



## **SAFETY POLICY & PROCEDURE**

### **AIM**

It is our aim at Stepping Stones Nursery to care for the children in a safe, happy environment, with the safety of the children being one of our main priorities.

### **PROCEDURE**

- ✓ It is our Policy that children are not left **unattended at any time**.
- ✓ Managements responsibility is to ensure all necessary checks are in place, ie. gas, electric, fire alarms etc. together with all general maintenance of the property.
- ✓ Staff must carryout overall checks of their unit and inform the Caretaker of any jobs that need attention.
- ✓ Staff must be aware of Security Procedures that are in place.
- ✓ All staff carry out Risk Assessments to ensure the safety of the children at all times.
- ✓ A wide variety of Policies come under safety within the Nursery. Therefore, all safety rules/policies are adhered too at all times. E.g. Children sleeping, eating, outdoor play activities, children taken away from nursery, to list just a few.

## **CHILDREN EATING**

### **AIM**

At Stepping Stones Nursery it is our aim to provide a safe, caring and happy environment for the children. We ensure that the children are supervised at all times and never left un-attended, whilst in high-chairs or sitting at the tables.

### **PROCEDURE**

#### **Unit 1 – Tiny Turtles**

Babies feeding on bottles are fed by a member of staff and never left with a bottle to feed themselves.

Children using highchairs are double reined and are either spoon fed or encouraged where appropriate to feed themselves (ie. small soft items they can pick up), all children are supervised, during snack and meal times.

#### **Unit 2 – Cute Caterpillars**

Children using highchairs are double reined and are either spoon fed or encouraged to feed themselves, using the appropriate spoons, all children are supervised during snack and meal times.

There is also the opportunity for children to eat at a small table. One member of staff supervises this table during snack and meal times.

#### **Unit 3 – Big Butterflies**

Children using highchairs are double reined and are either spoon fed or encouraged to feed themselves, using the appropriate spoons, all children are supervised at all times.

Children seated around the tables for lunch and snack times and are supervised by a minimum of one member of staff at each table at all times.

#### **Unit 4 – The shooting stars**

Children are seated around the tables for meal times. They are supervised by one member of staff at all times. All children are encouraged to feed themselves.

### **Recording of Information**

There is a record kept of what each child has eaten and this information is verbally given to the parents at the end of each day.

These details are either recorded in the child's personal books or kept on file for a minimum of one month.

**ALL STAFF ARE TRAINED TO BE OBSERVANT FOR A CHOKING CHILD AND ARE TRAINED TO DEAL WITH THIS, SHOULD IT ARISE.**

## **SLEEPING CHILDREN**

**AIM** - At Stepping Stones Nursery it is our aim to provide a safe, caring and happy environment for the children.

### **PROCEDURE**



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- ✓ The temperature of the sleep room should always be between 18 – 21 degrees.
- ✓ Room temperatures are recorded on the sleep chart before allowing babies to sleep in the room.
- ✓ You must record the temperature, time taken and sign. If the children are in the room for an extended period of time – monitor and record the temperature throughout.
- ✓ All bibs and loose clothing removed. – remove jackets/warm cardigans/thick jumpers etc.
- ✓ No dummy chains
- ✓ Sleeping babies are frequently monitored by a member of staff.
- ✓ Monitors are switched on and tested regularly.
- ✓ All sleep times of each child are recorded on unit sleep charts.

### Unit 1 – Tiny Turtles

Once a child is/children are placed in the sleep room, the member of staff on the sleep rota must ensure that the sleeping monitor is switched on. This child/these children must then be continually monitored throughout the sleep. Any children sleeping in bouncers, chairs, swings, pushchairs etc. must also be monitored continually.

### Unit 2 – Cute Caterpillars

Once children are asleep in the main sleep room and outer main room it is of great importance that they are continually monitored and checked by staff. Therefore, the designated member of staff for sleep-time, must ensure that they are continually monitoring each room throughout the sleep-time period, they must ensure that the relevant monitors are switched on and that the quiet time rule is enforced at all times-This will ensure that any sudden movements, noises, crying etc. can be dealt with immediately.

### Unit 3 – Big Butterflies and Unit 4 – The shooting stars.

Children sleep in the sleep room on sleep mats or in the main room in a pram - Once children are asleep in the sleep room and outer main room it is of great importance that they are continually monitored and checked by staff. Therefore the designated member of staff for sleep-time, will be positioned between the two rooms and must ensure that the relevant monitors are switched on and that the quiet time rule is enforced at all times. This will ensure that any sudden movements, noises, crying etc. can be dealt with immediately.

**N.B. most children fall into a good sleep routine within a few weeks of joining us, which normally means they sleep at the same time as others. However, on various occasions it is necessary to let a child sleep out of this time, due to tiredness, illness or to fall in line with their personal set routine etc. At these times it is at the Room Leaders discretion to decide where the child sleeps, but it is also the Room Leaders responsibility to ensure that there is a member of staff regularly checking and monitoring the child whilst asleep.**

### Tidy-as-you-go policy.

Here at Stepping Stones Nursery we operate a tidy-as-you-go policy to ensure the safety of children, staff and visitors. This is done to decrease the possibility of risks within the nursery.

- During playtime, staff should clear away toys regularly to avoid trips and falls.
- All work stations should be kept clear, tidy and clutter free.
- All craft materials are to be cleared away immediately and stored out of reach of children.
- Any messy play areas to be immediately cleaned up after use,
- Outdoor play – when all bikes are in the yard, staff should put aside any cars, bikes etc. that are not in use to make room for children to play freely.
- Ensure all units carry out risk assessments as and when needed.