in the Box, we aim to provide the highest quality education and care for all our children. We provide a warm welcome to each individual child and family and offer a caring environment where all children can learn and develop to become curious independent learners within their play.

Please read this policy in conjunction with our Data Protection policy for the information collected by Jack in the Box, the professionals this information may be shared with and the retention periods this data is held for.

Introduction

The health, safety, and welfare of all the people who work or learn at Jack in the Box Nursery are of fundamental importance. We aim to provide a safe, secure, and pleasant learning/working environment for everyone as well as following the guidance from the Early Years Foundation stage (EYFS guidelines). The management take responsibility for protecting the health and safety of all children and members of staff.

The Nursery school will ensure that:

- All children are always supervised by adults and will always be in sight and hearing of an adult.
- All children are always supervised whilst eating to prevent choking and to detect signs of choking so rapid action can be taken if and when needed.
- Adults do not walk about with hot drinks or place hot drinks in reach of children.
- A register of both adults and children is completed on arrival so that a complete record of all those present is available in an emergency.
- Children do not have unsupervised access to kitchens, cookers or any cupboards storing hazardous materials including matches.
- Children will only leave the group with authorised adults.
- A correctly stocked and locked first aid box is always available.
- Risk Assessments on premises both inside and outside are completed before every session.
- The outdoor space is securely fenced.
- Ratio's will be adhered to
- Equipment is checked regularly, and any dangerous items are repaired or discarded.
- Activities such as cooking, woodwork, and energetic play receive close and constant supervision.
- Fresh drinking water is available and accessible to children at all times throughout the day.
- The layout and space ratios allow children and adults to move safely and freely between activities.

- Equipment offered to children is developmentally appropriate; recognising that materials suitable for older children may pose a risk to younger/less mature children so is closely monitored.
- On outings, the adult/child ratio will be at least 1:2 where possible depending on risk and developmental stage of the children.
- Children who may have fallen asleep during the session will be frequently checked to ensure that they are safe.

Personal, Social, Emotional, Development

We teach the children about health and safety to equip them with the skills, knowledge and understanding that will enable them to live positive, successful, and healthy lives. Staff take every opportunity to educate children in this regard as part of the Statutory Framework for Early Years Foundation Stage (EYFS) We consistently promote the understanding of good health, including the importance of oral health. This is discussed with parents/ carers sharing workshops and information boards explaining the importance of healthy life choices, such as keeping sugary and acidic foods and drinks to mealtimes, brushing teeth at least twice a day with fluoride toothpaste and visiting the dentist regularly. At Jack in the Box we try to provide foods that are tooth friendly and share information with parents and carers via our social media sites

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in group times, we also show them how to move and play safely through Physical Development.

Within the Nursery we try to promote everyone's safety, so we teach children to spot hazards in both the indoor and outdoor environment and inform a member of staff.

Breakfast, Lunch and Tea Club

Jack in the Box provides the opportunity for children to have breakfast, lunch, and tea. We do all we can to ensure that the meals provided have a suitable healthy nutritional value. There are suitable facilities for the hygienic preparation of food and staff responsible for preparing food are competent to do so and have received training in food hygiene. Parents who provide pack lunches must ensure these are of a balanced and nutritional content with a drink; these will be stored safely till lunch time and monitored during lunch times. Ice packs are advised during the hotter months as settings are unable to store packed lunches in the fridge.

Children will have the opportunity throughout the sessions to visit the snack shop where fruit, other nutritional snacks and fresh water are available at all times. An additional snack time will be held throughout both the morning and afternoon sessions, where milk and fruit are provided.

Our Nursery promotes a healthy lifestyle this is reinforced through our menus and supervision over home packed lunches brought into the setting to ensure they are of nutritional value. As sweets and fizzy drinks can damage children's teeth, we do not allow sweets to be eaten in the setting, and they will be taken out of lunch boxes and placed within their take home bags. Before any child is admitted to the setting information is obtained about any special dietary requirements, preferences, religious beliefs, allergies, and any special health requirements,

We will notify Ofsted of any food poisoning affecting two or more children from food provided by Jack in the Box.

Child protection

There is a named person and deputy with responsibility for child protection in each nursery. We will follow the procedures for child protection (see Child Protection Policy).

If any member of staff suspects that a child in their care may be the victim of abuse, they should not try to investigate, but should immediately inform the person responsible in the nursery for child protection about their concerns (see child protection policy)

We require all adults employed in the nursery to have an Enhanced DBS record, or CRB to check that there is no evidence or offences involving children or abuse.

All the adults in our nursery share responsibility for keeping our children safe. We may on occasion report concerns which, on investigation, prove unfounded. It is better to be safe than sorry and we trust that parents, while they will naturally be upset, will nevertheless accept that the nursery acted in the child's best interests.

Nursery security

While it is difficult to make the nursery site totally secure, we will do all we can to ensure that the nursery is a safe environment for the children to play and learn in and staff to work in. We review security measures regularly and conduct a daily Risk Assessment and draw upon the advice of experts (e.g. police officers, fire officers, architects, and other consultants).

We require all adult visitors who arrive in normal nursery hours to sign the visitors' book in the reception area, and to wear an identification badge at all times whilst on the nursery premises and adhere to the visitor rule card placed on the front of the signing in book.

Registered providers will inform Ofsted of any significant changes or events relating to the premises on which childcare is provided.

Stranger awareness/ collection of children

Staff are constantly alert to any strangers on the premises. We will not open the door to anyone that is unknown to us and will NEVER release a child to anybody other than the parent/carer unless permission is granted, or communication has been made with the nursery prior to pick up and the password used.

Children's names and identity are always protected, and staff will not disclose information about any child attending the nursery to any person other than those immediately responsible for the child. If a child was the subject of a child protection plan, information would only be shared with Social Services or other agencies involved in a strictly confidential manner. Please refer to our General Data protection policy.

Parents have a responsibility to inform staff if anyone other than themselves is collecting their child for whatever reason. Staff will ask parents/ carers to complete the form situated in the cloakroom area as to who is going to be collecting their child or this information will be written on our daily information sheet, only then will they be released from our care. If we are unsure at any time, parents will be contacted to confirm the identity of any person.

Children may only be picked up by a person who is over 16 years of age, or by a parent, legal guardian, whom is under the age of 16.

Safety of children

It is the responsibility of all staff to ensure that all activities are safe. Similarly, staff will always be vigilant for hazards concerning equipment or activities. Hot drinks will be out of reach of children and not walked around within the setting. If a member of staff has any concerns about the children's safety, they should bring them to the attention of the manager before that activity takes place.

We do not take any child off the nursery site without the prior permission of the parent.
(offsite visit forms are signed on registration)

If an accident does happen, and it results in an injury to a child, the staff will do all s/he can, to aid the child concerned. We keep a first aid box in the kitchen area and in the lobby. All staff are First Aid trained and certificates are kept on the premises.

Should any incident involving injury to a child take place, one of the members of staff will be called to assist. If necessary, emergency assistance will be called for.

We record any accident/ incidents in the accident/ incident file involving injury, and in all cases, we inform parents/carers, and they sign an Accident Form to confirm they have been informed. If a child bumps their head during the session Parents/carers will be called prior to collection and the accident form will be signed on collection and parents/ carers will be provided with a head bump form for signs to look out for. Should a child be quite seriously hurt, we contact the parents/carers through the emergency telephone number that we keep on file. We update these numbers annually, but it is essential that parents/carers inform us when contact details change. If we cannot reach the parent/carer or emergency contact, we will refer to the Pupil Information Sheet for other emergency contacts. If no one can be contacted managers will take the appropriate action e.g. take the child to hospital.

If a child is a danger to themselves or others when a child repeats a behaviour(s) that may place themselves or others at risk of harm, the staff must undertake an Individual child risk assessment plan. When faced with an inconsiderate behaviour it is the responsibility of staff at Jack in the Box to follow the guidance in our positive behaviour policy.

Raw flour guidance

Getting ill from uncooked flour or flour products is rare as they are mostly used as an ingredient in foods to be baked or cooked. Thorough cooking makes uncooked flour safe to eat. Food poisoning bacteria have been found in flour and pastry products in the UK, and there are examples from other countries where similar products have been linked to outbreaks of illness. When using uncooked flour or flour products not intended to be eaten e.g. dough for crafts and play, Jack in the box manage the risks during these activities. Playdough making within the setting is always made using boiling water to kill off any bacteria that may be in the uncooked flour.

At Jack in the box, we ensure children and staff who are handling raw flour or raw flour products take account of this advice when considering how risks associated with these activities are managed as part of their risk assessment process. Children may be more vulnerable to infection so additional care may be needed when handling these products. This guidance applies to all types of flour, including wheat, gluten-free, corn, gram, and rice flour.

You should not eat flour or flour products such as pastry and doughs that have not been cooked thoroughly or are not sold as ready to eat. This is because flour is not usually treated during processing to kill any food poisoning bacteria that may be present. Make sure to always follow the manufacturer's instructions provided on the packaging. This will tell you if the product must be cooked or it can be eaten raw.

It is particularly important for vulnerable people, such as young children, those with compromised immune systems and older people, to follow this advice because their immune system may not be able to fight off infections as easily. They should also take care when handling flour and flour products and follow the advice on the cooking, cleaning, chilling and avoiding cross contamination.

Here are some helpful tips to help you to prepare food using flour or flour products safely:

- do not eat or taste uncooked flour or flour products, such as pastry, cookie dough, pizza dough and batter, such as cake mix, unless labelling indicates they are ready to eat
- keep flour and flour mixes (e.g. bread or cake mix) in a sealed bag or container - flour can spread easily and contaminate other foods
- follow cooking, storage and handling instructions provided on the packaging
- wash hands thoroughly with soap and warm water before and after handling flour, uncooked pastry, or dough
- clean all surfaces properly - wash bowls, utensils, and surfaces with warm, soapy water or your usual surface cleaner and disinfect where necessary

Water beads

The Office for Product Safety and Standards (OPSS) has issued a Safety Alert to warn of the risks that water beads can pose to children and vulnerable adults. This follows action taken by OPSS to remove unsafe products from the market.

The Safety Alert advises that water beads should be kept away from young children, under 5 years of age, and only used with older children or vulnerable adults under close supervision.

Water beads are beads that can expand up to 400 times their original size when exposed to liquid. They are marketed for various purposes, including for use as toys, in crafting, as home decor or in floristry. They are sold under a variety of names including, but not limited to, jelly balls, water balls, sensory beads or water crystals.

When swallowed, water beads expand and can block the gastrointestinal passage which can then require surgery. The beads can also cause choking and have harmed children in the UK, with reports linking them to deaths overseas. Water beads can be difficult to detect and do not show up in x-ray.

If it is suspected that a water bead has been swallowed, medical help should be sought immediately. Water Beads are not used within our nursery settings.

Fire and other emergency procedures

Procedures for fire and other emergency evacuation are displayed prominently in all rooms. Fire drills are held once each term for different sessions and this is recorded in our Fire Drill book. The fire bell is rung, and children are helped to put down games/activities and walked towards the door and then out to stand safely at the fire assembly point on the Key Stage 2 Playground

- Fire doors are never obstructed during operation.
- Details are recorded in the fire drill book

The fire procedure is displayed in the setting and all staff are familiar with the procedure. Staff check all areas, pick up the register, phone and walk out with the children, where the children, staff and visitors are counted. If necessary, the fire brigade is called.

Arrangements are made to monitor the condition of all fire prevention equipment regularly. This includes the visual inspection of fire extinguishers, and the testing of the fire alarm system. There is a no smoking or vaping policy at Jack in the Box which is abided to.

Evacuation and place of safety

In the event of a whole nursery emergency or critical incident, all parents will be contacted the nursery would evacuate to The Key Stage 2 Playground

Educational visits

The Nursery takes very seriously its responsibilities for ensuring the safety of children whilst in Nursery or on Off-Site Visits (see our Off-Site Visits policy).

Seat belts

We use coaches and minibuses only where seat belts are provided. We always instruct the children to use seat belts when the bus is moving.

Medicines

Most children will at some time have a condition requiring prescribed medication. For many the condition, will be short-term – perhaps the duration of a short absence from Nursery. However, although a child may soon be well enough to be back at nursery prescribed medication may still be required during the nursery day for a short period. **Jack in the box will only administer medication that has been prescribed by a doctor.** Parents must complete a medicine form giving details of the child's condition and time to be administered. All prescribed medication must be clearly labelled with the child's details and will be kept in the fridge and/or a locked kitchen. Records will be kept of all medication received and administered by the Nursery. We endeavour to administer medication at the prescribed time however if this differs the new time will be stated to the parent/carer and signed at the end of the session. Parent/carers will be asked to keep their child at home for the first 24 hours when medication is prescribed if they have not had the prescribed medication before.

Staff involved in administering the medication will receive training and be a Level 3 or above.
Please see Sickness and Medical Requirements Policy

Internet safety

We regularly use the Internet in the nursery because it has many educational benefits. To minimise the risk of children coming across unsuitable material, we provide constant supervision, and we use only a filtered service, selected links, and child-friendly search engines. Parents are asked to sign authorisation for their child to use the Internet. We also seek parental permission before taking photographs of children. Parents are aware they can withdraw their consent at any time and are reminded during open classroom weeks and at parent's consultation afternoons/consultation calls.

Please see E-Safety, acceptable use Policy

The health and welfare of staff and when to inform Ofsted of a significant event (see table at the end of this policy)

The nursery takes very seriously the need to safeguard the health and welfare of all our staff. This includes their professional development, which we address in our CPD policy. We also pay attention to the assessment and prevention of work-related stress, thus complying with health and safety law. If a member of staff is experiencing stress at work, s/he should inform the managers without delay.

The nursery will not tolerate violence, threatening behaviour or abuse directed against members of staff. If such incidents do occur, the nursery will take the matter very seriously, and act in line with the Local Authority policy and contracts will be terminated.

The nursery, in consultation with professional advisors, conducts regular risk assessments, with the object of keeping the nursery environment safe.

The managers implement the nurseries health, safety, and welfare policy on a day-to-day basis, and ensure that all staff are aware of the details of the policy as it applies to them.

Practitioners taking medication which they believe may affect their ability to care for children should seek 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.

Practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children.

Non-Collection of Children

All adults are aware of the system in operation for children's arrivals and departures an adult will be at the door during these periods. If for any reason, you are unable to collect your child at the end of the session be assured that there would always be two members of staff on duty. If you can phone through to the nursery to let us know when you hope to collect that would be helpful. If for any reason, you are unable, please do not worry as no child would ever be left on the premises alone.

We would phone all the contact numbers held on the contact form. If a child attending a session has not been collected by the end of the day and there has been no contact from the parent or carer, the staff member would reserve their right to phone Hertfordshire Safeguarding children Partnership. Late pick up fees will incur if a child is picked up late from their intended session.

Lost Child

In the highly unlikely event of a child becoming lost whilst at the nursery we would carry out the following procedures:

After a thorough search of the premises inside and out the police would be notified, and the children's parents/ carers called immediately.

Medical information/ Dietary information/ Birth marks

If your child has a medical condition, please ensure you can provide the nursery with all the relevant documentation surrounding the condition that has been diagnosed by a professional this may also include allergies and dietary conditions. Parents and carers must inform the nursery if their child has been born with any birth marks in order for staff to be aware when undertaking any intermate care duties.

When to inform Ofsted of a significant event

Determining what counts as a significant event depends on many factors, including who the event involved and how much contact any individual involved may have with children. As a registered provider, managers should use their judgement to determine whether they should notify Ofsted. The greater the risk to children posed by the significant event, the more likely it is that you should notify Ofsted. Ofsted needs to know about anything significant that is likely to affect the suitability

of individuals to care for, or are in regular contact with, children. We need to know about these events, even if they happen:

- when you are not working with children (in the evening or weekend)
- when you have no children on roll
- away from the registered premises

Registered providers must tell Ofsted about serious incidents or changes to their registration as soon as practical, but within 14 days. If you fail to inform them, you may commit an offence.

Incident or change	Childminders and childcare providers on the Early Years Register	Childminders, nannies and childcare providers on the Childcare Register	How to notify Ofsted
Allegations of serious harm or abuse by any person living, working or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere) and any relevant actions taken.	Yes	Yes (no qualification to any person, and not required to notify Ofsted of action taken)	Report a serious childcare incident
Serious accident (including food poisoning affecting 2 or more children) or injury to, or death or illness of, any child while in their care, and the action taken (see guidance on reporting accidents and injuries)	Yes	Yes (not required to notify Ofsted of action taken)	Report a serious childcare incident
Death or illness of, or serious accident or injury to, an adult on the premises.	No	Yes (except nannies)	Report a serious childcare incident

Incident or change	Childminders and childcare providers on the Early Years Register	Childminders, nannies and childcare providers on the Childcare Register	How to notify Ofsted
The sudden serious illness of any child for whom later years provision is provided.	No	Yes	Report a serious childcare incident
Details of any order, determination, conviction or other ground for disqualification from registration that affects either: - the registered person - any adult living, or providing childminding or childcare on domestic premises	Yes	No	Report a serious childcare incident Please provide: - the date of the order, determination or conviction, or the date when the ground for disqualification arose - the name of the body or court that made the order, determination or conviction, and the sentence (if any) imposed - a certified copy of the relevant order (for an order or conviction)
Details of any criminal convictions and cautions of the nominated individual or anyone applying to register to provide later years provision.	No	Yes	Report a serious childcare incident Please provide: - the date of the offence - the nature of the offence

Incident or change	Childminders and childcare providers on the Early Years Register	Childminders, nannies and childcare providers on the Childcare Register	How to notify Ofsted
			- the place where the offence was committed - the name of the court, the date of conviction and the penalty imposed/the date of the caution
Any significant event, or change to health, that is likely to affect the suitability of the registered person or any person who cares for, or is in regular contact with, children on the premises to look after children.	Yes	Yes	Report a serious childcare incident

This policy was adopted by the managers and staff in September 2024

**Signed on behalf of Jack in the Box
Manger.....**

Staff signatures: